

Speech Course Syllabus

School Year 2012-2013

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OVERVIEW:

Speech Communication is a semester course meeting the 9-10 grade speech graduation requirements. Speech is a performance-based course designed to help students improve their oral communication and develop the following basic communication skills: the ability to organize material appropriately for oral presentation, to communicate with clarity and confidence, and to listen effectively and politely. The course is general in nature and gives the student practical experience through participation. Speaking experiences include informal speaking tasks. An understanding of the communication process is stressed to help students appreciate the mutual responsibilities of speaker and listener in successful communication.

COURSE GOALS/OBJECTIVES:

Students will be able to demonstrate the basic speaking skills of volume, eye contact, controlling nervous behavior, fluency, confidence, organization, gaining and holding attention, supporting points with evidence found through research, establishing credibility and the use of Standard English at appropriate times. They will deliver focused and coherent presentations of their own that convey clear and distinct perspectives and solid reasoning. Students will also develop listening skills in the areas of listening with understanding, critically, attentively and with an open mind.

COURSE TEXT:

Glencoe Speech, McCutcheon, Shaffer, Wycoff (2005)

SPEECHES:

The focus of speeches in this class may include, but are not limited to (subject to change):

- Introductory Speech
- Hero Speech
- Country Speech
- Opinion Speech
- Impromptu Speech

OUTLINES:

Before each prepared speech a rough draft and final draft outline is due. Outlines are to be typed and must follow the format provided in class. A speech cannot be given unless outlines are turned in.

JOURNALS:

Journal should be typed, 12 pt. Arial or Times New Roman font, double spaced, and at least 1.5 pages in length. There is no maximum length for your journals. The most important thing when journaling is to be thorough and thoughtful in your reflection and responses.

ATTENDANCE:

Attendance in class is very important. Important material for the preparation of speeches, delivered in lecture, is difficult, if not impossible to recreate. Absences disrupt the performance schedule.

Absences also deny the student the benefit of observing the performances of others. **If you are absent on the day that you are suppose to present your speech you must contact the teacher. Failure to contact the teacher will result in letter grade drop.** Students are advised to review the attendance policies printed in the KSH student and parent handbook.

HOMEWORK POLICY:

Students are advised to review the homework policies printed in the KSH student and parent handbook. The following will be emphasized:

1. For all missing assignments, a late penalty of 15% will be subtracted from the earned grade; assignments must be turned in within four school days.
2. If a student is absent on the day that the assignment is due, **the student** must contact the teacher via phone call or email to request an extension or to make alternate arrangements by 7:45 a.m. In the event of early release, pre-arranged absences, etc., all assignments are due **prior** to student's departure unless other arrangements were made with the teacher **in advance**. Otherwise, the penalty will be 15%.

GRADING POLICY:

Grade	Percentage Range
A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59-0

GRADING BREAKDOWN: (of the total grade)

Speeches/Presentations – 50%
Quizzes – 10%
Homework – 20%
Class work – 20%

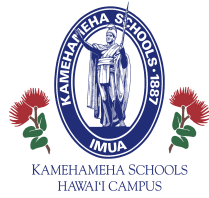
ASSESSMENT:

Student assessment is primarily focused on evaluations of student speeches, with a portion of evaluation based on quizzes (announced and unannounced) written exercises, class discussions, and participation. Progress reports are usually sent home every two to three weeks. Parents and guardians are asked to review and sign progress reports.

Oral performances serve as the major unit tests in this course. Students will be required to demonstrate their knowledge and understanding of the unit's skills and concepts through oral performances. After each performance, students will receive an **oral and/or written critique** by the teacher and fellow classmates. The critique will identify strengths and areas of needed improvement for future performances. The critique should be used during the planning and rehearsal of the next performance. **For successful performances, students need to maintain a regular schedule of rehearsal at home. Parents will be asked periodically to evaluate their child's rehearsal at home by filling out an evaluation form.**

SUPPLIES:

For this course, you must have a binder or folder to organize all of your work. Also, it is *HIGHLY* recommended that you have a *flash drive* for this course.



