

Speech Communications Syllabus

Instructor: Mr. Smith

School Year: 2026-27

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Welcome to Speech Communications. I am very pleased to have you all in class, and it is my privilege to be your teacher this year. This document is a brief overview of what we will be learning and the expectations I have of you. Please keep this syllabus in your folder for future reference.

Course Description:

Designed to teach students the components of the human communication process. Students are taught to communicate clearly and effectively through the medium of speech. Special emphasis is on the organization, content, and delivery of extemporaneous and previously prepared speeches.

Texts:

A Pocket guide to Public Speaking by O'Hair, Rubenstein & Stewart. The Speech Communications class is designed to enable students to examine the principles of speech making and to examine the importance of public speaking as communication so that they will be able to research, organize, and deliver material effectively in a number of speeches, to include; Question/Answer, Informative, Persuasive, Demonstration, Eulogy, among other speeches.

Methods of Instruction:

Methods of instruction and evaluation will include but not be limited to lecture, homework, quizzes, activities, tests, and papers.

Supplies:

Folder (designated for this class only)

Writing Utensils (pens, pencils, highlighter)

Paper (college ruled notebook **or** loose leaf in a binder)

Laptop

Grading Scale:

Grades will be determined by calculating the percentage of total points earned.

A=93-100% B+=87-89% C+=77-79% D+=67-69% F=0-59%

A-=90-92% B=83-86% C=73-76% D=63-66%

B-=80-82% C-=70-72% D-=60-62%

Classroom Rules

1. No cheating. In other words, do not share homework, use cheat sheets, have wandering eyes during tests, or anything else that I may suspect as cheating. The assignment in question will receive no credit if I suspect cheating. This includes plagiarism.
2. You will be expected to exhibit appropriate behavior for class. Inappropriate behavior includes classroom disruptions which includes but is not limited to sharpening pencils, borrowing supplies, talking, leaving your seat, sleeping, throwing trash, tardies, lack of school supplies, and any other disruptive activities. If time is not made up within one week you will be turned into the office. Use proper judgment for respectable and courteous conduct in class.
3. No cell phones will be allowed during class as per school requirements. Phones must be put completely away, not just face down on your desk. This also includes headphones, earbuds, etc. Additionally, smart watches may not be accessed during class. Exceptions may be made for class purposes (using calculator, listening to music), but permission must be asked first.
4. No hats or hoodies permitted as per school requirements. Exceptions made when in accordance with school spirit days.

5. Four hall passes will be issued per semester. Make sure you have your pass before asking to leave. These will be used for the restroom, water fountain, or to see other teachers. This does not include prearranged passes from other teachers or administrative passes. Hall passes may only be used during time given to work on homework.
6. You will have an equal number of days absent plus one to make up work for an absence. Make up tests can be made up in my room anytime, including before and after school, except for the class period you have the class. Tests need to be made up within five school days. In case of inclement weather, homework assignments will be pushed back an equal number of days missed.
7. Late homework will only be accepted one class period late at 50% credit.
8. No food, including candy, is allowed in class except gum, unless prearranged by me. Exceptions will only be made for medical reasons. Drinks are allowed as per school requirements.
9. Do not line up before the bell rings. Please do not pack up early, especially if instruction is still going on.

I am looking forward to getting to know you all and working together this year. See you in class!