

Professional Communications
130.99 Texas Essential Knowledge and Skills

Professional Communications blends written, oral, and graphic communication in a career-based environment. Careers in the global economy requires 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.

Students will be responsible for bringing pens, pencils, paper and a notebook or folder to class daily. Students will be using the computers and will be responsible for respecting the equipment, school internet policies and classroom rules and procedures.

A large part of this communications course is being able to speak in front others, peers and teachers. A project toward the end of the semester will be to develop an idea, research it, provide visuals (digital or self-made) and present them to another class at the high school.

Grading Policy

General Information

Credit will be based on attendance and the average of 3 six weeks grades and the final exam. A passing grade will be 70 or above. Texas State Law required 90% attendance in a course in order to be eligible to receive credit for the course, regardless of your grade average in that course. On block schedules, that means that 6 or more absences in the semester could result in loss of credit. The state does not distinguish between excused and unexcused absences. If at any time you are in danger of accumulating 5 or more absences, contact Mrs. Shannon or Mr. Fountain to discuss options to regain credit.

Assignment Categories

	Weight
Daily Assignments (journal, class participation, etc)	70%
Tests	10%
Projects, Presentations, Speeches	20%

In addition, the district requires semester exams that provide up to 10% of the semester grade. Students that **do not make up detention** with me will be required to take the semester exam regardless of their grades or absences.

Detention – will be given for each tardy, failure to bring supplies, throwing paper at the trash cans, being disruptive, etc. Detention is 15 minutes served in Rm. 24 before or after school cleaning tables and equipment. It must be made up within one week of the offense.

Late Work/Makeup Policy – since the skills taught are generally required to master succeeding topics, all assignments are required. Class time may be unavailable for late assignments; therefore, in order to complete the assignments, additional class time must be scheduled. It is the students responsibility to schedule any additional class time. Late work will be accepted with a reduction of points per calendar day (excluding Saturday and Sunday). One day late is a grade of 70, two days late is a 50. After two days late the grade becomes a zero. Any days I am unable to schedule time will not be counted against the student.

Homework will be occasionally assigned, and is expected to be completed on the due date. Late assignments (late is not turned in by class time of the day it is due) will be accepted the next class period with a maximum grade of 70.

Test/Retest -If you have received a grade below 70, a retest may be taken to improve your grade. It must be taken within five days of the original test(including weekends), and will have a maximum possible grade of 70. All retests must be scheduled outside of regular class time.

Incentives - If a student has completed all assignments and projects, extra points on the six weeks grade will be available:

- *no tardies 2 pts.
- *no absences 3 pts.

Contact – If you or your parent need to contact me, you may call the school (903) 547-2215. Please feel free to call anytime. My email address is in the header above.

Supplies Needed: - Pens, notebook or two-prong pocket folder, notebook paper, pencils, and one box of Kleenex or one bottle of hand sanitizer.

Parent's/Student's Acknowledgement and Acceptance

Please provide the requested information and return this page to me.

Yes . . . I have read and understand the Classroom Rules/Procedures and the grading policy. I agree to be bound by them. I understand that my child will be granted internet access as an integral part of this class for educational purposes. Use of the internet with the school for other than educational purposes may result in disciplinary action.

Parent/Guardian Signature Date

Student's Signature Date

No . . . I have read and understand the classroom rules/procedures and the grading policy. I am unable to accept them and request a conference to discuss alternatives.

Parent/Guardian Signature Date

Student's Signature Date

Print the following information (Please make it legible)

Student's Name/ID #

Parent's/Guardian's Name

Mailing Address

_____ _____
Home Phone Work Phone

Parent's Email Address _____

Please return this page ONLY signed by parent of guardian.