Course Expectations and Responsibilities School Year 2012-2013

The information that follows will help to explain what is expected of students in this class. I expect learning to take place in a safe, positive and orderly environment. In order to maintain an environment, in which learning can be shared and enjoyed, the following rules are especially important:

1. Students are expected to come to class fully prepared. At the bell students are expected to be in their assigned chairs with the proper materials: speech binder/folder, pen/pencil, and planner.
2. Once seated students are expected to check the board for the daily agenda, instructions and homework.
3. Proper classroom etiquette such as not talking when others are speaking, asking permission to go to the bathroom, asking permission to stand to sharpen the pencil, and raising your hand to ask or answer a question will be expected at all times.
4. Students are expected to treat other students and the teacher with respect. Courtesy to other speakers should always be practiced. Disruptive or abusive behavior while fellow students are speaking is not acceptable.
5. Offensive language in the classroom or in student speeches is inappropriate and will not be tolerated.
6. Topics and selections for speeches, and speech content, should be in good taste, and appropriate for the high school classroom.
7. Plagiarism of any kind will not be tolerated.
8. Use your time wisely and follow instructions carefully.
9. Complete homework on time – place it in assigned tray or emailed to teacher (if required to) before the start of class, unless told otherwise.
10. Put your name and date on top right hand corner of ALL assignments.
11. No food or drink is to be consumed in the classroom. No cell phone (text messaging, picture taking, calculator, etc.) or iPod use during class will be tolerated.
12. **Students are required to check their school e-mail on a daily basis for reminders, assignments, handouts, upcoming activities, etc.**

Consequences

For disrespecting expectations and/or your responsibilities:

- | | |
|-----------------------|-------------------------------------|
| 1 st time: | Warning |
| 2 nd time: | Student/teacher conference |
| 3 rd time: | Parent/teacher telephone conference |
| 4 th time: | Referral to Vice Principal |



Use of Technology School Year 2012-2013

Printing

School assignments should be printed and ready to turn in before class starts. Most assignment instructions/handouts will not be printed out for you. If you want a hard copy make sure you print one out during class, during lunch or during your Ke 'Ano period. Students are to print all assignments in black and white unless given approval to print in color.

Internet Use

- Accessing inappropriate Internet content is strictly forbidden on any Kamehameha School computer.
- Students are required to follow all copyright laws.
- Any form of plagiarism will not be tolerated.
- Any research and information obtained via the network or Internet should be properly documented and cited.
- Students should not upload and/or download inappropriate video, audio, or other media to/from the Internet.

File Management

Students are responsible for saving, organizing, maintaining and backing up their files. At the end of the school year, all laptops will be collected and re-imaged for the next school year. Any personal files (including music, photos, videos, etc.) will be deleted.

Saving

Students must save their documents to the "My Documents" folder. Large files like movies and other large projects should be saved to the laptop and then backed up to other large storage media like DVD's, flashdrives and portable hard drives. The school will not be providing DVD media, flashdrives or portable hard drives. It is recommended you back up your data as a precaution in case your laptop is damaged or crashes. Save ALL work for this class according to the following format: **Name of Assignment Your Name Period**

Sound

- Sound is to be muted at all times unless permission is obtained from the teacher for instructional purposes.
- When sound is allowed by the teacher, student-owned headphones are required.

Photos, Music, Games or Software Programs

- All media use is for educational purposes.
- Video and music CDs and DVDs, online games should be limited to class use with teacher permission.
- Students are not allowed to use KS laptop and or accounts (i.e. e-mail) to purchase online music, games, or software.
- All software loaded on the system are School approved. Downloading and installing additional software, including drivers, or widgets is prohibited.

Social Networking - (My Space, Chat, Blog, etc)

Students are not to use KS laptops and or accounts (i.e. e-mail address) to register and/or access social networks unless a teacher grants permission for a legitimate class project.

**Students are responsible for all work, even if their laptop is being repaired or otherwise unavailable.
Students may have to use a computer at the Kekuiapoiwa Learning Center.**