

SPEECH COMMUNICATION 1133—FUNDAMENTALS OF SPEECH COMMUNICATION
SPRING, 2021 SYLLABUS

Instructor: Sandra Grant

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OFFICE HOURS: By appointment or Monday and Wednesday from 2:00 to 4:30,
Tuesday and Thursday 2:00 to 4:00. There are no scheduled office hours on Friday.

Required text is Building a Speech by Sheldon Metcalfe

9:00 to 9:50 Section MWF 201 meets in B 114, Lamar B. Fain Fine Arts Center

12:00 to 12:50 MWF Section 202 meets in D202 Lamar B. Fain Fine Arts Center

1:00 to 1:50 MWF Class, Section 203 meets in B 114, Lamar B. Fain Fine Arts Center

Personal Responsibilities:

Attend Class. Understand and follow the attendance policy.

Be on time. Tardiness causes problems for you, the class, and me. Three tardies equals one absence.

TAKE NOTES. Bring the necessary tools to class. Be sure to have a pen or pencil and paper.

Complete assignments as instructed and on time.

Be sure that you understand each assignment and when it is due. Please ask me for help when you need help. KEEP UP WITH YOUR GRADES.

Conduct yourself according to Student Conduct Code included in this syllabus. Your attitude and your behavior really matter in this class.

Use this syllabus.

GRADING POLICY:

Speech # 1 (Informative Speech).....25%

Speech # 2 (Persuasive Speech).....25%

Daily Grade (written and oral assignments, critiques).....30%

Final Exam.....20%

GRADING SCALE:

A 90-100

B 80-89

C 70-79

D 60-69

F below 60

0 Failure to perform a speech when scheduled. (Know your assigned day and order.)

0 Failure to hand in written work when it is scheduled/due. (Use your syllabus.)

0 Failure to take scheduled test. (Use your syllabus.)

0 Failure to produce any assigned work when it is scheduled/due.

0 Failure to comply with academic honesty policy.

It is difficult to predict the exact length of time that some assignments will require. Additions, deletions, and substitutions in the schedule are possible. Your cooperation is expected, and appreciated. Dates for tests and assignments and complete instructions will be given during class. This brings us to the importance of attendance.

Attendance: Class room activities and lecture notes are an important part of this course. In order to learn this material, you will need to come to class. "In-class performance" is required, so your attendance is required. Upon your **FIFTH ABSENCE, EXCUSED OR NOT**, you will be asked to drop this class if it is prior to the final drop day. If it is after that deadline, or you do not initiate the drop yourself, you will be instructor-dropped with a final course grade of "F." If absences are due to circumstances truly beyond your control, and you have contacted me according to requirements, you might be allowed to stay in this class. But, your final course grade will be lowered. Tardiness exceeding ten minutes counts as an absence. Three tardies count as one absence. Habitual tardiness, excessive tardiness will result in a negative adjustment to your final course grade. If you arrive after attendance has been taken, it is your responsibility to make sure that you have not been counted absent from the class. You must talk with me after class and clarify this. If you leave class early, you will be counted as absent. According to the MSU Code of Conduct: "Absences due to required participation in university sponsored activities must be approved by the College Dean or Athletic Director and the Vice President for Academic Affairs.

Students with written approval must present a signed letter or memo to each instructor at least two days prior to the date of the absence. Only prior notification can guarantee lack of penalty for these absences. It is the responsibility of the student to arrange with the instructor to make up work missed during an authorized absence.

Academically related activities (class field trips, attendance of conferences, etc.) do not qualify as university sponsored activities. Excused absences for such activities may be given at the discretion of the faculty member whose class is missed."

I DO UNDERSTAND THAT PROBLEMS CAN AND WILL OCCUR WHEN USING TECHNOLOGY. PLEASE ADVISE ME ABOUT ANY PROBLEMS SO THEY CAN BE ADDRESSED. IT WILL BE YOUR RESPONSIBILITY TO FIND THE CLASS ON D2L AND ATTEND. YOU WILL NEED ACCESS TO A COMPUTER WITH A CAMERA AND MICROPHONE. YOU CAN USE COMPUTERS LOCATED IN VARIOUS LABS ON THE MSU CAMPUS OR YOUR PERSONAL COMPUTER. I OFTEN SEND EMAILS CONCERNING CLASS INFORMATION AND ASSIGNMENTS. BE SURE THAT MSU HAS THE EMAIL ADDRESS THAT YOU WANT US TO USE WHEN CONTACTING YOU.

