**Public Speaking 2019 - 2020 Course Syllabus**

**- Mrs. Kirsten Cossano -**

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**Course Overview:** Welcome to Public Speaking!  In this semester-long course, you learn many aspects of speaking in front of an audience. We will accomplish this in several ways:

* *Acquire Skills:* Speaking skills *(nervousness, body language, timing, organization, etc.)*, refine research skills *(verbal citations, selecting evidence, MLA works cited)*
* *Apply Skills:* Short speeches, Researched longer speeches, presentations, demonstrations
* *Analyze Skills:* Mentor texts, rhetoric, comparative analysis essay (1,200 – 1,500 words)

By the end of the class, you will understand how to not only format a speech but also create credibility by using rhetoric, argumentative techniques, and purposeful body language. You demonstrate this ability through your own speeches and analyzing others (peers and professionals). **FINALS:** A basic study of communication will be presented through lectures and activities.  Lecture material and speech construction will be reflected in the final exam.

***Course Materials:*** NOTECARDS - I would suggest two packs - they are required for your speeches. Binder/ folder, journal/organized papers, reliable writing utensil, and an open mind!

**Classroom Procedures:**

* *Bathroom:* Sign out, sign back in. You are responsible for any missed information. One person out at a time.
* *Attendance Policy:* The district policy will be followed. Regular attendance is extremely important.
* *Electronic Devices:* Cell phones/electronics on silent & in backpack unless given permission (it will be obvious!); 1st offense = warning, 2nd offense = required cell phone check-in for the rest of the semester, *Continued issues* = confiscate to administration with additional consequences. Students may sign out of the room to take a call or text in case of emergencies.
* *General Class Conduct:* Respect yourself.  Respect others. Respect the classroom environment. Conduct yourself maturely*.*Speak your truth. Lean-in to vulnerability. Provide constructive and kind feedback. Clean up after yourself.

**Absences and Late Policy:**
If you have an excused absence, you will have the same number of days missed for make-ups.  It is essential for you to be in class as often as possible. Tests are to be made up before or after school by appointment, and the make-up time must be scheduled immediately upon your return to school.

*Excused Absences:*

* A student with a prearranged absence should keep current with the class work while away.
* Check the class website to find out what work was missed each day.
* Tests and quizzes must be made up within one week of your return to school.
* If you miss a test or in-class writing assignment, you are responsible for scheduling a time with me to make it up.
* If your absence is unexcused, the late work policy applies.

*Late-Work Policy:*

* Homework *(process points):* 20% off per day late.
* Essay *(culminating):* accepted for one week following due date at 50% off the grade you receive.
* Outlines: due the school day before speeches begin, regardless of speech order. All outlines must be in correct outline format, to the 3rd level. Late homework policy applies.
* Speeches: If you absolutely cannot be present on your designated speech date, notify me several days before. If you do not notify me, points may be deducted from your speech.  You must then be prepared to present at any time as a *floater* speaker. Unprepared speakers lose 50% of the final grade for that speech. You may “*swap*” your speaking date with another student, but you must submit your change in writing with both signatures to show acknowledgment of the change by both parties.
* If presentations are delayed for any reason *(ex. snow days)*, be prepared to speak on the following day, in the original order.

Tardies

It is essential you arrive to class on time, both for your learning and so that you do not disrupt class. Our class will begin at on Skyline’s stated bell schedule, and you are expected to be in your seat at that time and ready for class, not walking in the door, talking to friends, or migrating towards your seat. I reserve the right to refuse quiz make ups to tardy students.

