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# Course Outline Quiz Study Guide

Expect a quiz early in the semester covering the material on your [course syllabus](#), [course outline](#), and our [class discussion of course procedures](#).

The quiz will be true/false and multiple-choice, about 25 questions. You will need a Scantron sheet (882-E) for the test.

You can earn up to 5 extra points with this quiz that will be added to your lowest test grade.

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## Topics

1. What is your instructor's name?
2. What is your instructor's e-mail address?
3. How do you log on to Blackboard and locate your course documents and assignments?
4. Is persistent tardiness a form of disruptive behavior? Can accumulated tardies be counted as an absence? How many tardies make a potential absence?
5. If you come to class late, what *must* you do to avoid being counted absent?
6. A student will receive *no credit* for your section of Speech 1315 when he/she has \_\_\_\_\_ absences.
7. How many points will be deducted from a late speech?
8. Can additional points be deducted if a student is not prepared when called upon to make a late speech?
9. If you have prepared your speech but do not have the required worksheet or outline, can you give your speech? Will the speech be counted late?
10. When are you expected to give your instructor your worksheet or outline?
11. What if I'm signed up to be speaker #12 and six of the students who are to speak before me don't come to class or are not prepared? How does that affect me?
12. If you miss an assignment because of a college-sponsored activity is your work still counted late?
13. In this section of Speech 1315 is there any such thing as an "excused" absence that is an exception to the stated absence policy of the course?
14. If you are late to class on a day students are giving speeches, what should you do?
15. Is it OK to rest your head on your desk while another student gives a speech because that doesn't keep you from listening?
16. Can you leave your cell phone turned on during class? Can use your cell phone in class for "note taking"?
17. Your average for your speeches will count how much of your final course grade? What percentage will your test grades count?

18. Can you stop attending class if you receive financial aid or loans because you've already spent the money and nobody is going to make you pay it back?
19. Can I earn extra credit points for attendance in this class? If so, how?
20. Should I keep all my evaluation sheets for my speeches until I receive my final course grade?
21. Can you name at least two of the "minimum specified requirements" to get at least a "C" grade on your speech?
22. I don't have a lot of time for breakfast/lunch/dinner, so can I bring food with me to class to eat so I don't get hungry?
23. On speech days is it OK for me to interrupt the teacher between speeches while he makes evaluations to ask him questions about my individual problems?
24. My printer ran out of ink, my floppy disk won't work, my computer crashed and my outline vanished, the computer lab was closed. Any or all of these excuses me from having my speech penalized, right?
25. I've got an idea for the topic of my speech. Do I have to get the instructor's approval for that topic?