
Professional Communication (Speech)

Stuart Drake
sdrake@atlisd.net
903-796-5145
Office Hours 7:55-8:45
Office Hours Remote Learners 6:00-7:00 pm

Fall Semester

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.

PREREQUISITES/COREQUISITES: None

ATTENDANCE AND PUNCTUALITY: Since the development of professional behavior is one of the course goals, attendance is essential. See school attendance policy in the student handbook.

COMMUNICATION: You are expected to check your student e-mail and Google classroom daily for grade postings and announcements regarding assignment and schedule changes. Because documents will be distributed electronically, you must inform me immediately if there is a problem retrieving them. Problems with due dates and exams must be discussed with me before the exam date or due date. Student athletes and those who will not be in class due to a UIL activity need to turn in work prior to leaving. The best way to reach me is through e-mail, which I check at least once a day. Leaving a voicemail is the second-best option. If you have a concern or question you need to discuss at length, I am available during office hours.

CELL PHONES, COMPUTERS, AND OTHER ELECTRONIC DEVICES: School policy is that there will be cell phones during class, see student handbook for policies regarding cell phone use.

FOOD AND DRINK: No food will be allowed in the classroom, only water is allowed as far as drinks.

GRADING:

90-100% = A 80-89% = B 70-79% = C < 70% = F Temporarily Incomplete: I

ASSIGNMENT SUBMISSION: Most assignments and tests will be completed and submitted through Google Classroom. Remote learners will submit all assignments through Google Classroom.

LATE WORK: Late work will follow Atlanta ISD policy, 1 day late deduct 20 points, 2 days late deduct 30 points, 3 days late deduct 40 points, 4 days late or more deduct 50 points.

Retests: Any student who earns below a 70 on a test will be given the opportunity to retest after participation in the re-teaching process within a reasonable amount of time. Students will be allowed a minimum of 1 retest per 6 weeks grading period. Students are responsible for initiating retest opportunities. Retest will be within 7 days from the time the student is notified of the failing grade. The maximum grade given on a retest will be 70.

COURSE CALENDAR			
<i>These dates are subject to change at the discretion of the instructor.</i>			
Day	Date	Agenda/Topic	Due on this Date
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