



Speech and Composition Abbott Lawrence Academy 2015-2016



SPEECH AND COMPOSITION SYLLABUS OVERVIEW

Teacher: Steve Melis

Phone: ext.

Email: steven.melis@lawrence.k12.ma.us

Office Hours:

Classroom: Corner Meeting Room or A208

Wednesdays 3:00 – 4:00

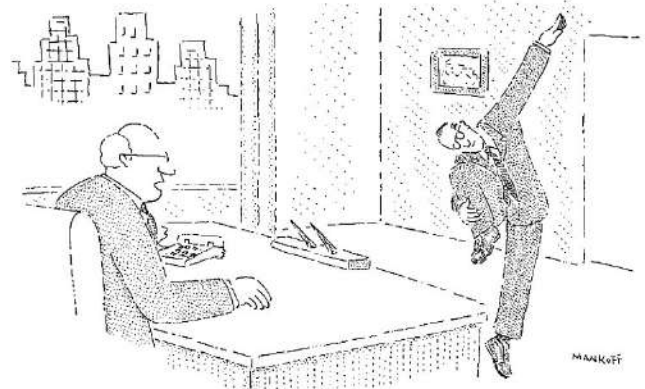
Course Description:

This course focuses on how to clearly and effectively present ideas in verbal and written form. It will give students practice in creating, organizing, delivering, and analyzing oral presentations until they feel comfortable sharing their ideas in public. Students will contribute to frequent class discussions and different styles of debates, learning how to support their views with evidence and to disagree respectfully. The other focus of the course is writing: students will write a wide variety of pieces of various lengths, including a significant research project on American History at the start of the 2nd semester. Finally, students will build a strong foundation of grammar and rhetoric that is essential for success in high school, college, and the workplace.

Materials:

1. Blue, black, and red pens
2. Highlighter
3. Homework folder
4. Notebook paper (college-ruled)
5. Binder (provided)

TEXT BOOK: Lunsford, Andrea et. al. Everyone's an Author. 2nd ed. New York: W.W. Norton, 2016. Print.



"Say what's on your mind, Harris—the language of dance has always eluded me."

Means of Evaluation: The list below generally describes the assignments that each student will be expected to complete during the course. Guidelines for each assignment will be distributed individually.

Assessments	(50%)
Notebooks/Classwork	(30%)
Homework	(20%)
Total quarter grade	(100%)

Grading Scale:

90-100%	= A
80-89%	= B
70-79%	= C
65-69%	= D
0-64%	= F

Final exams are worth 20% of each semester grade.

Classroom Expectations:

- 1) Be safe.
- 2) Be kind.
- 3) Do your best work.
- 4) One mic.
- 5) Monitor your airtime.

Late Policy:

CATEGORY	TIME LIMIT AND PENALTY
Writing (in- and out-of-class)	Both in- and out-of-class essays lose a letter grade of credit per day late, to a minimum of a D. In-class essays must be made up within 5 school days. Major out-of-class writing assignments must be turned in within two weeks to receive any credit.
Speeches and Presentations	Speeches and presentations must be given on the designated day. In the event of absence, contact Mr. Melis and he will generally ask that the presentation be given on the first day back or during that week's office hours (depending on the assignment).
Debates and Discussions	Participation may not be made up, even for excused absences. Generally the student will just be labeled "exempt."
Classwork	See Mr. Melis about missed classwork. Some of it might be helpful to complete, but some might be better off foregone in favor of current work.
Homework	All late daily homework (not essays etc.) is worth 50% credit and will be accepted within a week of the assignment being due.
Tests and Quizzes	Tests and major quizzes must be taken outside of class within a week of the absence.

Extensions: Students may ask for one extension on a writing assignment per semester, no questions asked. This request must be made at least two days before the assignment is due, and Mr. Melis will provide an alternate due date. After using their extension, a student must take the late penalty of one letter grade per day on future late assignments.

Extended Absences: Students must let Mr. Melis know about extended absences (family trips, hospital stays, etc.) at least two weeks before the planned absence in order to provide time for alternative assignments.

Class Procedures:

Upon entering the classroom, it is the responsibility of the student to:

- 1) Pick up any required sheets from the front
- 2) Put their homework on their desk and turned toward the inside of the horseshoe.
- 3) Copy down the new homework from the board.
- 4) Begin working on the Do Now
- 5) Be silent when the bell rings.

Bathroom use during class is discouraged, but students do not need to raise their hands to go. Wait until any instructions being given are finished, then simply sign out at the front and take the given bathroom object. Be sure to sign back in when returning.

Late work / extra copies of work will be available for a week in the extra copies folders. After that, it will be filed in the clear plastic "older work" bin. Please check in both places for work before asking Mr. Melis for the handouts.

Special Needs, Academic Honesty, Misc:

All students who have special needs please let me know as soon as possible.

All other policies regarding academic honesty and student contact can be found in your student handbook. Any student caught cheating or plagiarizing (including from the Internet, other students, or their own past work) will be given a zero on that assignment and be referred to Ms. Ciprich for further consequences.

Electronics and Food Policy:

All cell phones, MP3 players, food, and gum must remain away during class unless permission is given by the instructor. Unless students ask for such permission, these items will be confiscated. Please note that **the gum exclusion is unique to Mr. Melis's class**, as gum hinders the ability to speak freely.

HEADING, PAGE NUMBERS, AND FORMATTING:

Headings for all assigned work in Speech and Composition:

HEADING DIRECTIONS	EXAMPLE
Student Name	Jane Student
Teacher named	Mr. Melis
Class Title	Speech and Composition
Class Period	3 rd Period
Date	October 31 st , 2016
[bottom of page...]	[...]
Page Number	1