

2022- 2023 Syllabus

Professional Communications

Ms. Karyn Hall



**EAST**  
EARLY COLLEGE  
HIGH SCHOOL



Welcome to Professional Communications!

**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 show you all the different methods of communication used in the “real world” and give you a safe space to practice and develop those skills. My goal is to make this course applicable to your future education and career. By the end of this course, you will be able to:

- Write a professional email, make a professional phone call, and have a networking conversation.
- Write a resume and prepare for an interview.
- Analyze rhetorical/persuasive techniques, propaganda, and logical fallacies.
- Research, write, and present a project of your choosing.

**Units of Study:**

- **Communication and Technology in the Workplace**
- **Resumes and Interviews**
- **Rhetorical Analysis and Public Speaking**
- **Research and Presentation**

**Contact Information:**

Preferred Mode of Communication: TEAMS Chat or Email (any message sent after school hours will receive a response on the following day of business).

Email: [khall9@houstonisd.org](mailto:khall9@houstonisd.org)

Web Address: <https://www.houstonisd.org/KHALL9>

Room: 245

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**Materials:**

- HISD issued laptop and charger

**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. Students may only use electronic devices if authorized by teacher. Teachers may use electronic devices for instruction purposes at their discretion.

**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.