

**SYLLABUS**  
**Professional Communication**  
2019-2020  
Mr. Christopher S. Dickson (ext. 5722)

**Course Description:** Students will be expected to identify, analyze, develop, and evaluate communication skills needed for professional and social success in interpersonal, intrapersonal, group interactions, and both personal and professional interactions and presentations. For successful participation in professional and social life, students must develop effective communication skills.

**Grading Scale:**  
40% Minor Grade  
60% Major Grade

It should be noted that the grades for public presentations are, by nature, subjective and reflect the instructor's observations during actual presentations. The examinations and attendance grades are strictly objective.

**Materials Needed for this Class:**

1 set of 3" x 5" index cards  
A class binder/folder – purple

**Make Up Work:**

Work not completed because of an excused absence will be given a deadline of 1 day to make up your work for each day you have an excused absence. A grade of zero (0) will be recorded for that assignment NOT turned in by the deadline. If you are absent please call my room or e-mail me ([cdickson@hisd.com](mailto:cdickson@hisd.com)) to get your work before you return if possible. I will give you the work only if you ask me for it. It is your responsibility.

**Originality of Work:**

All work for this course, whether written or oral, must be the original work of the student. When the work of others is utilized for reference purposes, the author will be correctly cited. Plagiarism, whether written or oral, will not be tolerated. No cheating is allowed at Hallsville High School.

**Participation:**

There will be no sleeping in class, no playing with cell phones or ipods. Students will be required to take notes daily, speak up in class and participate in activities. Remember this is a communication class and you are here to communicate, and to participate in activities required for this class.

**Expectations:**

I expect each of you to give 100% in everything you do in this class. Attempt and effort are extremely important to me and the process of communication. I will offer extra help to anyone who needs assistance, but I expect you to communicate with me. I want to see all of you succeed.

**I, \_\_\_\_\_, have read the following class syllabus for Professional Communication and will follow the above guidelines. I understand that Mrs. Maldonado is here to help me be successful, but I hold the key to my own success.**

Signed: \_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Mr. Dickson's Signature)