PLEASE REVIEW THE MSU PROTOCOL INCLUDED WITH THIS SYLLABUS IF YOU FEEL YOU MIGHT HAVE COVID 19. WE ARE TRYING TO HELP PROTECT YOU AND ALSO KEEP YOU ON CAMPUS AT MSU. THERE IS HELP IF YOU DO BECOME ILL. JUST KEEP US INFORMED. HOPEFULLY, YOU WILL BE ABLE TO KEEP UP WITH CLASSES BY FOLLOWING ON D2L IF YOU HAVE TO SELF-QUARANTINE OR BECOME ILL. PLEASE KEEP US INFORMED AND FOLLOW MSU PROTOCOL, WHICH IS BASED ON THE LATEST GUIDELINES. ONCE YOU CONTACT MSU, THEY WILL REQUIRE

DOCUMENTATION. THE LETTER THEY EMAIL YOUR PROFESSORS IS REQUIRED FOR YOU TO BE EXCUSED FROM A CLASS OR CLASSES.

If you know you are going to be absent from class, notify me prior to that date. If you are ill, you will need a medical doctor's written excuse. Present this to me at the beginning of class when you return.

Please, contact me by phone if you have an unexpected absence/emergency situation. Then I will know that you do plan to return and do not plan to drop the class. The right to accept your excuse or not to accept your excuse is the exclusive right of the instructor. This applies to any work missed. There are no exceptions. Please do not schedule appointments of any kind during the time you should be in class. Personal problems such as work and child care should be managed so that you do not miss class. Missing class usually affects your grade and work in the class adversely. It creates unnecessary work for the person who has to help you "catch up." Unfortunately, most people do not have that extra time to give you. Your attendance helps all of us to remain focused and to facilitate learning.

DUE TO COVID 19 RULES, THERE WILL BE A SEATING CHART. YOU WILL BE EXPECTED TO SOCIAL DISTANCE WHEN ENTERING, EXITING, AND DURING CLASS. YOU WILL BE REQUIRED TO WEAR A MASK. YOU WILL BE REQUIRED TO CLEAN YOUR DESK BEFORE AND AFTER USING IT. CLEANING MATERIALS WILL BE PROVIDED IN THE CLASSROOM. THIS IS TO PROTECT YOU AND OTHERS.

In-Class Activities: Exercises will be used in class to illustrate various aspects of the course's content/objectives. It is important that you participate in order to better understand course content/objectives. Please be on time for the beginning of each class. This is necessary so that you will not miss essential instructions nor interrupt class activities.

If you miss a test, you will probably not be allowed to make it up. If a make-up test is allowed, it will be given at the convenience of the instructor.

Written assignments will be discussed in class and will be due on specific dates. Please remember that they are due at the beginning of the class on the due date. Late papers will not be accepted. If you are not going to be in class on the day that written work is due, another student may hand in your work for you. It may also be slipped under my office door prior to class time on the date it is due. Again, late papers will not be accepted under any circumstances. If you arrive late on the day a paper is due, the paper will be considered late and will not be accepted.

Academic dishonesty: The MSU Code of Student Conduct states:

Dishonest work on examinations is a serious offense as is plagiarism, the act of using source material of other persons (either published or unpublished) without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given. Neither offense will be tolerated by the University and appropriate disciplinary action

will result. Additional guidelines on procedures in these matters may be found in the Office of the Dean of Students

Plagiarism is lying, cheating, and stealing. The Student Creed developed and adopted by the MSU Student Government reinforces the discouragement of plagiarism and other unethical behaviors. The first statement of the Creed reads, "As an MSU student, I pledge not to lie, cheat, steal, or help anyone else to do so." Violation of this policy will result in the student receiving a failing grade for this course.

Furthermore, do not take pictures of any exam given in this course. That appears to be an attempt at Academic Dishonesty, and will be treated as such. If you do not understand this, please ask me to clarify. Don't do work for other students, and don't ask them to do work for you. Violations of the code can lead to serious consequences.

