Business Communication I and II – Westlake High School

99 North 200 West

Saratoga Springs, Utah 84045

**Course Title:** Business Communication –Room B125

**Course Description:** Business communication affects all aspects of our lives. This introductory course will teach students to communicate in a clear, courteous, concise, complete, and correct manner on both the personal and professional levels. Competency will be developed in oral, written, interpersonal, technological, and employment communication. Listening skills will be incorporated throughout the semester. The overriding goal is to provide students with a solid communication base, so they are able to communicate effectively.

**Teacher:** Michael D. Gowans Masters of Science from Utah State University

Bachelors of Science from Utah State University

Major- Agriculture Education/Extension

Endorsement – Biology

**Materials:** A spiral notebook designated for Business Communications

Something to write with (I will not supply you with a writing instrument)

Textbook (you never know when you may need it)

|  |  |
| --- | --- |
| Outline of Course (we may go faster or slower depending on how quickly the class  Understands the material) | |
| **1st quarter grading period-**  **FFA/Agriculture** – FFA  **Standard One –** Communication Process/Nonverbal communication  **Standard Two** – Usage and Mechanics of English  **Standard Three** – Oral Communication Skills  **Standard Four** – Reading Strategies | **2nd quarter grading period –**  **Standard Five** – Written Communication  **Standard Six** – Listening Skills  **Standard Seven** – Applying Oral and Written Skills personal and professional.  **Standard Eight** – Technology Use  **1st Semester Skills Test** |
| **3rd quarter grading period -**  **Coming Soon – Business Communication II** | **4th quarter grading period –**  **Coming Soon – Business Communication II** |

**Mastery Units:**

A Mastery Unit is a grouping of assignments and assessments in a given unit. For a more outlined view please view the course calendar on the class website or see the course overview outlined above. Students will show their knowledge of each unit through quality completion of the assigned work and projects and by mastering the assessments given throughout this course. In accordance with the grading procedures as outlined by the Mastery Unit Process the grades will be divided into two main categories, each weighted at 50% in Skyward.

* Assignments: includes all assignments given in the unit. This is the average grade for all work (assignments, projects, and assessments) in a given unit.

* Mastery: “EX” or “0.” Students who reach mastery on all assessments in the unit will see and “EX” in this category. Students who don’t reach mastery on any of the unit assessments will see a “0” until each assessment is remediated or corrected.

Students who do not reach mastery in the unit will receive an “I” in their grade until mastery is reached. Once the students shows mastery, the “I” grade will be dropped and their earned grade will be posted. Advisory/Remediation Time will be used in this course to help the students achieve mastery on the given assessments and assignments so that students may accomplish mastery of the units throughout the term. From time to time, this course may require students that haven’t reached mastery to come in before or after school to allow more time to work on the assignments and assessments.

\*\* If a student needs to make up a unit. The students will have two weeks from the end of the unit to make up/remediation to take place. The student will be able to get as many points possible for credit recovery of that unit.

|  |  |
| --- | --- |
| **45% *“Student Engagement”*** | **50% *“Assessments”*** |
| Homework | Tests |
| Classroom Work | Performance |
| Everything else except assessments | Finished Products |
|  | Student Presentations |
| **5% “Participation”** |  |

**Skills Testing Preparation:**  As part of this course, you will be asked to complete the State Skills Animal Science Test at the end of the year. You will be given test questions each week to complete and these questions will be part of your grade.

**Grading Scale:**

**Grades are weighted as follows:**

Unit Tests and TMU Performance Assignment 50%

Notebook, labs, quizzes, and Tier 1 Assignment 45%

Being on Time and Participation 5%

**Numerical Scale Reporting Grade**

94-100 A 90-93 A- 87-89 B+

86-83 B 80-82 B- 77-79 C+

73-76 C 70-72 C- 69-0 F/I

**\*It should be noted that being on time and participation in class are important and are counted as part of the points earned in class**

**Types of Assignments:**

You will have two types of assignments: Tier 1 and Mastery Performance Assignments:

Tier 1: Daily homework and questions from the animal science textbook.

This means you can turn these assignments in late …. However a 10% reduction will occur for turning in the assignment one day late. A 50% reduction will occur for any more than one day late

Tier 2: Mastery Performance: These are performance assessments and cannot be turned in late. These are assignments that will be worked on in class and can be counted as an assessment towards mastery.

**Remediation:** Aside from the advisory time offered in class daily, I will be holding remediation once a week on Wednesday mornings from 7:00 AM – 7:30 AM. If you need help with a concept, or need to make up an assessment this is your time to come and visit and complete the work.

**Retakes:** Not achieving mastery is not an option. These are required units and any student who fails an assessment below the 80% mark must do make up work related to that unit. Once you have completed this, a make-up assessment will be granted. You have until the end of the grading period to retake your test.

