



Instructor: Teresa Lee
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Grades: 11-12
Conference: 4A and 5B

KNOWLEDGE AND SKILLS

Professional Communications blends written, oral, and graphic communication in a career-based environment. Careers in the global economy require individuals to be creative and have a strong background in computer and technology applications, a strong and solid academic foundation, and a proficiency in professional oral and written communication. Within this context, students will be expected to develop and expand the ability to write, read, edit, speak, listen, apply software applications, manipulate computer graphics, and conduct Internet research.

GRADING POLICY

Credit will be given based on formative assessments broken down in the following categories:

- Daily/Weekly Grades- 60%
- Test Projects – 40%
- Final Exam - 20%

ATTENDANCE/TARDIES:

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Please be on time! An absence is defined as missing 20 minutes or more of any class.

- Tardy Policy
- Tardy 1 & 2 Verbal Warning
- Tardy 3 Phone call home
- Tardy 4 Office Referral

MAKEUP WORK

Late Work: If an assignment is not turned in on time, it will be deducted 10 points for each day it is late. An assignment is considered late if it is turned in after the due date or if turned in after the teacher has collected the assignment from the class.

It is the student's responsibility to request make-up work when absent. You will have the number of days to make-up work, as you were absent. For planned absences, student should request work missed in advance.

ACADEMIC DISHONESTY:

Cheating or plagiarism of any kind is not acceptable. Work deemed copied/plagiarized will result in an automatic '0' for the assignment. Plagiarism is defined as "to steal and pass off (the ideas or words of another) as one's own: Use (another's production) without crediting the source; present as new and original an idea or product derived from an existing source" (Webster's Dictionary).

RETEST

Students who fail a major test/assessment (below 70%) will be allowed to retake or correct up to a 70% grade. This does NOT include semester examinations. All retakes or corrections must be completed prior to the end of the six week grading period unless the student is afforded time, after the six week grading period, as a result of the district's absent/make-up guidelines.

POSTING STUDENT WORK

Student grades will be posted in Skyward parent portal within five business days for daily grades and major grades. Special consideration is given to major projects, including lengthy writing assignments.

CLASS SUPPLIES

- ✓ IPad
- ✓ Pen/Pencil
- ✓ Project Supplies
- ✓ Notebook
- ✓ Dividers
- ✓ Sheet Protectors

CERTIFICATIONS

No certification can be earned for this class

CLASSROOM EXPECTATIONS

1. Respect for teacher and each other.
2. Snack and a drink is allowed until it becomes a disruption; be respectful of the classroom, please take care of your trash. No lunches, fast food, meals are allowed at any time.
3. Come to class prepared with required supplies.
4. Be on time for class
5. Students should use their IPad for assignments and not be on any other sites
6. Radios, headphones, DVD players or any other electronic device are fine at home, in your car or during lunch. Please do not bring them to class except when your teacher announces you can.
7. No sleeping

CELL PHONE AND IPAD POLICY

- Cell phones are **not seen-out of site!** This means in all FHS classes, no cell phones will be out.
- Discipline
 - 1st Offense – Warning and parent contact
 - 2nd Offense – Teacher hold it for class period and parent contact
 - 3rd Offense and beyond – Teacher take up and turn phone into AP. Student pays \$15 fine. AP contact parent.
- Student forgets iPad or laptop, they **cannot** use phone instead
- Each teacher will have 4 laptops – students can check out for class period
 - 1st time to forget laptop and have to borrow one – warning
 - 2nd time to forget – parent contact
 - 3rd time and beyond to forget – referral

CLASS TOPICS :

- 1. Communication Process
- 2. Building Confidence
- 3. Leadership
- 4. Listening
- 5. Nonverbal Communication
- 6. Group Discussion Skills
- 7. Speech Organization
- 8. Effective Delivery
- 9. Informative Speaking
- 10. Persuasive Speaking
- 11. Power Point and Technology

STUDENT AND PARENT SYLLABUS ACKNOWLEDGEMENT
Due by August 25-26

I, _____ (student name), have read the above syllabus and understand the rules and requirements for Professional Communications. I am aware of the required materials, grading policy, class rules, and absence policy, and intend to follow them along with the MISD Student Code of Conduct. I understand that my choice to not follow the above mentioned policies and rules could affect my success in this class.

Student Signature: _____

Date: _____

I, _____ (parent/guardian name), have read the above syllabus and understand the rules and requirements for Professional Communications. I am aware of the required materials, grading policy, class rules, absence policy, the MISD Student Code of Conduct, and the expectations my student is to follow. I understand that my student's choice to not follow the above mentioned policies and rules could affect his/her success in this class.

Parent/Guardian Signature: _____

Parent Contact Information:

Phone: _____

E-Mail Address: _____

Date: _____