**COMMUNICATION APPLICATIONS - SYLLABUS**

**INSTRUCTOR: Howard Ritz**

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**PHILOSOPHY STATEMENT-** Welcome to Communication Applications! For successful participation in professional and social life, students must develop effective communication skills. Students enrolled in Communication Applications will be expected to identify, analyze, develop, and evaluate communication skills needed for professional and social success in interpersonal situations, group interactions, and personal and professional

presentations.

**CLASSROOM GOALS -** Developing these skills 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 people, 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 this course, the student will learn the process of communication for both public speaking and 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.

**COURSE MATERIALS-** We will be using a variety of course materials, including handouts, textbooks, videos, and demonstrations. Students are required to keep all handouts and assignments in their binders.

**SUPPLIES**

\* pen/pencil

\* highlighter

\* loose leaf paper

\* 3-ring binder (approximately 1”)

\* dividers which can be labeled

**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.

 **Grading will be Divided into Two Division**

 **Daily Work = 60%**

 **Includes: Class Participation, Listening Skills, Daily Assignments, Quizzes and**

**Practice Oral Presentations, Group Involvement**

 **Major Grades = 40%**

 **Includes: Major Tests, Projects, Formal Oral Presentations/Interviews**

**LATE WORK -** Work is considered late when it is presented at a time later than the due date. Work will be accepted late for five (3) school days immediately following the due date. However, the overall grade will be reduced by 10 points per day (Not Class Period) it is late. After three days, work will be accepted at the instructor’s discretion. This applies to all assignments, including speeches. Major long term and short term projects as well as major group projects and presentations will not be accepted late without prior approval from the instructor.

**MAKE UP WORK -** You are expected to make up all work when you are absent or tardy to

class **for any reason**. Check with classmates and/or me for make up work. It is your

responsibility to obtain these assignments. Remember I am Only A Phone Call Away.

**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**

Some general rules are necessary for the basic function of the classroom. I expect

each student to respect these rules.

1. Student will follow directions the first time they are given with no verbal or non-verbal

commentary.

2. Students will demonstrate on-task, respectful behavior at all times.

3. Student will be on time to class each day.

4. Students will bring all required materials to class every day.

5. Students will follow all behavior guidelines and policies in the L*HS Student Handbook*.

**In the event that disciplinary action becomes necessary, the following procedure(s) will**

**be followed:**

1. Verbal Warning

2. Student/teacher conference and parent contact by mail or phone.

3. Referral to Assistant Principle and removal from room – parent conference in person.

SEVERE CLAUSE: If student is causing severe disruption that significantly interrupts

instruction OR If student threatens/causes bodily harm to another student, teacher, or self –

he/she will be removed from the room immediately and referral to their Assistant Principle.

Parent conference will be essential.

**ATTITUDE -** Because you are required to give numerous presentations during the

semester, it is very important that you are supportive of each other and maintain a positive

attitude about getting up in front of each other. 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”** in this class. **It is your job to participate and**

**speak up during class.** Attitude will play a vital role in how successful you will be and in

how much you learn. Heads must be up and attentive at all times.

If you choose to actively participate in determining the success of the class & understand the

responsibilities involved, please indicate by signing the “Communication Applications Class Rules

Contract.” I look forward to working with each of you during the coming year.

**Howard Ritz**

**Communications Applications/Debate**

I have read and understand the above syllabus and I choose to actively participate in the success of the class.

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 **Printed Student’s Name Printed Name of Parent Witnessing Signature**

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 **Signature of Student Signature of Parent Witnessing Signature**

**COURSE SCHEDULE**

**UNIT 1: THE BASICS**

Introductions – Name Games,

What is Communication?

Intrapersonal/Interpersonal Communication

Getting to know Your Life Long Friend (You)

Personality Profiles and Learning Styles

Getting to Know Others. Turning Strangers into Friends

 Introductions, Interviews,

Building Confidence & Leadership

Group Dynamics

Project #1 – Identity Sphere/Self Collage/ Johari Window

Listening More Than Hearing

Project #2 – Demonstration Speeches

Non-Verbal Communication

How to tell when someone is lying

**UNIT 2: INFORMATIVE SPEAKING**

Researching Topics

Organizing Your Speech

Project #3 – Mock Outlines

Project #4 – Informative Speech

Professional & Social Communication

**UNIT 3: PERSUASIVE SPEAKING**

Respecting Differences

Types of Audiences/

Persuasive Speaking/preparation/presentation/evaluation

Project #5 – Persuasive Speech

**Unit 4: Preparation for Career and College**

Creating the Resume

Preparing for the Interview

Interviewing for a Job

Building a Resume

Project # 6 – Resume/Job Interview Project

**Unit 5: Debate “I am Right? You are Wrong?” Really????**

Resolutions of Facts, Values, and Policy

Logical Falacies.

Project # 7- Pro/Con Debates.

**Semester Exam**

This is a tentative Schedule of our units and may change as the need arises because of time restraints as well as perception of classroom needs.

You are required to have the reverse side of this syllabus Signed and returned by Sept 5, 2012. **It will be counted as a daily grade.**

**Remember I am only a phone call away.**

**Let’s work together to make this…**

**A GREAT YEAR**

**Mr. Ritz**

**(940) 782-8968**