PROFESSIONAL COMMUNICATION SYLLABUS

Kempner High School, Fall 2022 & Spring 2023

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**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. In this course, 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 STRUCTURE**: Each day we will explore an element of communication. Here is our tentative course outline:

* Communication and Technology
* Communication Process and Communication Ethics
* Verbal Communication/Nonverbal communication
* Intrapersonal Communication/Interpersonal Communication
* Listening and Conflict Resolution
* Writing, Professionalism and Leadership
* Resumes & Interviewing
* Group Communication

**GRADING POLICIES:** Students will be graded on their ability to meet deadlines, follow procedures, and complete quality assignments. Major Grades will include tests, projects and papers and will account for 50% of the final grade. Daily Grades will include weekly procedures, quizzes, homework, worksheets and other minor projects and will account for 50% of the final grade. All work is due in the period in which it is assigned. The late work policy is as follows: Work turned in one day after assigned due date: 10 points off Work turned in two days after assigned due date: 20 points off Work turned in three days after assigned due date: 30 points off Work turned in four or more days after assigned due date: 50 points off unless student has a valid excuse.

**REQUIRED MATERIALS:**

* spiral notebook or composition notebook for notes/writing assignments
* folder or binder
* pens/pencils

**PLAGIARISM/ACADEMIC DISHONESTY:** Any time you take someone else’s work and attempt to pass it off as your own, that is considered plagiarism. This includes copying and pasting something from the internet. Plagiarism is a very serious offense. In this class, you will be writing fairly often; please do not fall victim to the temptation of passing someone else’s work off as your own. If you are caught stealing someone else’s work, you will receive a zero on the assignment, as well as additional consequences. If you are using material that is not your original thought or common knowledge, it should always be cited. We will also discuss copyright and copyright infringement in this class, which is also a form of theft and dishonesty.

**CLASSROOM/LAB EXPECTATIONS:**

* Keep all food and drinks out of the classroom.
* Do not let anyone else use your log-in information. You are responsible for what is accessed under your name, and your internet usage and Google account is monitored by the district.
* Computers should only be used when directed by Mr. Landreneau
* All storage cabinets and teacher desk/cabinets are off limits.
* Report computer issues to Mr. Landreneau teacher immediately. Please do not attempt to fix anything!
* The Internet is only to be used for education-based purposes. Please do not play games, and do not use a proxy server. That will damage the computer.
* Google applications will save your work automatically, but if you are not working in Google, save your work often!
* Log off the computer at the end of class. The last class of the day will turn off the computers.
* Please do not change any of the computer settings.

This room is also used for Debate, and that means there will be several things on the walls or on tables that are unrelated to this course. Please do not disturb any work that does not belong to you.

**TUTORIALS:** Tutorials will be held Tuesday after school. I can be available other days, but you will need to schedule with me.

Please sign in your classes schoology course.