Mrs. Williams

Speech Syllabus

Class Website: https://sites.google.com/a/pgcps.org/mrs-williams-english-speech/

Contact Information:

➢ Telephone: 301-636-8000
➢ E-mail: leanne.williams@pgcps.org
➢ Planning Period: 3rd period
➢ Room: 311

Mission Statement:

The English Department’s role in CHFHS is to provide multiple and varied opportunities for students to hone their communication, thinking, reading, writing, speaking, and listening skills. The English Department also wishes to ensure academic and social success in all aspects of their lives.

Expectations of Behavior:

Students will take responsibility for creating and maintaining a respectful, cooperative learning environment for everyone.

➢ Respect
➢ Cooperation
➢ Readiness to learn
➢ Responsibility
➢ Remain on task
➢ Keep work space clean

Classroom Rules:

1. Respect yourself and others.
2. Follow the teacher’s directions.
3. Come to class prepared.
4. Remain on task.
5. Food and drinks are prohibited.
6. Use of electronic devices is prohibited.
7. Keep your workspace clean.
CHARLES H. FLOWERS HIGH SCHOOL
Speech 1 (syllabus)

Instructor: Ms. M. Porchea
Classroom: 203
Work Telephone Number: (301) 636-8000 Ext. 324
Work Hours: 7:15 am-2:45pm
School Address: 10001 Ardwick-Admore Road
Springdale, Maryland 20774
Email Address: Misty.Porchea@pgcps.org

Course Description: This introductory high school course is designed to give students the opportunities to gain poise, develop personal interests, and share responsibilities for group projects. Students will have opportunities to acquire listening skills, to learn fundamentals of oral presentation, to increase their vocabularies through word study and oral presentations, to increase their vocabularies to word studies as it relates to speech, to prepare and present various types of speeches, to participate in group discussions, to experience platform reading and speaking, to receive an introduction to debate, to meet some of the challenges of performing through mass media, and to develop interpersonal communications skills and poise.


Materials:
Black or blue ink (pens only)
3 ring binder with 5 dividers (warm-ups, notebook, homework, classwork, test/quizzes)
Notebook paper (loose paper only)

Writing Assignments: Formal and informal compositions are required for this course. These writings may vary in form and content, depending on the approach and topic selected. Students are required to stay inside both the right/left margins in addition to the proper 5 item heading (i.e. name, date, period, teacher, assignment). Improper headings will result in a loss of points for the assignment. Most essays/speeches must be typed using white paper, black ink, double-spaced, 12 font, and Times New Roman. If a student has no access to a computer he/she should see the teacher. Assignments must be submitted on time.

Notebook: A notebook must be brought to class each day for all new and ongoing assignments. Assignments will reinforce various English skills and allow practice for new skills. Notebook checks will be done twice a quarter, before progress reports and report cards.

Expectations:
1. Arrive on time for class. You should be in your assigned seat before the late bell rings. Warm-ups should be completed in the first five minutes of class. Warm-ups must follow the proper format to receive full credit bi-weekly. (i.e. response to the warm-up assignment, objective, and the correct date)
2. Prepare for and participate in course related activities.
3. Complete assignments on time. NO EXCUSES.
4. Treat others with respect, and be a positive influence within the class.
5. Be organized.
6. Raise your hand to be recognized. **NO UNNECESSARY TALKING.**
7. Remain in your assigned seat until dismissed by the teacher.
8. Follow classroom rules/regulations in class.
9. When you are completing comprehensive questions you are not required to write the question, however, you must write the answer in a complete sentence. Below is an example of how to convert the question into a response sentence.

**Question-** What step does Ken use to resolve the conflict?

**Answer-** Ken tries to explain and mediate to resolve the conflict.

**Behavior:** Students are expected to respect the teacher, Ms. Porchea, their peers, and themselves at all times. Appropriate language is required. Opinions/points of view may be shared; however, comments cannot be degrading, rude, or disrespectful. If at any time you feel you have been falsely accused or misunderstood, you are to 1) comply with given request by the teacher, Ms. Porchea 2) conference with Ms. Porchea before/after class to reach a mutual solution 3) If a solution is not reached, student/parent may schedule a conference with the teacher, Ms. Porchea and/or administration. **Unacceptable behaviors can also result in a write up (PS74).**

**Attendance Expectation:** It is the responsibility of the student to present an **excused** yellow slip to the teacher the day he/she reports back to school in order to receive make-up assignments. All make-up assignments are due upon the next meeting of class. If make-up assignments are not turned in on the appropriate date, assignments **will not** be accepted. If an excused note is not presented, students will receive a grade of zero for all assignments in his/her absence. Students may accumulate only **10 unexcused** absences, any unexcused absences **beyond** 10 may result in a failing grade and no credit earned.

