

**Required Speech**  
**Mrs. Sitler –Spring 2012**  
**Rooms A114 & A115**  
**724/941-6250 x. 5379**  
[sitlern@pt-sd.org](mailto:sitlern@pt-sd.org)

### **Overview**

This class examines the fundamentals of the communication process. Students will learn what communication is, present a variety of speeches and participate in various course related activities.

### ***Materials***

Students should obtain a folder and bring it to class each day. All worksheets, study guides, speeches, or any other class related materials should be kept in that folder until the completion of the course. Information for this course is posted on the following website [www.ptmedia.net](http://www.ptmedia.net)

### **Expectations**

- Late homework will **not** be accepted and result in a zero for the assignment.
- There will be **no extra credit assignments** at the end of a grading period, but may be opportunities during the nine weeks to earn extra credit points through speech related activities.
- Full participation is expected not only as a speaker, but also as a listener.
- Students are not permitted to use **flash drives** to transport material.

### ***Speaking:***

- All speech topics must be pre-approved and will be G/PG rated. Nothing inappropriate will be delivered during speech or grade reduction and disciplinary action will be proportionate.
- **Delivery**
  - Speeches are **EXPECTED** to be given on the day that they are assigned or the day a student returns following an absence. No additional day will be granted for an absence during presentation of speeches.
  - Failure to give a speech on the assigned day will result in a **20 percent per day** reduction of the grade for that speech.
  - In some cases, it will be the student's responsibility to make up his/her speech outside of class if he/she is absent on his/her assigned speech day.
  - If a student has an unexpected emergency or is ill, it is **EXPECTED** that the teacher be notified via email or voicemail the night before the speech is due.
  - Class cuts on speech days will result in a **ZERO** for the assignment and appropriate disciplinary action will be taken.
  - Note cards may be used to deliver the speech, but will be turned in at the end of the speech and in some cases graded.

### ***Listening:***

#### **Peer Evaluations**

- A minimum of five peer evaluations will be completed each nine weeks to promote good listening skills and to analyze quality public speaking techniques.
- Each peer evaluation will be worth (5) points equaling a maximum of **25 points** per grading period.
- Peer evaluations will not be factored into the grade of the student giving the speech.

#### **Class Participation/Character Points**

- Students will begin each quarter with **25 participation points**. These points will consist of preparation and participation responsibilities. These include coming to class on time, bringing the necessary materials to class, demonstrating good listening skills during fellow classmates' speeches, and exhibiting appropriate classroom behavior.
- Points will be deducted for lack of responsibility and participation.
- If inappropriate behavior occurs in class, appropriate disciplinary action will be taken.
- Any assignment that is plagiarized will result in an automatic zero.
- Minor behavior issues will follow student handbook protocol.

**Student Information Sheet**

**Name:**

**Preferred name:**

**Grade:**

**Period:**

**Parent Contact Information**

**Parent(s)' name(s):**

**Best phone number(s) to contact:**

**Parent(s)' email address (es):**

**Please answer the following questions as detailed as possible. Also, please include any additional information that would be helpful to me as your teacher.**

How do you learn best?

Please list any concerns that you have about this class?

Do you have medical issues, allergies or special needs?

What are some of your interests, hobbies or extracurricular activities?

Any additional information?

**PLEASE SIGN AND RETURN!!!**

**I have read the class rules and procedures, core body of knowledge, and the grading policy. I understand that I (or my son/daughter) am (is) responsible for all of the information outlined in this syllabus.**

**Return by **January 28, 2012** for 5 point first assignment.**

**Student** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent** \_\_\_\_\_

**Date** \_\_\_\_\_