Tardies of more than 4 minutes will result in the following repercussions:
• 4th offense: “Spartan Support” Lunch Detention
• 8th offense: Referral to Administration with recommendation for Wednesday morning detention

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| --- | --- | --- |
| **Grading Categories** | **Grading Scale** | **Academic Honesty**: |
| Culminating **50%**Process work  **25%** Participation **15%**            Semester Final   **10%** |

|  |  |  |
| --- | --- | --- |
| **A**  93-100  | **A-** 90-92   |  |
| **B+** 87-89   | **B**   83-86  | **B-** 80-82 |
| **C+** 77-79    | **C** 73-76   | **C-** 70-72    |
| **D+** 67-69  | **D**  60-66 | **F**  0 –59 |

 | *Honesty in all work is expected at all times*. The Skyline policy will be followed.  Please refer to the Student Handbook and the Academic Integrity/Honesty Policy. *Please note*: All assignments are expected to be individual work unless explicitly stated otherwise. |

**Other Tips and Course Requirements:**

* Teacher meetings:Email for a meeting! I am more than happy to setup a conference – I try to meet with students first, then involve parents/guardians.
* Make a habit of checking the website***once a day*** and before you begin your homework after school.
* You may not use your outline for your speech. You are required to use note cards. This rule is to support the quality of your speech and professionalism.
* Verbal feedback is one of the most important aspects of this class—not always “warm and fuzzy,” but constructive.
* Keep clear written feedback for each speaker-very important!  Peer Feedback is required for every speech as a part of your participation grade.
* Body language!  It is a challenge to learn and can be overdone. Be purposeful about how to get better.
* Acknowledge and support the person timing you.
* Actively listen to all speakers. Succumbing to distraction, such as your phone, is rude. Show respect to others and listen obviously while they are speaking. I am expected to enforce phone policies if this rule is not followed.

**Advice from previous public speaking students :)**

What should you focus on for success?

* + “Practice, practice, practice!” “ “get stuff done early and ask for help”
	+ “Focus on each step for each speech as well as incorporating the others as you go along but don't stress out too much about getting every single skill because you will get yourself too worked up”
	+ “Don't be shy. Once you get into the speaking, it becomes so much more interesting and easier to go through the class”
	+ “Relaxing and realizing that public speaking is a part of life and it is good to get comfortable and learn skills for it now”
	+ “Focus on memorization! You can't successfully and naturally add emphasis and movement/gestures if you don't have your speech memorized first”
	+ “PICK A TOPIC YOU ARE PASSIONATE ABOUT”
	+ “Enjoy the speeches and make them your own - pick ideas you would like to spread and encourage”
	+ “Stay on task, the more you keep on top of things the less stress you will have in this class”
	+ “Put 100% effort into every speech and be confident when speaking to make it enjoyable for everyone. And don't compare your scores to your peers because everyone has different skills to bring to the table when speaking”

General Comments/Words of Encouragement

* + “Don't be scared, everyone is worried so if you mess up they understand”
	+ “even if you struggle with public speaking the environment is very friendly so don't be afraid”
	+ “if your stressed for time on one of Cossano’s assignments, take a deep breath, calm down, talk to her about it”
	+ “Be confident and do the best you can! This class rewards you for your bravery”
	+ “It'll be okay! By the end you'll be so much more confident in your abilities. Cossano is really good about catering to one's specific difficulties, just ask and she can help you with anything”
	+ “Don’t be afraid to put yourself out there, everyone in this class is trying to find their voice alongside you”

**\*\*\*RETURN THIS PAGE TO MRS. COSSANO, SIGNED BY YOU AND YOUR PARENT/GUARDIAN\*\*\***

**-Retain the syllabus in your binder/folder for reference-**

**-Return by Friday, 9/13-**

**Student NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                Period \_\_\_\_\_\_\_\_\_**

Public Speaking & Debate, Semester 1, 2019, (Cossano)

* *I have reviewed the grading criteria, tardy policy, printing policy, and Academic Integrity/Honesty Policy for this course.  I clearly understand the importance of checking Mrs. Cossano’s website daily, and promptly attending class.*
* *I also acknowledge that each English credit requires seniors to complete a Comparative Analysis Essay*
* *Should I have any questions about what is expected of me, etc., I will make an appointment with Mrs. Cossano.*

*Student’s name (printed* ***& s****igned)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Parent/Guardian’s name (printed* ***&*** *signed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Parent/Guardian’s* ***email & phone***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any additional notes of concern:

\*\*Please make sure skyward email is up-to-date, I send all class email updates through skyward from time-to-time.

I wouldn’t want you to miss out!\*\*