First Day of Class Lesson Plan for SPCH 1101

❑ Arrive in classroom 30 minutes prior to class in order to set up PPT (PowerPoint) presentation. Have PPT #1 on the screen as students arrive.

❑ Welcome students and note attendance using the most recent list on Banner. Make an effort to call each student by their name. Always identify if your course is to be delivered face to face, online, or in a hybrid delivery format.

❑ Introduce yourself and provide your college email address and office phone #. Invite them to save this information, write it on the inside cover of their textbook, and contact you with any questions or concerns they may have throughout the semester.

❑ Clearly cover the college's ID requirements, attendance policy, drop/add procedures, and withdrawal procedures.

❑ Cover contact requirements that will help family members locate students quickly.

❑ Cover emergency exit procedures, your personal classroom attendance policy, unattended children policy, college closures as a result of inclement weather, and no smoking policies.

❑ Introduce the required textbook(s) for the semester. Let students know if the book is available in print or Ebook and where the books are available for purchase. Share the price differences between print or Ebook.

❑ Direct students' attention to the course syllabus which covers the instructor contact information, course description, dates and hours the class meets, demonstrated competencies, grading policy, and expectations for the semester.

❑ Introduce the course calendar and explain how due dates are noted, your policy for late work, and how you like for students to submit assignments.

❑ Explain your course cell phone policy.

❑ Discuss the different types of speeches that will be required for the semester.

❑ Discuss the number of quizzes or tests required for the semester.

❑ Cover different speech delivery methods for a speech course.

❑ Explain the different methods: Extemporaneous, Impromptu, Manuscript, and Memorized.

❑ Describe how students will be evaluated during the semester.

❑ Assign class into Speech Groups and give them time to meet each other and to share their email addresses and phone numbers with group members for contact purposes during the semester.

❑ Explain how the Speech Group will also act as a Tech Team during their speeches.

❑ Classroom Activity: NOTE that this activity can be done at the beginning or at the end of the class, but it is one of the ways you can begin the semester in a fun way that gets the class working together. This is just one example of an icebreaker that you can use. Explain the Impromptu Speech (ZAP), the grade students receive, and how this can help in the speech class, but also in other classes they take. For the purpose of this lesson plan, we will use this at the end of the class day and we will use the Iceberg Zap. Show the picture of the Iceberg and explain how we are a lot like an Iceberg. When people see us, the only see a small representation of who and what we really

are. They see only what we want them to see. Invite the students to come to the front of the classroom (or stand at their seat if you prefer) and introduce themselves by sharing their name, major in college, what is obvious that other people see, and just one other thing that is not obvious. After all students have introduced themselves (if you have time left in the class period) you can let them break up into their speech groups to get to know each other better.

❑ Allow a few minutes at the end of the class time to allow students to ask questions.