

PROFESSIONAL COMMUNICATION SYLLABUS

Dickinson High School, Fall 2020 & Spring 2021

Ms. Hayley Booth | hbooth@dickinsonisd.org | ext. 6523 | conference time: 7th period (1:44–2:35 p.m.)

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. In this course, 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.

COURSE STRUCTURE

Each day we will explore an element of communication. Here is our tentative course outline:

- Communication and Technology
- Communication Process and Communication Ethics
- Verbal Communication/Nonverbal communication
- Intrapersonal Communication/Interpersonal Communication
- Listening and Conflict Resolution
- Writing, Professionalism and Leadership
- Interviewing
- Group Communication

GRADING POLICIES

Students will be graded on their ability to meet deadlines, follow procedures, and complete quality assignments. Summative assessments (major grades) will include tests, projects and papers and will account for 50% of the final grade. Formative assessments (daily grades) will include weekly procedures, quizzes, homework, worksheets and other minor projects and will account for 50% of the final grade. All work is due in the period in which it is assigned. The late work policy is as follows:

Work turned in one day after assigned due date: 10 points off

Work turned in two days after assigned due date: 20 points off

Work turned in three days after assigned due date: 30 points off

Work turned in four or more days after assigned due date: 50 points off

For more information on the late-work policy, please see the DISD policy regarding grades.

REQUIRED MATERIALS

- spiral notebook or composition notebook for notes/writing assignments
- folder or binder
- pens/pencils

PLAGIARISM/ACADEMIC DISHONESTY

Any time you take someone else's work and attempt to pass it off as your own, that is considered plagiarism. This includes copying and pasting something from the internet. Plagiarism is a very serious offense. In this class, you will be writing fairly often; please do not fall victim to the temptation of passing someone else's work off as your own. If you are caught stealing someone else's work, you will receive a zero on the assignment, as well as additional consequences. If you are using material that is not your original thought or common knowledge, it should always be cited. We will also discuss copyright and copyright infringement in this class, which is also a form of theft and dishonesty.

CLASSROOM/LAB EXPECTATIONS

- Keep all food and drinks out of the classroom.
- Do not let anyone else use your log-in information. You are responsible for what is accessed under your name, and your internet usage and Google account is monitored by the district.
- Computers should only be used when directed by Ms. Booth.
- All storage cabinets and teacher desk/cabinets are off limits.
- Keep the mouse and keyboard that are plugged into the computer port exactly as is.
- Report computer issues to Ms. Booth teacher immediately. Please do not attempt to fix anything!
- The Internet is only to be used for education-based purposes. Please do not play games, and do not use a proxy server. That will damage the computer.
- Google applications will save your work automatically, but if you are not working in Google, save your work often!
- Log off the computer at the end of class. The last class of the day will turn off the computers.
- Ask Ms. Booth before you print anything.
- Please do not change any of the computer settings.
- This room is also used for yearbook and newspaper production, and that means there will be several things on the walls or on tables that are unrelated to this course. Please do not disturb any work that does not belong to you.

TUTORIALS

Tutorial times are Monday, Thursday and Friday from 2:40–3:10 p.m. During virtual/online learning, I will be available during our class time, 1:20–2:10 p.m., and after school from 3–4 p.m.

This page is due back to Ms. Booth. It must be signed!

As the student, I have read, understand and will follow the guidelines set by Ms. Booth and DHS for Professional Communication.

Student Name (print)

Student Signature

As the parent/guardian, I understand the expectations for my student in this course.

Parent/Guardian Name (print)

Parent/Guardian Signature