**Tardy Expectations:** Students are expected to be in class on time. In the event, that a student is late, he or she will **not** be able to submit the homework assignment. In addition to that, the student may lose 5pts on the class assignment for that day.

**Evaluation:**  

**Grading Scale:**  

100-90 =A, 89-80 =B, 79-70 =C, 69-60 =D, 59-50 =E  

**Grading Policy:**  

Tests, Speeches, and Debates **50%**  

Classwork **25%**  

Homework **25%**  

**Quizzes/Tests:** Assessments will be given to assess your ability to comprehend material taught in class or homework reading assignments. Be mindful that it is important to ask questions and study material taught because tests/quizzes are 50% of the students’ overall class grade. **Pop quizzes will be given.**

**Late Assignment Policy:** All assignments, complete or incomplete, **must** be turned in on the due date. However, under extenuating circumstances, individual cases will be reviewed provided there is a parents’ signature and contact number. The student is responsible for all missed assignments.
Cheating/Plagiarism:

- Giving to or using information from another student on a test or quiz.
- Copying an independent homework assignment.
- Taking material from the internet, Cliff Notes, or other published material and presenting it as your own authorship.
- Allowing a parent, relative or friend to do your work for you.

When in trouble/doubt get help from Ms. Porchea, another teacher, or an administrator.

Parent Communication: I may be contacted by email or phone at the high school only. Parents will be contacted by phone or email when academic or behavioral concerns arise. I will return your emails or phone calls within 48 hours.

In order to ensure achievement, I will need the cooperation, reinforcement and support of you, the parent/guardian. I, Ms. Porchea, am dedicated to the growth and success of my students and I am willing to ensure a positive and a productive outcome. Thank you in advance for your support.
Please read and sign the reading of this syllabus below. Also fill in the parent/guardian contact information. This information is for Ms. Porchea only. The information will be used to contact you if academic or behavioral concerns arise. Thank you.

I certify that I have read the following syllabus and understand the requirements for Ms. Porchea’s class.

____________________________________
Signature of Parent/Guardian

____________________________________
Signature of Student

Comments: ____________________________________________________________

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Name of Student (please print clearly)____________________________________

Name of Parents/Guardians:____________________________________________

Home Telephone Number: ___(__   )__________________

Work Telephone Number: ___(__   )__________________

Cellular Telephone Number: __(   )__________________

*You will only be contacted during school hours.

Home Address:__________________________________________________________

City___________________State____________Zip Code____________

Email Address:__________________________________________________________
Course Materials:

All students are required to bring the following materials to class everyday:

- Text
- Agenda Book
- Two Pens (one black or blue, one red)
- Paper
- Three Ring Binder for English with Five Dividers (SAT Words, Warm-ups, Class Work/Homework, Notes, and Assessments)

Grading Policy:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, E = 0-59

- Homework 25%
- Class Work 25%
- Assessments 50%

Late Work/Make-up Work:

All students are required to submit assignments on time. No late work will be accepted, unless a note for an excused absence is presented to the teacher. In the case of an excused absence, the student will be expected to check the class website for make-up work and notes. The teacher will not be responsible for providing make-up work. Make-up work will only be accepted from students with a valid, documented excuse given within one week of the excused absence. No exceptions or excuses.

Tardiness

All students are required to be present on time. Tardiness will not be tolerated, and will result in a loss of participation points for the day. If a test/quiz has been given before an unexcused tardy, the student will not be able to take the test/quiz.

Bathroom Usage

Students will not be permitted to leave the classroom in order to use the restroom. Students should utilize the restrooms between classes. Passes will only be written in case of an emergency.