**PROFESSIONAL COMMUNICATIONS- SYLLABUS**

**INSTRUCTOR: Mr. Howard Ritz (**[**howardritz@misdmail.org**](mailto:howardritz@misdmail.org)**)** Grades**: 9-12**

**CLASS OBJECTIVES:**

**The student will understand and develop skills in oral communication and written communication, which is fundamental to all other learning and to all levels of human interaction.**

**Students will understand concepts and processes involved in sending and receiving oral messages, evaluating, and using nonverbal communication, and listening for a variety of purposes. In Professional Communications, the student will develop communication competence in interpersonal, group, and public interaction to establish and maintain productive relationships and function effectively in social, academic and citizenship roles. Furthermore, the student will learn the process of communication for both public speaking & interpersonal communication. The opportunity will be given to become more aware of the self as a communicator and of the interaction in communication. The student will be able to deliver different types of speeches and will become more self-confident.**

**Students will specifically become proficient in:**

**sending professional emails,**

**constructing resumes,**

**conducting job interviews,**

**conflict resolution,**

**persuasive and informative presentations**

**Using technology to communicate, and illustrate their ideas,**

**Developing their own perception of Self as an individual**

**Developing their creativity**

**attentive and critical listening skills**

**developing positive intrapersonal communication (Self Talk)**

**GOALS FOR CLASS:**

**Developing the skills listed above is a result of the combination of teacher and peer assistance. As a group, our goals are to encourage excellence, praise effort, listen attentively, work diligently, and strive for the best. Since public speaking is frightening for many adults/students, our goals are designed to help each of us remember that our response to a student’s presentations determines our success as an entire class.**

**IN CLASS EXPECTATIONS:**

* **Presenting speeches in class using varied skills, processes and purposes.**
* **In some cases you will be given a copy of notes for this class, you must bring your notes to class everyday & be able to find them quickly when needed.**
* **Material selected for speeches must be suitable for a general audience. Editing language or content of the material is YOUR responsibility. If you have questions, please come and ask me before or after class.**
* **Students are expected to show considerate, attentive and supportive behavior in class at all times to all persons. Proper participation and feedback to all presenters will be graded as daily grade. Student’s daily participation grades will be negatively affected by the following, but not limited to disrupting the learning environment and/or disengaged during presentations. When others are presenting, they need your support, as you will need their support, when you are giving a speech. Do not enter or leave the class while a speech is in progress. Students with improper audience etiquette will be graded accordingly and MISD district policy will be enforced.**
* **You are expected to follow all school/district rules while in class.**
* **Cell Phone USE: Because this is a Professional Communications class where Face to face interaction is important, ALL Cell phones must be either turned off and handed to the teacher at the beginning of class or turned off and placed out of sight in the student’s backpack, or purse. No Use of cell phones will be allowed in this class without individual permission from the teacher. Cell phones out on the desk or where visisble are a distraction to the learning environment and will be confiscated according to the teacher’s discretion and MISD Policy. Students disregarding this policy are in danger of having their cell phone confiscated and turned into the administration and being fined $15.00 to have it returned to them. Any and all emergency calls from parents or family members can be channeled through the main office at 682-314-0600. The Teacher will periodically allow students in the class to use their electronic device for research and electronic classroom communication. Students should only be using their electronic devices for only school classwork and any other use of their phone or electronic device is a violation of MISD Policy.**

**OUT OF CLASS EXPECTATIONS:**

* **Majority of homework given in Professional Communications will be preparing for your speeches. Class time will be given to create the majority of speeches; however, if time is not used wisely this will impact the amount of outside work you will have.**
* **In order to make an A in this course outside preparation will be needed. The more you rehearse a speech the better it will be and the likelihood of obtaining a higher grade.**

**MAKEUP WORK:**

* **It is your responsibility to receive your make up work. When deadlines/allotted days for absences are not met a 0 will be accrued.**

**GRADING POLICY:**

**The grade you earn in this class will be based on the preparation and presentation of speeches as well as other tools (tests, quizzes, homework, projects, etc.) to check understanding of materials presented.**

**Speeches carry the same weight as an exam grade; therefore, if a student does not present their speech on the day it is due a grade of zero will be recorded (*this of course would be a student that is present in class during the assigned speech block*). It’s the same as turning in a test with nothing on it. Speeches will be assigned in advance and students will know the exact day their speech is due for the presentation. There is NO excuse to not be ready on your assigned speech day. If a student is absent on the day a speech is due the speech will be due the next class day the student is present in school.**

