**Course Syllabus- Professional Communications**

**2014-2015**

Ms. Morgan Pressley

Room: C223

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**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 the 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. This course will focus on method and practices utilized in various communication arenas. The knowledge gained through this course will be an invaluable resource for you as you progress through your education and future professions.

**Couse Objectives:**

* 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. See Mr. Mayo Room: 700\*\*\***

**Policies:**

**LATE WORK:** Late work will NOT be accepted after one day late (Example, if assignment is due on an Odd day it must be turned in no later than the next Odd day). When assignment is late student cannot earn any higher than a 70 on the assignment. Assignment will not be accepted after a day late of designated due date (Acceptations are granted if the student is absent for reasonable cause)

**PLAGIARISM/CHEATING:** If any student is caught plagiarizing/cheating, he or she will receive a 0 on that assignment.

**DRESS CODE:** All students must adhere to the Westbury dress code.

**RESTROOM:** Students CANNOT use the restroom during the class period, unless it is a direr emergency, or nurse excuse.

**MAKEUP WORK:** It is the student’s responsibility to obtain his or her male-up assignment the next day he or she is at school during lunch/tutorials/after class, NOT DURING CLASS PERIOD. Completed missed assignments up be completed and returned the next day of that class.

**DATA BACK-UP:** Technology failures happen, however, they will NOT be accepted as a reason for not submitting assignments. Make sure all files are backed up (USB, Email, etc.)

**GENERAL GUIDELINES FOR ALL WRITTEN WORK:** All work should be written using standard grammar, punctuation, and spelling. A “page” is a full standard text of 12-point double-spaced Times New Roman font, left-justified and with 1-inch margins all around. Each assignment is a PROFESSIONAL DOCUMENT and should be submitted as such, i.e. no colored paper or unnecessary graphics and décor.

**Grading System:**

40%-Tests/Projects 100-90 A

40%- Classwork 89-80 B

10%- Quizzes 79-75 C

10%- Homework/Participation 74-70 D

**Materials:** 70-Bleow F

Notebook/Journal

Folder or Binder

Pens (blue or black ink)

Notebook paper

USB (If applicable)

Note Cards

I have read, understand and will adhere to the information contained on the syllabus.

For questions or concerns, please contact the instructor at: mpressle@houstonisd.org

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Printed Parent/Guardian Name Parent/Guardian Signature

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Parent/Guardian Phone (If Applicable) Parent/Guardian Email (if Applicable)

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Printed Student Name Student Signature