Student conduct: The MSU Code of Student Conduct will be strictly followed. Briefly, this means that any student conduct that is intentionally rude, disruptive, threatening, harassing, or has the purpose or end result of interfering with an individual's academic or work performance will not be tolerated. Such behavior undermines University Policy interferes with the educational process. Violators will be appropriately dealt with at the discretion of the instructor. This may include dismissal from the course without credit and disciplinary action from the appropriate University officials.

"MSU actively promotes the philosophy that students are responsible for their own lives and learn responsibility when they bear the consequences of their actions and inactions."

Presentations require that you dress appropriately. Simply follow the instructions given for each assignment. During class, you will be allowed to wear a cap if it is considered not to be a disruption by the instructor. But, not during presentations. Please do not wear the hood of your hoodie pulled up during class.

If you are unclear concerning appropriate clothing, please ask me to clarify.

In addition, the University requires faculty to provide this statement to all students:

By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality and authenticity, and educational purposes.

In accordance with the law, MSU provides students with documented disabilities certain academic accommodations. Students with disability must be registered with Disability Support Services before classroom accommodations can be provided. If you are a student with a disability, please contact me no later than some time during the first week class of class.

Privacy statement: Conflict resolution of any type is best handled by you and your instructor. Federal privacy law prohibits the release of certain information about students without written

consent. Even with written consent, I will not, in most cases, discuss your academic progress with your parents or significant other. Please do not have them call me or visit my office. College students are adults and are responsible for their actions or lack of action. (See statement under Student Conduct referred to as MSU Philosophy.)

ELECTRONIC AND OR TECHNICAL DEVICES CREATE DISTRACTIONS THAT ARE NOT ACCEPTABLE IN THIS CLASSROOM. PREFERABLY, KEEP THESE OUT OF REACH DURING CLASS. THEY MUST BE TURNED OFF AND KEPT OFF AND OUT OF SIGHT DURING CLASS. THESE DEVICES HAVE BEEN KNOWN TO BE USED FOR ACADEMIC DISHONESTY. THAT SERIOUS ISSUE HAS BEEN COVERED EARLIER IN THE SYLLABUS. IF YOUR CELL PHONE, BEEPER, PAGER, ETC. MAKES ANY NOISE, THE INSTRUCTOR RESERVES THE RIGHT TO ASK YOU TO LEAVE CLASS AND NOT RETURN UNTIL THE NEXT CLASS MEETING. SO, THAT WOULD MEAN YOU WILL BE COUNTED ABSENT FOR THAT CLASS.

REMEMBER THAT YOU ARE ALLOWED A LIMITED NUMBER PF ABSENCES IN THIS CLASS. THE INSTRUCTOR ALSO RESERVES THE RIGHT TO EMBARRASS YOU MERCILESSLY FOR SUCH AN OFFENSE. PLEASE, JUST DON'T DO IT.

Seriously, it isn't necessary for you to do this.

SIMPLY PUT, ONCE CLASS HAS STARTED, CELL PHONE USE MUST STOP. PUT YOUR PHONE AWAY SO YOU WILL NOT BE TEMPTED TO USE IT. IF PROBLEMS DEVELOP WITH YOU AND YOUR CELL PHONE USE, YOU WILL BE ASKED TO LEAVE CLASS. CONTINUED PROBLEMS WILL RESULT IN YOU BEING ASKED TO DROP THE CLASS OR BEING DROPPED FROM THECLASS. IT IS DISRUPTIVE. IT IS NOT NECESSARY. IT IS RUDE. PLEASE READ THE STATEMENT ABOUT STUDENT CONDUCT. IT BECOMES A PROBLEM ANY TIME I HAVE TO STOP CLASS AND ASK YOU TO PUT YOUR PHONE AWAY.

