

Professional Communication Course Syllabus

School Year: 2024-2025
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Room: 2257

COURSE DESCRIPTION

Professional Communication, .5 academic credit
Grade(s): 9-12
Prerequisite(s): None

Professional Communication will provide students with an understanding of the dynamics of effective communication while speaking, listening, and responding in the situations they encounter in career settings. Students will practice the principles of communication competencies in professional settings, demonstrate the effect of intrapersonal and interpersonal communication of professional relationships, participate in collaborative communication activities that mirror the contemporary workplace, and deliver a variety of informal talks and addresses relevant to the business world. This course will include but is not limited to ethical communication, responsible social media usage, communication barriers, mass media, conflict resolution, leadership styles, business etiquette, and job interviews. Professional Communication fulfills the Communication requirement for graduation.

CLASS EXPECTATIONS

- Late-Work/Make-Up Policy:
If you are absent from class on a day work was assigned, you will have an undeducted extension to make up assigned work. If you miss class on the due date for an assignment, work is due on the first day of return to class. Make-up work that is not turned in becomes Late Work and follows the late work policy:
 - The work will be assigned an N in gradebook for two weeks from the due date, which indicates students can still turn in work for full credit
 - After two weeks, if the student turns in the work they will receive an L, which will equate to a 0% in the gradebook but keeps them eligible for final exam exemption
 - If no work is turned in, the student will receive a Z for the assignment and will have to take the course final at the end of the semester

Homework will be assigned as needed to support the concepts taught in class.

Please respect all deadlines. We are a semester course and we must cover all standards by December. I will work through every assignment during the class period, therefore all students should be able to complete class work at the highest level and turn it in on time.

- Communication:
Please stay on top of your progress in this class. You can easily check your grades through the Bentonville High School website (Home Access Center).

If you are going to be absent from the class, please email me so that I am aware of your absence and can assist and or prepare for make-up work when you return.

This is a communication course, please email me with any questions or concerns. Advocating for yourself and reaching out for assistance is an important skill to develop. I am here to help. I will respond to emails within 24hrs.

- Electronics in the Classroom

Please refer to the district policy on electronics in the classroom. Your devices must be charged and ready to use during class if needed. Extra chargers will not be provided for you.

Cell Phone Policy:

Students will place their cell phones in the cell phone caddy. Cell phones are not to be out from bell to bell.

- Participation

Students are expected to participate during class. As a professional communication course we are continuously working on our communication skills at every level, in every situation. As the student's skill level increases and confidence builds, students should become more comfortable sharing and explaining their ideas and opinions.

- Tutoring

Students are welcome to sign up for flex for additional assistance. I am also very responsive to students who ask questions over email.

- Academic Integrity:

This is simple. You are expected to do your own work. Any work that is not original will result in disciplinary action as outlined in the student handbook. There may be additional consequences depending on the situation.

GRADING

Student's course grades will be determined entirely by their evidence of learning of course standards (100% weight). Students may also receive practice/homework grades as feedback to track their progress in this course (0% weight).

Students will also receive feedback in HAC (Home Access Center) on the achievement of learning habits at least quarterly. Learning habits assessed will be time management and engagement in learning. Students will receive marks of either DC (Demonstrates Consistently), IC (Progressing, but Inconsistent), or NY (Not Yet, Rarely, or Not Observed).

CURRICULUM (including approximate dates)

Unit 1: Intrapersonal & what are we communicating to others- 1st/4th quarter

- I. Self-Identification
- II. Social Media - what are you communicating and its impact

Unit 2: Business Etiquette & Professionalism (Presentation)

- I. Professional Settings
- II. Job Interviews and Resumes- 1st quarter/3rd quarter

Unit 3: Professional Group Presentation (informative speech)

- I. Developing a presentation - 2nd quarter/4th quarter

Unit 4: Listening, Feedback & Evaluation

Unit 5: Individual Presentation (persuasive speech)

- I. Persuasive Strategies, Evaluating Messages & Sources
- II. Advocacy Campaign - 2nd quarter/4th quarter

Community Service Learning (CSL): CSL is best defined as volunteering or serving in a worthwhile capacity in the community while making a conscious effort to reflect, through some thoughtfully designed method, on what is learned from the service experience. Students must obtain a minimum of 75 CSL hours during grades 9-12 at any certified service agency or a part of a service-learning school program in order to GRADUATE.

Students will have an assignment during the semester where they will be providing solutions to a challenge that we face in our community and presenting it to the major stakeholders in Northwest Arkansas. Students may use this assignment to count towards their community service learning hours. (Hours will be determined by the number of hours it takes to prepare and present to the community.)