**Syllabus**

**Teacher:** Ms. Woods

**Email:** woodsbry@hooksisd.net

**Gmail:** brynn.woods@gohornetsgo.net

**Course Description:** This high school speech course is designed to provide opportunities for students to understand and develop effective interpersonal communication skills for the 21st Century. Professional Communications blends written, oral, and graphic communication in a career-based, business environment. Students will prepare, present, and evaluate a variety of multi-media presentations that are appropriate for the professional setting.

**Grading Policy:**

* Grades will be based on paper and digital tests and quizzes, projects, and class participation.
* Unexcused late assignments will lose 5 percentage points per day.
* Assignments more than 2 weeks late **will not** be accepted.
* Assignments turned in after the student 6-week deadline **will not** be accepted.

**Types of Assignments:**

* In-class assignments: Students will take part in various exercises meant to introduce and help explore concepts in professional communications.
* Presentations: Students will be expected to participate in group and individual presentations throughout the course.
* Tests: Students will be assessed on their understanding of concepts throughout the course.
* Homework: Although time will be given in class to complete assignments, students will be expected to complete unfinished work outside of class.

**Supplies:** Pens/pencils, 3-ring binder/notebook, charged school-provided Chromebook

**Rules and Expectations:**

* Follow instructions
* Be on time and prepared
* No cell phones, headphones, smartwatches, or other personal electronic devices unless approved by the school
* Actively participate in discussions and activities
* Keep language appropriate and respectful
* Try your best
* Keep an open mind
* Treat everyone with respect regardless of race, gender, political stance, etc.
* Attendance Policy: Please be in class. If you know you will be absent, please get the homework/classwork ahead of time. If you become ill or have an unfortunate circumstance that is beyond your control, please get the homework either by emailing me or by getting it as soon as you come back.
* Bathroom Breaks: Go **before** you get to class. You get 3 in-class bathroom passes per 6 weeks if you must leave class.

The most important thing in my class is to be respectful. This means you are expected to respect me, your classmates, any space we use, my time, and the time of your classmates. If you need clarification on what is considered respectful and disrespectful, feel free to (respectfully) ask.

**Parent Information Sheet**

**After reading and reviewing the course syllabus, please complete and return the Parent Information Sheet to Ms. Woods.**

**I have read and understand Ms. Woods’ syllabus. I will adhere to the standards put forth for me in class.**

**Student’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Questions or Comments:**

**Things you would like Ms. Woods to know about your child:**

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_