IF YOU ARE JOINING CLASS THROUGH D2L, PLEASE BE ON TIME. MUTE YOUR MIC SO WE CAN AVOID UNNECESSARY FEEDBACK. AGAIN, PLEASE BE ON TIME. STAY FOR THE ENTIRE CLASS. LISTENING THROUGH D2L WILL HELP YOU KEEP UP WITH CLASS ACTIVITIES AND INFORMATION. CLASSES WILL NOT BE RECORDED. LIMIT DISTRACTIONS SO YOU CAN PAY ATTENTION. DO NOT TRY TO DO OTHER ACTIVITIES DURING CLASS. PAY ATTENTION AS IF YOU WERE IN THE CLASSROOM. LISTENING AND ASKING QUESTIONS IS THE BEST WAY TO KEEP UP WITH THE CLASS AND ASSIGNMENTS. NOT PAYING ATTENTION IS USUALLY HARMFUL TO YOUR GRADE.

SOCIAL JUSTICE: Social justice is one of Midwestern State University's stated core values. This classroom is a place where students will be treated with respect regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, and even ability. As stated earlier, we will be considerate of one another and even be kind. It provides a much better learning environment. Diversity of thought is appreciated and encouraged. But, that is provided we can all agree to disagree. Rudeness and

airing of “personal issues” just to take up class time is out of place. All students need to feel that this classroom is a safe place to learn and hopefully even enjoy

So, please understand that talking with others in class when you should be listening to your instructor hurts you and the other people you are distracting. IT IS RUDE, INAPPROPRIATE, AND CANNOT BE TOLERATED. IF YOU CONTINUE TO TALK AFTER I HAVE ASKED YOU TO STOP, IT WILL RESULT IN YOU BEING ASKED TO LEAVE CLASS. YOU WILL BE COUNTED ABSENT. CONTINUED PROBLEMS WILL RESULT IN YOU BEING ASKED TO DROP THE CLASS OR BEING DROPPED FROM THE CLASS. A CONDUCT ALERT WILL BE SENT TO THE DEAN OF STUDENTS OFFICE. You might be able to handle conversation and listening at the same time—or at least fully believe that you can. But, the person you are disturbing might not be able to do so. It can adversely affect your grade or someone else’s grade. Consider that during a presentation, it’s upsetting to most presenters to see someone in the audience talking to someone, working on something else, or acting bored. You don’t want to be treated this way. So, just don’t do it. It’s a life skill that you need to learn if you have not done so already.

BY STAYING ENROLLED IN THIS CLASS AND ACCEPTING THIS SYLLABUS, YOU ARE INDICATING THAT YOU UNDERSTAND AND ACCEPT THE TERMS OF THIS SYLLABUS. THERE IS NO REFERENCE TO WHETHER YOU AGREE OR LIKE THESE TERMS, JUST THAT YOU DO UNDERSTAND WHAT IS EXPECTED AND AGREE TO ABIDE. I KNOW. BUT, IT IS NECESSARY.

REMINDER: ABSENCES AND TARDIES ARE A PROBLEM IN THIS CLASS. GUIDELINES ARE STRICTLY FOLLOWED. IF YOU ARE ALLOWED TO STAY IN THIS COURSE, YOUR FINAL GRADE WILL BE LOWERED.

YOU WILL BE MEETING EITHER IN PERSON OR THROUGH VIRTUAL CLASSROOM AT THE SAME TIME ON MONDAY, WEDNESDAY, AND FRIDAY. CLASSES ARE DIVIDED INTO SECTIONS TO ACCOMMODATE SOCIAL DISTANCING. IT IS YOUR RESPONSIBILITY TO EITHER ATTEND THE CLASS IN PERSON OR THROUGH VIRTUAL CLASSROOM. ATTENDANCE WILL BE TAKEN. SO, PLEASE BE ON TIME. YOU HAVE A LIMIT OF FIVE ABSENCES, AS EXPLAINED EARLIER IN THIS SYLLABUS.

Mid-term grades are scheduled to be posted. Please understand that this grade does NOT reflect your final grade in this course. Your final grade might be higher or lower than your mid-term grade depending on your work during the remainder of the course. It is a statement of how you are doing in this class at mid-term. There is a time limit for seeing your grade. Please check your grade at the mid-term mark.

AS YOU KNOW, IT MIGHT BECOME NECESSARY FOR US TO QUICKLY CHANGE FROM THE IN PERSON, ON CAMPUS FORMAT. WHILE THAT IS NOT EXPECTED, WE ALL KNOW IT IS A

POSSIBILITY. THE SYLLABUS AND SCHEDULE MIGHT NEED TO BE CHANGED. YOUR COOPERATION AND UNDERSTANDING IS BOTH EXPECTED AND APPRECIATED.

