**PROFESSIONAL COMMUNICATIONS- SYLLABUS**

**INSTRUCTOR: Mr. Ritz (****howardritz@misdmail.org** **: 9-12**

**CLASS OBJECTIVES:**

**The student will understand and develop skills in oral 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 Communication Applications, 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 communications. 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.**

**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 grades. Students’ daily participation grades will be negatively affect 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 district policies will be enforced.**
* **You are expected to follow all school/district rules while in class.**

**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 homework 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 higher you grade will be.**

**MAKEUP WORK:**

* **It is your responsibility to receive your make up work. When deadlines/allotted days for absents 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 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 and 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. Fall Exams are Dec 12-16, 2016 and Spring Exams are June 22-26, 2017.**

**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 iPad.**
* **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 other students, 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 & highlighter**
* **Electronic Device (charged)**
* **Note cards**
* **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 themselves in Professional Communications. 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 only about getting past the nervousness of getting up in front of a group to share your thoughts; this class is about LIFE SKILLS. By the end of this 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 Great time!

**Thank you in advance for your time!**

**Mr. Howard Ritz**

Feel Free to call me if you have any questions at all

940-782-8968

I have read, understand and will adhere to all of the information given in the Professional Communications course syllabus. Please Read the online syllabus for this class,

 which can be found at: <http://legacycommapp.weebly.com/class-syllabus.html>

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Parent’s Printed Name

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Parent’s Signature

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Parent’s Phone Number

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Student’s Full Name

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Student’s Signature

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