



Welcome to Professional Communications! It is my distinct pleasure to be your instructor this semester! This course will provide you with the tools to help you be successful in high school, college and after. Take this course seriously because it could be one of the most important courses you take throughout your academic career. One of my goals this semester is to help you feel confident as you embark upon the rest of your studies. I will guide you, cheer for you, coach you, and hold you accountable. This class as well as your other courses will require time management, dedication, and motivation. You are capable of completing this course successfully, and it is my greatest desire that you do! Please work hard to avoid falling behind, keep up with the due dates, complete your assignments as they are assigned, and always know that you can ask me for help. I look forward to working with you this semester

Course Description: 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.

Course Objective: I hope to increase your appreciation of reading and writing by exposing you to as much diverse texts as possible. I want you to leave this class feeling confident about your academic abilities and to truly enjoy reading and writing. By the end of this course, you will be able to:

- Monitor your comprehension and utilize reading strategies that help increase your individual comprehension.
- Write academically and be able to express your thoughts by engaging in academic discourse with your peers.
- Develop strong study skills that will help you be successful in the classroom.
- Analyze characteristics of effective goals and create personal goals for your education and future career.
- Strengthen your research and writing skills through reasoning, intellectual curiosity, and the use of technology.
- Increase problem solving skills to find effective and actionable solutions.

Student Success: Expect to actively participate in class as well as complete homework, essays, projects, and reading outside of class time. In order to be successful in this class, it is important that you manage your time and stay organized throughout the school year. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the course materials
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Contact Information: Clear and consistent communication between teacher and student is crucial to academic success. It is important that we maintain effective communication throughout this course. Below is my contact information:

Preferred Mode of Communication- TEAMS Chat

Email- cvarela1@houstonisd.org

Web Address- <https://www.houstonisd.org/cvarela1>

Conference Period- A4

Materials:

HISD issued laptop and charger

1 composition notebook

Pencil/Pen

As your teacher, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class on time
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam

Grade Weight and Grading Scale:

Formative- 60% (Daily Grades, Quizzes, Homework)

Summative- 40% (Projects, Tests, Essays)

(A=100-90) (B=89-80) (C=79-75) (D=74-70) (F=69-0)

Honor Code: East Early College High School embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of learning and represents the highest possible expression of shared values among the members of the school community. The core values underlying and reflected in the Honor Code are:

- Academic honesty is demonstrated by students when the ideas and the writing of others are properly cited; students submit their own work for tests and assignments without unauthorized assistance; students do not provide unauthorized assistance to others; and students report their research or accomplishments accurately
- Respect for others and the learning process to demonstrate academic honesty
- Trust in others to act with academic honesty as a positive community-building force in the school
- Responsibility is recognized by all to demonstrate their best effort to prepare and complete academic tasks
- Fairness and equity are demonstrated so that every student can experience an academic environment that is free from the injustices caused by any form of intellectual dishonesty
- Integrity of all members of the school community as demonstrated by a commitment to academic honesty and support of our quest for authentic learning.

Policy on Electronic Devices: Once students enter classroom, all electronic devices should be silenced and put away such that they are not visible. These include cell phones, headphones, ear buds, etc.

Make Up and Late Work: Homework and daily class work will not be given full credit, if accepted late. Evaluation on late work will be done on a case-by-case basis at the discretion of the teacher. Make-up work will not be made-up during class time; this time will be reserved for planned instruction. It is the responsibility of the student to get make-up work and to return it to the instructor in a timely manner.