

PROFESSIONAL COMMUNICATIONS

2014-2015 Syllabus

Teacher: Debbi Ball | dball@spurbulldogs.com | <http://ballbusinesslab.weebly.com>

Course Description

This class blends written, oral, and graphic communication in a career-based environment. Careers in the global economy require individuals to be creative and have a strong background in computer and technology applications, a strong and solid academic foundation, and a proficiency in professional oral and written communication. Within this context, students will be expected to develop and expand the ability to write, read, edit, speak, listen, apply software applications, manipulate computer graphics, and conduct Internet research. This class will fulfill the 1/2 speech credit requirement for graduation.

Grading Policy

- 15% Professional Skills [Responsibilities] (See next section)-Minimum: 1 grade per week
- 40% Projects (independent practice, reinforcement projects, writing assignments)-Minimum: 3 grades
- 45% Exams (objective exams, production exams, special projects, Dress for Success)-Minimum: 3 grades

Professional Skills

Students at Spur High School are challenged to develop strong employee skills such as decision making, high ethical standards, punctuality, dependability, accountability, and customer service. Each student will be expected to conduct himself/herself in a professional manner as if employed in a real job. Professional skills will be graded on a weekly basis. The student will begin each week with a grade of 100. Failure to demonstrate proper professional skills will result in a penalty. Professional Skills are listed as RESPONSIBILITIES on grade report.

Some penalties will be as follows:

- -10 points per unexcused tardy (up to 2 tardies)
- -20 points for each unexcused tardy after 2
- -20 points per unexcused absence
- -100 points for sharing work in an unethical manner
- -20 points if not on assigned task

Classroom Rules

- Absolutely no food in the Business Lab. Food crumbs fall into the keyboards and cause problems. Swiping pieces of candy and/or chips from your backpack also carries crumbs from your fingertips into the keyboards. This tiny crumbs become lodged within the circuitry and mess up keyboards.
- Only clear water in clear bottles are allowed in the Business Lab—no exceptions.
- Failure to follow these rules will result in the food and/or drink items being taken up and thrown away. There will be no warnings this year.
- Students must be aware of their conduct and treatment of all equipment. We have been blessed with the amount of equipment and the quality of that equipment. Misuse will result in destruction of that equipment which can no longer be replaced through school budget. Any damage resulting from student neglect will be covered by the student.
- No cell phone use during the instructional period. All cell phones will be removed from pockets/bags/purses and placed on desktop face down. Some use will be allowed by the teacher for special projects. If there is any indication that a cell phone is being used, it will be taken up by the teacher and turned in to the office. Please see Student Handbook for a more detailed explanation of Spur ISD's cell phone use policy.
- Dress Code Policy is clearly explained in the Student Handbook. Failure to follow the policy will result in the student being sent to the office to correct the offense and counted tardy or absent, depending on the amount of time required for the correction.
- The purpose of the Business Lab is to promote professional skills. Caps are not allowed in most workplaces. Therefore, caps will not be allowed in the Business Lab. All hats or caps must remain in the student locker.

Attendance

All employees are expected to be on the job every day. Attendance to class is also extremely important. Skills are learned and built each day. It is understandable that there are instances that an employee must be absent from the job (doctor's appointments, school activities, etc.). However, excessive absences will affect the employee's performance on a job and will affect the student's overall success in this classroom. A student is considered to be absent if he/she misses 15 minutes or more of a class. Just as an employee is expected to ask for missed work, messages, etc. after returning to work from any absence, it is the responsibility of the student to ask for makeup work required during an absence.

Make-up Work

All students are required to make up work missed while they were absent. You are given one day for each day absent up to a total of five (5) days. It is your responsibility to find out what work has been missed.

Semester Exams

A semester exam will be given at the end of each semester. This exam will count as 1/7 of your final semester grade. Exemptions will be offered to 9th-12th grade students according the Student Handbook policy: average of 85 or above for the 3rd or 6th six-week grading period, no unexcused absences during the semester, NO tardies during the semester, and NO discipline referrals during the semester exam.

Late-work Policy

Employers depend on their employees to complete all work by a specified deadline. All assigned work is required to be turned in at the specified time to earn full credit. If work is not submitted on the assigned due date, the student will be required to attend Academic Academy after school, from 3:40 to 4:30 pm, the following day.

Any work turned in after the assigned date/time will be penalized 10 points per day. After the third school day, the highest grade earned will be a 70. Extenuating circumstances will be reviewed and assessed by the teacher/employer.

Portfolios

Employers are eager to see samples of a potential employee's skills and accomplishments. Therefore, each student will prepare and maintain an electronic career portfolio. The portfolio will contain up-to-date career and student resumes, samples of work, and documentation of activities/accomplishments. The portfolio will be graded as part of the second SEMESTER EXAM at the end of the year. No student will be exempt from this project. Students will have access to their portfolios through the Internet.

Business Professionals of America

State/National membership is available to all business/technology students of Spur High School after paying yearly dues. More information will be provided through the first six weeks.

Internet Use

The Internet will be used throughout the course for research, information sharing (web pages), and electronic information transfer (e-mail). All students will follow the local Acceptable Use Policy as outlined in the Student Handbook and Code of Conduct. Any improper use of the Internet will be subject to disciplinary action as deemed necessary by the teacher and principal.

Parent Portal

Grades are reported in the Spur ISD online gradebook. All parents/guardians are encouraged to join Parent Portal, allowing you to check on your child's progress in their classes. Contact Louise Jones in the high school office to set up your account. Internet access is required.

Contact Information

You are welcome to contact me at any time if you have questions concerning your child. Please call during my conference period, before school, or after school to set up an appointment. You may also email me.

Email: dball@spurbulldogs.com

Web Page: <http://ballbusinesslab.weebly.com>

Phone: Lab - 271-3385 x2005 / Home – 271-3228 / Cell – 806-787-3607

Twitter: <http://twitter.com/shsbusinesslab>

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After reading the syllabus for this class, read and sign the statement below.

You may log in to the Parent Portal through the link provided on the school's home page to check on your student's grades and progress in my class. The school address is www.spurbulldogs.com. You will need to contact PEIMS Coordinator Louise Jones for login information. Please include parent/guardian email address below to receive class and student information.

Parent/Guardian Email Address

Parent/Guardian Mailing Address

Parent/Guardian Phone Number

Home

Cell

I have read the complete syllabus for this class and understand the expectations of all students.

Student signature

Date

Parent/Guardian signature

Date

Returning this signed form to the teacher is a graded project.