

**COURSE SYLLABUS
FOR
PROFESSIONAL COMMUNICATION**

Teacher: Mr. Thomas Mayo **Conference Period:** 2nd & 5th periods **Room:** 700

Email: tmayo@ houstonisd.org **Office Phone:** 713-723-6015 ext. 429

Welcome everyone to Professional Communication and Westbury High School. Professional Communication is a one semester course and graduation requirement. Professional Communication is an “On your feet” course that is geared toward the development and enhancement of various forms of communication in both formal and informal settings; with the main emphasis of communication in the business and professional setting. Below outlines the content, and specifics for this course.

COURSE CONTENT:

During the semester, **Students Will:**

- Develop and study the communication process and communication theory.
- Study, enhance, and improve verbal language through improved articulation, voice, and diction.
- Analyze various forms of non-verbal communication.
- Successfully demonstrate effective communication in group and professional settings.
- Prepare, through in-depth research, and present various types of speeches including, but not limited to: Formal & Informal Speeches of Introduction, Speech of Information, Speech of Demonstration, Speech of Persuasion, Impromptu Speaking and Topical Argumentation and Analysis.
- Create an actual working professional Resume.
- Develop and enhance proper job interviewing skills.
- Develop improved non-verbal abilities through written communication.
- Develop knowledge of current national and world events.
- Various daily objectives as assigned.
- **Students will also be afforded, and invited, the opportunity to participate in competitive speech activities as a member of the Westbury High School Debate Team, also known as Forensics which is affiliated with the National Honor Organization known as the National Forensic League.**

EVALUATION:

Progress Report, Report Card, and Semester Averages will be calculated based upon Point Total Accumulation. Each assignment will be assigned a specific point weight to be totaled for the student’s course average; for example: if the student has earned 275 points out of a possible 300 points, the 275 is divided by the 300; this will equate to a 92 average. Areas of evaluation will include the following: Major assignments consisting of aspects related to speech presentations; Daily assignments consisting of various student handouts, daily and weekly activities; and class participation activities.

AT NO TIME, will a student receive a grade of zero on an assignment; but will lose half credit for any homework assignment not completed. Homework assignments will be tracked by a student Stamp Sheet. Any late or uncompleted major assignment will receive a 10 point deduction per day late not to exceed 50 points. ALL MAJOR ASSIGNMENTS WILL BE PREASSIGNED. Student(s) will receive daily homework assignments.

TUTORIALS:

Before school 7:45 to 8:15; Monday & Thursday after school. Otherwise, my door is always open. I am here at school usually until 5:30 pm.

MATERIALS NEEDED / REQUIRED:

Notebook paper, 1– two pocket folder w/brads, dividers for folder, pen or pencil – **(NO COLOR PENS EXCEPT BLUE OR BLACK INK)**, highlighter, 1–package of 3x5 note cards, **USB-Flash Drive.**

Textbook: Communication Applications. Students are responsible for checking out their textbook.

CLASS POLICIES FOR MR. MAYO'S CLASS:

In addition to the Policies and Procedures, as stated in the HISD and Westbury High School Code of Student Conduct, every student will be held accountable within the following Class Values and Student Expectations:

- 1) I choose to attend school every day.
- 2) I choose to be on time to every class.
- 3) I am here to learn and achieve.
- 4) I will be in Dress Code at ALL TIMES.
- 5) I will have all needed materials at the time of class.
- 6) I will turn in any and all work assigned on time.

- 7) **AT NO TIME SHALL ANY STUDENT USE, OR HAVE VISIBLE ANY CELL PHONE, OR OTHER ELECTRONIC DEVICE. STUDENTS MAY BE SUBJECT TO A \$15.00 RETURN FEE.**

TO MAINTAIN A POSITIVE LEARNING ENVIRONMENT, ALL ELECTRONIC DEVICES WILL BE CHECKED IN AT THE BEGINNING OF CLASS, AND WILL BE RETURNED AT THE END OF CLASS.

ANY VIOLATION OF THIS POLICY MAY RESULT IN DISCIPLINARY ACTION IN ACCORDANCE TO THE POLICY OF WESTBURY HIGH SCHOOL AS STATED IN THE STUDENT CODE OF CONDUCT.

- 8) I will be respectful and courteous of others.
- 9) Students will not be allowed to eat or drink within the classroom. However, bottled water is acceptable.

Parent, please sign and date below along with the student's signature, and return with student showing that you have received, and read these policies. Please also include a working phone number or email for contact purposes.

The student shall receive credit points when this form has been signed and returned to me.

Should you have any questions or concerns, at any time, please feel free to contact me. The best way to contact me is through email.

Sincerely,

T. Mayo
Director of Speech & Debate
UIL Academic Coordinator
Westbury High School
713-723-6015, ext. 429
tmayo@houstonisd.org

Parent Signature

Date

Student Signature

Date

Parent Email: _____

Parent Phone: _____