**Instructor: Ms. Daugaard**

**Email:** **tanisha.daugaard@k12.sd.us**

## Course Description:

Students will prepare and present many types of speeches including informative, persuasive, demonstration, and impromptu. They will learn organization skills and outlining. Library and research skills will be reviewed and used in preparing speeches.

## Assessment:

Students will be assessed in the following categories: Daily Work, Outlines, Parent Notes, and Speeches. The grading scale below will be used to determine a student’s grade.

\*\*\*Parent/Guardian Notes: You will almost always be asked to have a parent/guardian/adult sign off that you practiced your speech for them. You will either get full credit or no credit for these notes depending on if you bring them to class on the day the speech is due.

You are EXPECTED to practice your speeches outside of class.

Grading Scale

 100 A+

95-100 A 79-83 C

 93-94 A- 77-78 C-

 91-92 B+ 75-76 D+

 88-90 B 72-74 D

 86-87 B- 70-71 D-

 84-85 C + 0-69 F

## Missing Work:

On time all the time is the best philosophy.

I will be strictly following the school late work policy. Students should be aware of the school policy and understand that it will be enforced for all assignments, projects, etc. If you have questions about the policy, then please refer to the school handbook. You may contact me if you have further questions.

Students are given two days to complete make-up work. It is your responsibility to communicate with me and ask regarding what you missed in class. If you are gone for a school event, then you should have your work completed and turned in before you leave.

## Extra Credit:

Extra credit is rarely given. Both students and parents should not count on extra credit as a way to bring up a grade. Your best work is expected the first time.

## Bathroom Policy:

Students will be given 4 bathroom passes for each quarter (16 total for the year). These passes will be in the form of “tickets” that can be stored in your personal file within the classroom. Each quarter will be assigned a color. For example, 1st quarter may be red. You may only use your red tickets during that quarter. You may not borrow tickets from another quarter OR from another student. You do not have to use all of your tickets, but just know that they will not carry over to the next quarter. Because students are expected to utilize the bathroom and water fountain between classes, these tickets are meant for emergencies.

I am understanding of emergency situations. So, if a student has used all 4 of their tickets for that quarter and insists that the restroom is an emergency, then he/she may choose to serve a 5 minute detention after school to make up for class time missed. If an afterschool detention is skipped, then it will be turned into a referral.

**Again, the bathroom should be used during passing times in order to avoid missed class time.**

## Email Policy:

Email is a fast, easy, and sometimes vital form of communication. Whether a student plans to attend college or enter the workforce, it is important to understand how to communicate properly. Communicating with professors or employers should be done formally. To help you get in the habit of these formal interactions, we will be utilizing an email policy. I will only respond to emails from students if they are in the proper, formal format. If a student emails me informally, then a response from me should not be expected. Again, this is for STUDENTS ONLY. Below is an example of an email that will be accepted and one that will not. Students should speak with me if they have further questions about proper email etiquette.

Ms. Daugaard,

I was gone from class today and was wondering what I missed.

Can you email me what we did in class? Thank you.

Student’s Name

**ACCEPTED**

**NOT ACCEPTED**

Hey. I was gone today. What did we do in class?

Student’s Name

## Classroom Expectations:

Be on time.

Bring your stuff.

Visit the restroom and drinking fountain during passing times.

Always do your BEST. Be aware of your progress in this class.

Respect: yourself, others, me, the facility, etc.

Please print and sign your name below indicating that you’ve read through and understand the expectations in the attached syllabus. Please detach this sheet from the syllabus. Your student should return this signed to me on the day discussed in class. Thanks!

Ms. Daugaard

Student’s Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_