

Professional Communication Syllabus Outline

Amy Huff - Lake Dallas High School

Fall 2025

Dear Parents and Guardians,

Welcome to Professional Communication at Lake Dallas High School! This syllabus outlines the course plan for your child's class this semester, including key topics, expectations, and how you can support their success. As required by Texas law (Senate Bill 12), this document serves as the instructional plan and is available for your review. I look forward to working with you and your child!

Contact Information

- **Teacher:** Amy Huff
- **Email:** ahuff@ldisd.net
- **Phone:** 940-497-4031
- **Conference Time:** 10:50-11:00 AM, Monday–Friday
- **Best Way to Reach Me:** Email or call the school office. I'll respond within 24 hours on school days.

Course Overview (Instructional Plan)

This semester, your child will study the following topics in Professional Communication, based on Texas state standards (TEKS):

1. Unit 1: Communication Basics

- Learning objectives: Understanding the communication process, types of communication, role of language in communication.
- Activities: Discussions, group work, Canvas assignments, Test

2. Unit 2: Professional Communication

- Learning objectives: demonstrating appropriate use of technology in communication, ethical responsibilities in communication, digital citizenship
- Activities: Discussion; Professional Email response activity, Tests; 1st major presentation

3. Unit 3: Copyright Rules and Advertising and Propaganda in Communication

- Learning objectives: analyze the use of propaganda in advertising; examine copyright laws to understand the legalities of using protected work in everyday life
- Activities: Discussion, group activity

4. Unit 4: Listening

- Demonstrate appropriate listening skills, both active and passive
- Example: paired listening demonstration

5. Unit 5: Interviewing

- Analyze and demonstrate appropriate interviewing skills from the perspective of the “interviewer” and the “interviewee”
- Activities: Discussion, collaborate with a classmate to prepare for a mock interview, including creating a resumé

6. Unit 6: Basics of public speaking and project

- Learn the different types of presentations, understand the process of developing presentations
- Activities: Discussion, prepare for and present first formal speech (informative speech)

7. Unit 7: Final Presentation Project

- Analyze information about a career to format an introductory speech

create a slide presentation, create a flyer to promote the career

- construct the final presentation using the informative speech format, design a slide presentation, create a flyer to promote the career, Present career speech to class for a major grade

Classroom Expectations:

1. Follow all directions when given. This is for your safety and well-being.
2. Stay in your seat, keep your hands to yourself, and respect others' personal space. This helps everyone to have a safe learning environment.
3. Be *respectful* and *kind* to everyone, whether they are a student or an adult, regardless of who they are and whether you like them.
4. Cell phones, earbuds, smart watches, and other handheld electronic devices are prohibited in school. They must be turned off and stowed in your bags for the entirety of the school day. ***This is a state law.***
5. You must have your school ID on before you enter my classroom, and it must stay on the entire time.
6. Come to class with the required materials every day. You should always have your district-issued iPad, speech folder, a writing utensil, and paper.
7. Follow all district rules.
8. You may have water, but no other food or drink.
9. Take all of your belongings with you when you leave, and keep the classroom neat and tidy.

10. You must remain in class the entire time. You may not leave class to go to your car/go to another teacher's classroom/ go to the locker room/ etc. This is for your safety.

11. Following these rules will allow us to have a great semester!!

I. Consequences of Noncompliance:

1. Warning

2. Phone call to parent/ guardian and teacher detention

3. Phone call to parent/guardian and office referral

***If a student does not comply with the cell phone/ electronics device policy, the device will be placed on my desk to be turned in to administration. Please review the cell phone policy.

II. Activities and Requirements:

A. **Class work:** Class Discussions/ Notes, group discussions, warm ups, interpersonal work (pairs and groups), Canvas assignments,

B. **Presentations:** One purpose of this class is to help students become better public speakers, so they get to give several formal and informal presentations throughout the semester. It is expected that everyone comes to class prepared to participate fully on the specified dates.

C. **Tests:** Tests are a combination of multiple choice, matching, fill in the blank, and short answer.

D. **Tutorials:** Students should attend tutorials when help is needed. Students' grades are important, so they take steps to maintain them if they need additional assistance or clarification.

III. Grading Procedures:

% SCORE = YOUR TOTAL POINTS / TOTAL POINTS POSSIBLE * 100

Minor Grades: 60%

Major Grades: 40%

IV. Attendance and Make-up Work Policy:

1. District Attendance policy will be followed.*

2. If it is necessary to leave the room at any time, please see Mrs. Huff for permission.

3. Students will be allowed to use the restroom when I am not teaching and not within 15 minutes of the tardy bell or release bell. Students take the

hall pass, and it must be filled out. If students are abusing the restroom policy, disciplinary action will result.

*Everyone will have one school day to complete the work he or she did not complete due to absence from class, plus one other. However, if the assignment due date was known prior to the absence (speeches, tests, etc.,) the assignment will be due upon the student's return to school.

VI. Required Class Materials - (get these ASAP)

Each student will need the following items for success in this class.

- 1. a folder with brads and pockets**
- 2. loose-leaf notebook paper**
- 3. pen/ pencil**
- 4. 3x5 note cards with lines – needed after the 1st Grading Period.**
- 5. box of tissue**

Thank you for supporting your child's education! Feel free to contact me with questions.

Sincerely,
Amy Huff