**Students not prepared for the presentations on the due date can receive a late make up grade. The criteria for late work: max score of 70, must be presented on a specific assigned day outside of class time, designated by the teacher. Students may be assessed a penalty of no more than 30 points per day for up to one class period before a zero may be given for work not turned in on time. Students with an excused absence will be given extra time (per district policy) if absent for several days due to illness or other excused reasons.**

**Grades are given in the following areas**

* **Class Work 60%:** 
  + **Class Participation/Listening Skills/Daily Assignments/Quizzes/Practice Oral Presentations & Group Involvement.**
* **Major Assessments 40%:**
* **Assessments, Projects, & Formal Oral Presentations.**

**\*All Oral Presentations will have a written outline; note cards & depending on the type of speech some must have visuals representations (on electronic device).**

**\*Semester Exams will not be given early. Spring Exams are May 19-22, 2020.**

* **Extra Credit will be offered at teacher’s discretion to afford students to excel beyond the minimum requirements of this course.**

**PLAGIARISM:**

**Neither plagiarism (offering the work of another as one’s own without proper acknowledgement) nor any form of cheating (e.g. illicit possession of examinations or other materials, using unauthorized notes during an exam, etc.) will be tolerated. Offering the work of another as one’s own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or an essentially identical expression of material taken from books, encyclopedias, magazines, and other reference works, or from the themes, reports, or other writings of a fellow student is guilty of plagiarism. Plagiarizing from the Internet is also prohibited. Students found to violate these standards of integrity are liable to serious consequences, including a grade of “F” for the assignment and a discipline referral to their assistant principal**

**CLASSROOM RULES/BEHAVIOR:**

* **Please be in your seat and ready to work when the bell rings with your electronic device.**
* **Please be cooperative, supportive and attentive during all speeches.**
* **Students must adhere to guidelines & policies listed in the LHS Student Handbook.**
* **There is a zero tolerance for disrespectful talking, making fun of others, negative remarks or a negative attitude in this class!**

**COURSE REQUIRED MATERIALS:**

**We will be using a variety of course materials, including handouts/online, textbooks, videos, and demonstrations. Students are required to keep all handouts and assignments in Google Drive or iPad.**

* **Writing utensil & paper**
* **Electronic Device (charged)**
* **Notecards (*can be purchased in the library for 1 cent each*)**
* **A positive attitude!** ☺

**ATTITUDE:**

**You’re required to give numerous presentations during the semester, it is very important to be supportive of each other and maintain a positive attitude when getting up in front of the class. You will be working in groups for many assignments, so getting along with everyone and keeping an open mind is important. You are expected to participate in every exercise and assignment presented to you in class. Please expect to be out of your “comfort zone” for some of the presentations. It is your job to participate, engage and speak up during class time. Attitude will play a vital role in how successful you will be and in how much you learn.**

**PRESENTATION POLICY:**

**It’s fun, I promise!! This is a speech class and my goal is to help you with your speaking abilities. Therefore, you will be required to give speeches in order to pass. Although, I understand that speaking in front of others is not easy for everyone, it is an important skill that will help you in life in general. So it’s in your best interest to put your best foot forward (you will thank me later). ☺**

* **Every student will be expected to be attentive and respectful during all presentations. Sleeping, talking, passing notes, walking around, or anything else of distraction during a presentation will not be tolerated.**
* **You are not allowed to have anything in your mouth while you are making a presentation of any kind. This may include, but is not limited to, gum, toothpicks, tongue piercings, etc.…**

\* My goal as your teacher is to create a learning environment that is enjoyable, safe and fair for all students. I believe students should have the opportunity to find the best of them. My role is to facilitate your learning, challenge and encourage you to go beyond your comfort level, to do your very best and I expect your full participation in this learning environment.

I’m looking forward to a fabulous semester! This class isn’t solely about getting past the nervousness of standing up in front of a group to share your thoughts; this class is about LIFE SKILLS. By the end of the semester your wealth of knowledge and your speaking skills will have flourished! You will be amazed how comfortable you will feel speaking in front of others & with adults!☺ I have had numerous students’ express their comfort after taking this course. We will get to know each other and enjoy learning from everyone’s speeches. I promise we’ll have a good time!

Thank you in advance for your time!

Mr. Ritz

We have received and read The Professional Communications Class Syllabus

Printed Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read, understand and will adhere to all of the information given in the course syllabus.

Parent/Guardian Signature Student Signature

Date Student E-mail

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**I have read, understand and will abide by the Cell phone policy as stated above.**

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Student Printed Name Date Period

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Student Signature Date