STAY FOCUSED, KEEP UP WITH YOUR ASSIGNMENTS, ATTEND CLASS WHETHER IT IS IN PERSON OR ONLINE. IF YOU HAVE QUESTIONS OR ISSUES, PLEASE CONTACT ME. CALLING ME IS SOMETIMES FASTER THAN EMAILING ME.

WELCOME BACK TO CAMPUS! WE ARE SO EXCITED THAT YOU ARE HERE!

SPRING, 2021

Instructor: Sandra Grant

SPEECH 1133 FUNDAMENTALS OF SPEECH COMMUNICATION

TEXT: Building a Speech by Sheldon Metcalfe

OBJECTIVES and ACTIVITIES. You will be presenting original researched speeches based on communication criteria taught in class. The course material will enable you to analyze your thoughts, organize those thoughts into a logical, coherent pattern, and communicate your message more effectively. Critical thinking skills will be used to apply communication concepts as a speaker and as an audience member. You will learn to use specific criteria to evaluate messages/speeches given by other students.

SCHEDULE OF TOPICS, ACTIVITIES, AND ASSIGNMENTS

DATE	TOPIC/ACTIVITY/ASSIGNMENT	READING IN BOOK
Monday, January 11	Introduction to the course (virtual or in person by sections)	
Wednesday, January 13	Introduction to the course (virtual or in person by sections)	
Friday, January 15	Introduction to the course Virtual or(In person by sections)	

You will meet your class in person or virtually from this point on, unless directed otherwise. You will meet every MWF at the same time

on your assigned day or days. You MUST attend based on that assignment.

DATE:	TOPIC/ACTIVITY/ASSIGNMENT	
Monday, January 18	NO CLASS. MARTIN LUTHER KING DAY	
Wednesday, January 20	Instructions for dyadic speech	Chapters 1 & 2
Friday, January 22	Communication Apprehension	Chapter 5
Monday, January 25	Instructions for the Informative Speech	Chapter 15
Wednesday, January 27	Topic Selection. Must be cleared BEFORE THE DEADLINE ON FEB. 3	Chapter 7
Friday, January 29	Research and Supporting Material	Chapters 8 and 9
Monday, February 1	Introductions and Conclusions	Chapter 11
Wednesday, February 3	Organization TOPIC IS DUE FOR SPEECH # 1	
Friday, February 5	Delivery	Chapter 14
Monday, February 8	Present dyadic speaking assignment	
Wednesday, February 10	Present dyadic speaking assignment	
Friday, February 12	SPEECH #1 OUTLINE IS DUE AT THE BEGINNING OF CLASS. IT MUST BE SUBMITTED ON TIME. PLEASE BE ON TIME. IT MUST BE CORRECTED AS DIRECTED BEFORE YOU WILL BE GIVEN A SPEAKING NUMBER. IN OTHER WORDS, IF YOU FAIL TO CORRECT YOUR OUTLINE WITHIN THE TIME LIMIT, YOU WILL NOT BE GIVEN A SPEAKING NUMBER. YOU	

WILL NOT BE GIVING THE SPEECH AND WILL RECEIVE A ZERO FOR YOUR GRADE ON THE SPEECH. LATE OUTLINES WILL NOT BE ACCEPTED. THEY ARE ACCEPTED TODAY ONLY. THIS OUTLINE IS ESSENTIALLY THE WRITTEN COPY OF YOUR SPEECH AND CONTAINS YOUR RESEARCH. IT INDICATES WHETHER YOU HAVE MET THE REQUIREMENTS, AND ARE READY TO SPEAK.

Monday, February 15 Presentational Aids Chapter 12

Wednesday, February 17 Listening. Chapter 4
How to write critiques. You are required to attend all classes during speeches and write critiques on the days you are assigned to do so. Critiques are graded. Do not be absent on a speech day.

THURSDAY, FEBRUARY 18 LAST DAY TO GET YOUR CORRECTED OUTLINE APPROVED IF YOU INTEND TO PRESENT YOUR SPEECH. OUTLINES WILL NOT BE ACCEPTED NOR APPROVED AFTER THIS DATE. NO EXCEPTIONS CAN BE MADE. IF YOUR OUTLINE IS NOT GIVEN AN "OK" BY THIS DEADLINE, YOU WILL NOT BE SPEAKING AND WILL RECEIVE A ZERO FOR THE INFORMATIVE SPEECH GRADE.

