

Course Basics, Part III -- Evaluation Policies

This course is designed to foster your success in this course and in your future experiences with public speaking. Consequently, you have many opportunities to demonstrate your understanding of the principles associated with public speaking and also your skill at making presentations. Your participation in the course is crucial to your growth AND to our ability to offer this course online. Those assignments allow you to accumulate lots of points -- points that you can control with your good work.

Please don't minimize that benefit. If you assume that 5% doesn't count for much in terms of your whole grade, just try factoring in some D's or F's that count as 5%; you'll quickly see that any low grades for participation can accumulate negatively to diminish your final grade.

The policies described here are designed to foster timely submission of quality work. Student learning will be optimal only if you keep on schedule and prepare assignments as indicated.

You may want to refer to other files for specific grading information. The grading criteria for assignments can be found in the files explaining those assignments. The weights for the various assignments and the grading structure are listed in the syllabus.

Due Dates

The design of this class is dependent on your contribution. Because this is a performance class, you need to have an audience when you give a speech, and you need to be part of the audience when others speak. Informal work, such as practice assignments and evaluations of peers in a synchronous environment, does yield participation points and can't be made up at a later date. If you have an illness or emergency documented through the office of your Dean, your instructor will do everything possible to help you work through the problem and maintain good grades.

Note: Excuses are provided through the Student Health Center or the Dean's Office when you have to miss all of your classes because you are hospitalized, have a severe illness, experience a death in the family, or have some other trauma. Any of these must be documented.

Check Canvas for due dates and any updates.

Written work:

- **All written work** must be submitted by dates assigned.
- **Late submissions of written work** (such as homework activities, speech drafts, etc.) will be accepted with a penalty of a letter grade each day the assignment is late.

Note: Final outlines and critiques of others' speeches must be submitted as assigned; no late submissions are accepted.

Spoken work:

- **Informal spoken work** is designed to provide practice opportunities and cannot be made up at a later date.
- **Formal presentations.** Speeches must be presented on the days assigned. Presentation plans or bibliographies are submitted on speaking days and must be available before a speech can be presented. *Note: All four formal presentations must be presented in order for a student to pass the class.*

Quizzes. All quizzes are offered online at the Canvas site. They are designed to help you master the material *before* you give a speech and to locate material for later use. Consequently, they are multiple-choice and open book.

**** The lowest quiz (NOT final exam) grade will be dropped.**

Speech Presentation

Recording. All speeches will be recorded for later review by the instructor and/or peers.

Time limits. The criteria for each speech include time limits. These limits are imposed so that (1) you can practice adjusting your presentations to various speaking constraints, and (2) you can be assured of having enough time for your speech when other presenters are scheduled too. In any professional setting, speakers must respect the boundaries imposed by bosses, audience members, clients, or schedulers.

Note -- Time Penalty. Failure to meet the time requirement by a minute more or less will result in deduction of a letter grade from your speech. Lesser problems with time limits will be penalized by ½ letter grade. Of course, any significant reduction in a grade is rarely necessary. Students who prepare carefully have no trouble with the allotted time.

Grading and Feedback -- Formal Presentations

Grades. Student work will be graded as quickly as possible, and grades will be posted on the Canvas site. You will never have to present a subsequent speech before the previous speech has been graded.

Feedback. Your instructor will provide a grade and comments about the strengths of your work and suggestions for improvement. You will also receive feedback from peers. Please review these comments carefully and use them to improve your speaking skills. ****Peer feedback is extremely important in this course and should be taken seriously.**

Clarifying feedback. Please ask your instructor for more detail if you don't understand any of the feedback you receive. Your instructor will elaborate on the strengths and weaknesses of your presentation and answer any questions you may have about your grade.

Grading and Feedback -- Informal Assignments

For informal homework or online assignments, your work will be evaluated by your instructor as he or she looks for the criteria shown on the table below.

Missing (=F), Unsatisfactory (=D), Satisfactory (=C), Good (=B), or Excellent (=A)

Assessment Considerations:	M	U	S	G	E
1. Match of student's response to assignment					
2. Connection of response to text or class discussion					
3. Evidence of student's critical thinking					
4. Correct format					

Points or letter grades will be assigned based on these criteria and the specific information required in each assignment. For example, if you score "good" on most of the criteria, you'll earn a "B." In some cases, work may be submitted late; posted grade penalties will apply. You can monitor your participation grade across the term by checking the Gradebook on Canvas. Please see your instructor if you have questions about that grade.

Grading Criteria for Formal Assignments

Consider the following criteria as you review your graded work. Of course, graded work will be accompanied by notes from your instructor, indicating the strengths of your oral or written presentation and suggestions for further development of your skills. Seek clarification of these comments if you have questions.

Average Presentation "C"	Good Presentation "B"	Superior Presentation "A"
1. Format: conforms to the assignment's length and format	1. Format: conforms to the assignment's length and format	1. Format: conforms to the assignment's length and format
2. Organization: exhibits appropriate organization	2. Organization: exhibits appropriate organization	2. Organization: exhibits appropriate organization
3. Accuracy: appropriate language and correct grammar	3. Accuracy: includes appropriate language and correct grammar	3. Accuracy: includes appropriate language and correct grammar
4. Support: demonstrates competent use of supporting data	4. Support: demonstrates competent use of supporting data	4. Support: demonstrates competent use of supporting data
5. Outline: accompanies correctly formatted outline (and bibliography if necessary)*	5. Outline: accompanies correctly formatted outline	5. Outline: accompanies correctly formatted outline
	6. Style: arouses audience interest and understanding through appropriate style and expression	6. Style: arouses audience interest and understanding through appropriate style and expression
	7. Visuals: designs and incorporates effective visuals	7. Visuals: designs and incorporates effective visuals
	8. Logic: establishes supported and documented logic and reasoning	8. Logic: establishes supported and documented logic and reasoning
	9. Credibility: enhances the presenter's credibility as a competent and dynamic speaker	9. Credibility: enhances the presenter's credibility as a competent and dynamic speaker
		10. Creativity: constitutes a genuinely individual, creative contribution
		11. Rhetoric: achieves a skillful mastery of rhetorical concepts
		12. Language: vivid and precise