

## Freshman Communications 2008-09 School Year

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## Syllabus

### Course Description:

The Freshman Communications course is composed of two components: public speaking and keyboarding. The public speaking portion will address the student's ability to communicate in interpersonal situations, small groups, and with mass audiences. Students will examine the mechanics and development of communication and public speaking, as well as address the anxiety that may accompany speaking in front of people by practicing ways to alleviate stress in those situations. By studying and practicing four types of public speaking, students will develop confidence to successfully participate in oral communication with a wide variety of audiences.

### Curriculum:

Topics to be covered during the term include, but are not limited to:

- Importance of communicating
- Communicating to different audiences
- Introductory, Informative, Persuasive, and Improvisational speeches
  - o Who, What, When, Where, How, and Why of each speech type
- Ways to deal with public speaking anxiety

### Materials:

1. Academic handbook/daily planner
2. 1 subject notebook OR Binder with loose leaf
3. Pocket folder for handouts
4. Writing instrument (preferably blue/black pen and/or pencil)
5. Prepared homework/assignments

### Classroom Rules:

1. Students must exhibit a high level of respect for themselves, fellow classmates, the teacher, and the classroom environment. We are all part of a community!
2. Students will bring the materials listed above to class everyday.

### Late Assignment Policy:

Any *homework* assignment not handed in on the day it is due will receive 0 points (no credit); however, the assignment must be submitted when completed.

If a student fails to submit one of the *three major speeches* on the required due date, the student will lose 10 points for each calendar day that it is late.

If a student *misses a scheduled quiz or speech presentation*, it is his/her responsibility to schedule a make-up at the teacher's convenience. The make-up must be completed within one week of the student's return to school.

Obviously, there may be extenuating circumstances and the instructor will treat those on a case by case basis.

**Grading Policy:**

The public speaking portion of Freshman Communications is graded out of a total of 500 points. The breakdown of points follows.

5 Homework assignments @ 10 points each = 50 points

4 Quizzes @ 25 points each = 100 points

3 Speeches (Introductory, Informative, and Persuasive) @ 100 points each = 300 points.

1 Speech (Improvisation) worth 25 points

Class participation = 25 points

**Students are advised to save a copy in their server folders of all graded work generated by computer and a hard copy of all other work.** In the event of a missing assignment, the burden of proof that the assignment was completed by the deadline rests with the student. Students should also save all graded and returned papers in case of a grade question.

**Grading Scale:**

93-100=A

90-92=B+

85-89=B

82-84=C+

75-81=C

70-74=D

≤69=F