Friday, February 19 Expansion Day. **SPEECHES MIGHT BEGIN TODAY.**

MONDAY, FEBRUARY 22 TO FRIDAY, MARCH 5 PRESENT SPEECH #1. IT IS YOUR RESPONSIBILITY TO KNOW THE DAY YOU ARE GOING TO SPEAK. YOU MUST SPEAK ON YOUR ASSIGNED DAY. FAILURE TO DO SO WILL RESULT IN A ZERO FOR YOUR GRADE ON THIS SPEECH. BEING PREPARED TO SPEAK ON TIME IS A PART OF YOUR ASSIGNMENT. THERE ARE NO EXCEPTIONS. AGAIN, YOU MUST BE PRESENT ON EACH DAY THAT SPEECHES ARE PRESENTED TO WRITE CRITIQUES OR TO SERVE AS AN AUDIENCE.

Monday, March 8 Instructions for Persuasive Speech

Wednesday, March 10 Topic Selection Review Chapter 7

Friday, March 12	Organization	Chapter 16
Monday, March 15	Using Evidence. TOPIC IS DUE FOR PERSUASIVE SPEECH THIS IS SPEECH #2.	Chapter 17
Wednesday, March 17	Using Appeals	
Friday, March 19	Reasoning	
Monday, March 22	Language for Persuasion,	Review Chapter13
Wednesday, March 24	Perception	
Friday, March 26	SPEECH # 2 OUTLINE IS DUE AT THE BEGINNING OF CLASS. IT MUST BE SUBMITTED ON TIME. PLEASE BE ON TIME. IT MUST BE CORRECTED AS DIRECTED BEFORE YOU WILL BE GIVEN A SPEAKING NUMBER. IN OTHER WORDS, IF YOU FAIL TO CORRECT YOUR OUTLINE WITHIN THE TIME LIMIT, YOU WILL NOT BE GIVEN A SPEAKING NUMBER. YOU WILL NOT BE GIVING THIS SPEECH AND WILL RECEIVE A ZERO FOR YOUR GRADE ON THIS SPEECH. LATE OUTLINES WILL NOT BE ACCEPTED. THEY ARE ACCEPTED TODAY ONLY. THIS OUTLINE IS ESSENTIALLY THE WRITTEN COPY OF YOUR SPEECH AND CONTAINS YOUR RESEARCH. IT INDICATES WHETHER YOU HAVE MET THE REQUIREMENTS AND ARE READY TO SPEAK.	
Monday, March 29	Review for the Test. Study guide, class notes, handouts.	
Wednesday, March 31	Review for the Test.	
WEDNESDAY, MARCH 31	LAST DAY TO GET YOUR CORRECTED OUTLINE APPROVED IF YOU INTEND TO PRESENT YOUR SPEECH. OUTLINES ARE NOT ACCEPTED NOR APPROVED AFTER THIS DATE. NO EXCEPTIONS CAN BE MADE. IF YOUR OUTLINE IS NOT GIVEN AN "OK" BY THIS DEADLINE, YOU WILL NOT BE SPEAKING AND WILL RECEIVE A ZERO FOR THE PERSUASIVE SPEECH GRADE.	

Friday, April 2

No classes. HOLIDAY BREAK.

Monday, April 5

FINAL EXAM WILL BE GIVEN. THIS IS PART ONE.

Wednesday, April 7

FINAL EXAM WILL BE GIVEN. THIS IS PART TWO.

Friday, April 9

Expansion Day

Monday, April 12

Get the test back and discuss the results.

IT IS POSSIBLE THAT FINAL SPEECHES (SPEECH # 2) WILL BE SUBMITTED THROUGH SOME FORM OF VIDEO. IT IS ALSO POSSIBLE THEY WILL BE SEEN THROUGH ZOOM IN A LIVE FEED. HOWEVER, THAT IS NOT ANTICIPATED.

