

## Mr. Dickson's Syllabus

### Professional Communications

*(Please save this document to your USB flash drive for future reference)*

**WELCOME TO PROFESSIONAL COMMUNICATIONS!** I am very pleased to have each of you in my class. Professional Communications is a course required for graduation. Below is a description of the course from TEA's Texas Essential Knowledge & Skills:

“Professional Communications 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.”

#### **I. CLASSROOM RULES:** *(follow these rules and you're in for a great year)*

1. **LISTEN ACTIVELY**, with your mind, eyes and whole body by focusing on whomever “has the floor.” When the teacher is speaking **LISTEN** with your whole body.
2. **RESPECT ALL OTHERS** in the room by using appropriate language at **ALL** times and listening when others “have the floor.”
3. **ARRIVE** to class **ON TIME**. The tardy policy outlined in your student code of conduct will be followed.
4. **NO FOOD OR DRINK IN CLASS!**
5. **BE PREPARED:** Consistent lack of preparation can and will affect your grade. Have your supplies!
6. **Cell phones and other technological devices** are NOT to be utilized in class for any reason unless specifically asked to utilize the device for educational purposes *at the teacher's discretion*. **Cell phones observed or used when not authorized will be confiscated.**

#### **II. ACADEMIC STUFF** *(follow these guidelines and you will have an exceptional year)*

1. **GRADES:** Grades in this course are weighted.

Homework, Daily Work, Quizzes = **40%**

Tests = **60%**

Semester Exam / Project = **15%**

2. **LATE WORK AND ABSENCES:** Assignments not turned in by the assigned due date are considered incomplete assignments. There will be a penalty of 20 points the first class day late, and then an additional 10 points penalty assigned per class day thereafter.
3. **MAKEUP WORK:** All work that was missed due to an **excused absence** will be made up. It is your responsibility to contact me for your makeup assignment. At that time I will set a new due date. (At this point the late work policy shall be in effect)
4. **KEEP EVERYTHING!**
5. **TUTORIALS:** Will be offered on Monday from 3:30 pm – 4:00 pm. Additional times are available to the student upon request.
6. **BE PREPARED with Your Own SUPPLIES.**
  - a. **One 1.5”-2” Three Ring Binder:** For handouts and other completed work.
  - b. **Loose-leaf Notebook Paper:** Preferably college-ruled paper.
  - c. **Composition Notebook:** 80-100 Sheets for Journaling
  - d. **Ink Pens** for work: Black or Blue. No other colors.
  - e. **8-16 GB USB Flash Drive**
  - f. **NOTE:** It is imperative that you bring all of these supplies consistently. Being prepared is part of your grade.
7. Student and Parents are requested to sign up for Professional Communication Class Reminders and Information by texting @cmprofcomm to 81010.

#### **CONTACT INFORMATION:**

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## STUDENT AND PARENT SYLLABUS ACKNOWLEDGEMENT

I, \_\_\_\_\_ (student printed name), have read the above syllabus and understand the rules and requirements for Professional Communications. I am aware of the required materials, grading policy, class rules, and absence policy, and intend to follow them along with the CMHS Student Code of Conduct. I understand that my choice to not follow the above mentioned policies and rules could affect my success in this class.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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I, \_\_\_\_\_ (parent/guardian printed name), have read the above syllabus and understand the rules and requirements for Professional Communications. I am aware of the required materials, grading policy, class rules, absence policy, and the CMHS Student Code of Conduct and the expectations my student is to follow. I understand that the teacher is available for conferences by appointment but will return an email as soon as possible. I understand that the student will be using the internet and that CMISD policies will be followed.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent Contact Information:*

Phone/s: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_