

Mr. Cruickshank's, Professional Communications, Room N205

Email: Thomas.cruickshank@fortbendisd.com

Conference: 5th Period; 11:15-12:55pm

CLASS GUIDELINES

- 1) **Please be considerate of the person who is speaking.** Teasing or making fun of people hurts feelings and does not add anything to class. We will learn and practice how to be appropriate audience members so that when you meet the Queen of England or your future Homecoming date's parents, you will know how to behave.
- 2) **Please be on time to class.** This class is far, but you are expected to make it on time. I do count tardies, and if you get written up, it's nothing personal. I'm just doing my job. Your future boss will thank me for making you get to class on time when you make him/her their first millions and they reward you with a nice bonus.
- 3) **Please be responsible for turning in your work on time.** This is high school, so come to class prepared. Be ACCOUNTABLE for yourself and always act your age, never your shoe size.
- 4) **Please don't bring food or drinks into class.** I will ask you to throw them away or bring enough to share with the entire class.
- 5) **Please watch your language.** I do not tolerate profanity in my class.
- 6) **Please leave your cell phone and musical devices in your purse, backpack or pocket.** No twittering, facebook, myspace, stock market quotes, etc. If I see it, it's mine. NO TOLERANCE.
- 7) **Please do not nap in class.** You're going to miss out on the best class of your high school career if you do. Take your daily nap in the class beforehand so you come to speech class prepared to have fun.
- 8) **Please don't cheat.** If I catch you "borrowing someone else's work," I will alert the appropriate teacher.
- 9) **Please leave your "coolness" at the door.** This class works best if you are willing to have fun. If you think you are too cool for the activities, you only bring the class down and no one will be your friend after that.
- 10) **Please take this class seriously.** The grade counts the same as your English, Science and History classes do. In other words – speech matters. You will be successful if you do the work and you will be unsuccessful if you don't.

ADDITIONAL INFORMATION

EXPECTATIONS: I have very high expectations of all my students because I know that everyone is capable of becoming a good speaker. Be aware that I have high standards for all my students, regardless of race, gender, ethnicity, IQ, or school clique.

SUPPLIES:

1st – **NOTE CARDS.** You will need LINED note cards and can purchase them at Walgreens, Target, HEB, Wal-Mart, etc. They are less than a dollar. **Please have your note cards by 8/29/2016.**

2nd - All of your speeches will be timed, so you might want to purchase a basic stopwatch. It will help your timing when you practice at school since you can't use your cell phone to do so.

3rd – I expect you to be organized – it will only benefit your grade, so please bring a binder, paper, and a pen to class daily.

TYPING: If an assignment requires a typed copy, please make appropriate arrangements to complete this task. *If you have printer problems, email your assignment to me at the above email address.* I will not accept excuses as to why you don't have your work.

LATE WORK POLICY:

Daily grades 1 day late = **-30 pts** 2 days late = **-40 pts** 3 days late = **-50 pts**
Major grades 1 day late = **-25 pts** 2 days late = **-40 pts** 3 days late = **-50 pts**

ABSENCE POLICY: Please do not interrupt instruction time to ask me what you missed when you were absent. Check with me at the beginning or end of class when you return. (or check website if applicable) If you need to pick up work from me, ask before or after the bell rings. See class web page as well.

TUTORIALS: I am available for tutorials Thursday mornings from 7:00-7:20 or by appointment. Please let me know if and when you will be attending.

GRADING

Daily Grades: Mini Speeches, Interviews, Quizzes from Notes, Worksheets, Participation in class activities

Major Grades:

Chapter Tests: Reviews will be given and done on own or in class. All tests are derived from class notes.

SPEECHES:

Introduction Speech: A speech about yourself that introduces you to the whole class. It requires a hand-made visual aid.

Mock Interview: Interviewee skills will be learned by creating a resume and participating in a formal interview for a job of your choice that you could realistically receive.

Persuasive speech: A speech done in student chosen groups of 3-4. Students will create an original product and come up with a creative commercial using the persuasive techniques learned in class. Commercials will be performed in class.

Impromptu Speech: A “think on your feet” speech in which the student will draw 3 topics, choose 1 and have 3 minutes to come up with a speech and then perform.

ACKNOWLEDGEMENT

I have read and understood the requirements stated on Mr. Cruickshank's Class Guidelines information sheet.

Student Printed Name

Student Signature

Date

Parent or Guardian Printed Name

Parent or Guardian Signature

Date

Parent or Guardian Phone Number

Parent or Guardian E-Mail Address

(Please provide the above as it is the easiest way for me to contact you if necessary).

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