**WEDNESDAY APRIL 14
TO FRIDAY, APRIL 23**

PRESENT SPEECH #2. IT IS YOUR RESPONSIBILITY TO KNOW THE DAY YOU ARE ASSIGNED TO SPEAK. YOU MUST SPEAK ON YOUR ASSIGNED DAY. FAILURE TO DO SO WILL RESULT IN A ZERO FOR YOUR GRADE ON THIS SPEECH. BEING PREPARED TO SPEAK ON TIME IS A PART OF YOUR ASSIGNMENT. THERE ARE NO EXCEPTIONS. AGAIN, YOU MUST BE PRESENT ON EACH DAY THAT SPEECHES ARE PRESENTED TO WRITE CRITIQUES AS ASSIGNED. FAILURE TO ATTEND THE FINAL SPEECHES ON FINAL EXAM DAY WILL REDUCE YOUR FINAL EXAM GRADE TO ZERO.

SPECIAL NOTICE:

Final Speeches will be continued during the final exam week. Your final speaking day will be:

9:00 CLASS	MONDAY, APRIL 26	8:00 a.m. to 10:00 a.m.
12:00 CLASS	WEDNESDAY, APRIL 28	3:30 p.m. to 5:30 p.m.
1:00 CLASS	MONDAY, APRIL 26	3:30 p.m. to 5:30 p.m.

AGAIN, THIS IS A PERFORMANCE BASED CLASS. IT IS, THEREFORE, DIFFICULT TO PREDICT THE EXACT LENGTH OF TIME THAT SOME ASSIGNMENTS WILL REQUIRE. ADDITIONS, DELETIONS AND EVEN SUBSTITUTIONS IN THE SCHEDULE ARE POSSIBLE. YOUR COOPERATION, UNDERSTANDING, AND PATIENCE IS EXPECTED—AND VERY MUCH APPRECIATED.

SPECIAL INSTRUCTIONS DUE TO COVID 19 RULES:

DUE TO SOCIAL DISTANCING REQUIREMENTS, SOME OF YOU WILL BE ATTENDING CLASS ON A SPLIT SCHEDULE. SOME OF YOU WILL ATTEND CLASS EACH CLASS DAY. THIS IS BASED ON THE SIZE OF THE AVAILABLE CLASS ROOM AND THE NUMBER OF STUDENTS IN EACH CLASS.

GROUP A WILL ATTEND CLASSES ON MONDAY, FRIDAY AND THEN WEDNESDAY OF THE NEXT WEEK. THEN YOU WILL REPEAT THAT PATTERN.

GROUP B WILL ATTEND CLASSES ON WEDNESDAY, THEN MONDAY AND FRIDAY OF THE NEXT WEEK. THEN YOU WILL REPEAT THAT PATTERN.

YOU WILL BE IN THE CLASSROOM EVERY OTHER CLASS DAY.

WHEN YOU ARE NOT IN THE CLASSROOM, YOU WILL BE IN CLASS VIRTUALLY. ATTENDANCE WILL BE TAKEN, AND YOU MUST COME TO THE CLASS ROOM ON YOUR ASSIGNED DAY. IF YOU ARE NOT IN CLASS ON YOUR ASSIGNED DAY, YOU WILL BE COUNTED ABSENT. BE SURE TO NOTIFY ME IF YOU HAVE AN EXSUSE FOR THAT ABSENCE. I DO REALIZE THAT THINGS CAN HAPPEN. BUT, YOU CANNOT SIMPLY CHOOSE TO BE IN VIRTUAL CLASS. WE ARE TRYING TO GIVE YOU THE MORE NORMAL EXPERIENCE OF A FACE TO FACE EDUCATION. WE NEED AND APPRECIATE YOUR COOPERATION.

BY STAYING ENROLLED IN THIS CLASS AND ACCEPTING THIS SYLLABUS, YOU ARE INDICATING THAT YOU UNDERSTAND AND ACCEPT THE TERMS OF THIS SYLLABUS. THERE IS NO REFERENCE AS TO WHETHER YOU AGREE WITH OR LIKE THESE TERMS, JUST THAT YOU DO UNDERSTAND WHAT IS EXPECTED OF YOU AND AGREE TO ABIDE BY THESE TERMS. I KNOW. REALLY, IT'S GOING TO BE JUST FINE. LET'S HAVE A GREAT SEMESTER!