



Professional Communications

Course Information

Mission

The Plano ISD eSchool Mission is to create a borderless classroom based on a positive student-teacher relationship that fosters independent, innovative critical thinking and empowers students to thrive, contribute, and compete in a global society.

Course Number: 13009900

Course Title: Professional Communications

Communications

All communication with your teacher will be through email. Your assignments will be submitted directly into the Imagine Edgenuity platform. You will receive a Welcome email from the eSchool Office when your course is ready for you. You may email your teacher at any time with questions that you might have.

Course Description

This class is designed to prepare students for effective communication practices in the professional environment by developing interpersonal and intrapersonal skills holistically. Students will prepare and present various assignments to fulfill the requirements set forth by the Texas State Board of Education. The course covers verbal, written, and electronic communication used in various situations. This course will facilitate the beginning of a life-long ability to serve as a competent communicator in the ever-changing professional environment.

Course Objectives and Student Learning Outcomes

For a current listing of Texas Essential Knowledge and Skills (TEKS) for this course, please see the official [Texas Administrative Code for Professional Communications](#).

Prerequisites

None

Technical Support

For course questions, please contact your teacher.

For assistance with your district username/password, contact the PISD Help Desk.

Monday - Friday 8:00 am - 5:00 pm 469-752-8767 / helpdesk@pisd.edu

For questions regarding Edgenuity, email eschool@pisd.edu. We will reply during regular business hours.

Internet Connectivity

Students must have availability of a working Internet connection. Direct high-speed Internet connection is recommended.

Email

Students must have an active, functioning email account with an appropriate email address to use for communicating with their teacher throughout the course and for communications with the eSchool office. Students may prefer to use their PISD email account and Google Drive as they are working on certain assignments.

Course Materials

No textbooks are required for this course.

Academic Integrity/Copyright Policy

Academic integrity violations, plagiarism, and copyright violations will not be tolerated. The Orientation for the course will provide you the details of PISD's expectations on such topics. Your teacher will utilize plagiarism and AI check tools throughout the course.

Online Étiquette ("Netiquette")

Netiquette is meant to help you communicate professionally and effectively in an online collaborative setting. Students will follow all guidelines relating to internet etiquette and will communicate respectfully with all people.

Privacy Policy

Plano ISD's FERPA policy may be found at <http://pol.tasb.org/Policy/Code/312?filter=FL>

Grading and Evaluation

In order to earn credit for an online course, a student should:

1. complete all course work, and

2. in the process of completing all coursework, earn a passing average of at least 70.

Students and parents have 24/7 access to their grades through the online course. Student progress and grades are visible from the tile upon login. Students can also download a course report detailing all course grades.

Parents who would like a weekly progress report sent through email should contact the teacher.

Please note:

- Teachers have the final judgment on grade reporting.
- The home campus Principal has the final decision on credit approval.
- The Plano ISD Director of Expanded Learning Pathways will make the final decision in all other student/parent concerns.

Assessments

In this course, students will submit assignments, quizzes, tests, and projects. These assessments will allow students to show mastery of the concepts they have learned. Teachers may need to unlock tests before students can access the content. Once students have completed all necessary coursework prior to the test, they should contact the teacher for access.

Class Participation

Students will have a specific schedule for completing and submitting assignments, quizzes, tests, and projects based on their enrollment date. This pacing calendar is established by the Imagine Edgenuity platform.

Students are encouraged to adhere to this schedule, but it can be altered with instructor consultation. Students must maintain consistent email communication with their teachers. Students who are not adhering to their course schedule or students who are not maintaining the basic requirements of participation, such as maintaining email communication with their teacher, may be dropped from the course.

Drop Policy

Within 15 calendar days of the online registration, students may cancel enrollment and receive reimbursement, as per the enrollment agreement. An amount of \$50 will be retained for administrative fees. Notification of cancellation must be received via email to eSchool@pisd.edu within the 15-calendar-day period.