**Computer Programs, Apps, and Software:**

Throughout the course students will use a few different programs and apps. The Westlake FFA is an integral part of the agriculture education program at Westlake High School. The chapter is an affiliated FFA chapter with the Utah FFA Association and the National FFA Organization. All students registered for an agriculture education course at Westlake High School is also a registered FFA member. The National FFA Organization requires the chapter to register their students through **FFA.org** into their roster programs. By being a registered member students receive a quarterly magazine as well as qualifies the students to be able to use all applications available to apply for awards, as well as scholarships. In addition the agriculture program uses **TheAET.com (App)** which is a record keeping program for student’s projects and jobs. Students are entered in this program using their first and last name and a generic password, which they change after logging in the first time. This class also utilizes the Agri-Science application and report format for the science projects they will work on 1st semester.

Along with the class at the semester break and end of the year students will be required to log into **Precision Exams** which is where they will take the state skills test which is the company and program used by the State Board of Education.

If any other programs or apps are used you as parents will be notified prior to them being implemented.

**Skyward:** You and your parents should monitor your grades regularly by accessing Skyward. I will update grade every Thursday and Friday.

**Hall Pass:** Each student is allowed to use the hall pass bathroom needs. There will be a 2 minutes time limit on the hall pass use. We are very close to the restroom so 2 minutes should be sufficient. If the student feels they are going to need long they need to let the instructor know. Hall pass use to visit with other teachers, counselors and/or friends in the hall will not be permitted. Hall pass abuse will be determined by the instructor and the student may lose their privilege of using the hall pass if abuse happens.

**Attendance Policy:** Below is a brief description of the schools attendance policy. For more information regarding this policy please refer to the student handbook or school

website at http://whs.alpineschools.org/

**TARDY**

* A student shall be considered tardy if they are not in the classroom when the bell rings. After 20 minutes of class time a student is considered absent and must have an admittance note from the office to enter class. Future information regarding the tardy policy in this class can be found in the listed section at the beginning of this course disclosure.
* Tardies; 1-2 Warning with student from teacher.
* Tardy; 3 Parent Contact by teacher phone or email recorded in Skyward (SIS) and Referral form filled out.
* Tardy; 4 Referral from teacher to Office and grade dropped to a NC. Referral form must follow student to the office with intervention steps documented. *Office will return referral form with steps taken and intervention steps to be followed by student.*

**ABSENCE**

* Excessive un-excused absences will be dealt with by the student advocates and administration over the student’s portion of the alphabet.
* 1 unexcused absence by a student at any time in the term will be a grade drop to a NC. Truancy letter will be sent home. Parent will have the current term to clear an absence.

**MAKE-UP AVENUES FOR STUDENTS**

* Attendance school
* Wed. morning FREE 6:15 - 7:15
* Mon. after school $3.00 1:20 - 2:20
* Wed. after school $3.00 2:20 - 3:20
* Teacher Make-up—This is Free for the student
* Students can pick up the form from the Attendance Office.
* Once completed, the teacher must turn the form into the Attendance Office.
* Students are allowed to make-up 1 hour of attendance with the teacher over the class that has a NC. Teacher make-up is due 1 week before the end of the term.
* Time for make-up;
* 1 hour = 1 unexcused absence
* 2 hours = 1 truancy
* .5 hour = 1 tardy

**Things you need to know:**

* You may call me Mr. Gowans or “Gowans” anything else I will not answer to.
* You can leave my room for two reasons; to go to the bathroom and /or if you are being checked out of school or called to the front office.

1. If you go to the bathroom you have to be back in 5 minutes or less or I will assume you got lost. Along with this, only one person can leave my classroom at a time.
2. Many students are checked out during the day and/or called to the front office or counselor’s office. If this is the case you are permitted to leave when called. However, you must be called either through the school phone or intercom system in order to leave. If students are outside the classroom door without permission or leave class without permission they will be called in truant from class. No exceptions.

* The gas valves, sinks, cabinets are off limits unless we are using them in lab. If you choose to be in these areas without permission, then you will be cleaning that area.
* If you have a phone, it may be used in class for research purposes. If you are not using your device in a proper educational way I will take it. It will be available for retrieval after school is dismissed for the day.

**Discipline Plan:**

Discipline problems are dealt with on a, as needed basis. If there are problems that arise in the class, the following format will be used:

* First offense: Verbal Warning
* Second offence: Parent Contact
* Third offence: Office referral

**FFA Membership:**

Westlake FFA is a Career and Technical Student Organization affiliated with all agriculture classes at Westlake High School. The FFA Chapter is an affiliated organization with the National FFA Organization which mean we do not charge dues to be a member. All students within the agriculture education classes are members and the students has the choice to be involved or not to be involved. We do ask for a $5 participation fee from all students to help with food, supplies, etc. for the organization. **(Please return the following form for the syllabus and CTSO. It can be emailed to** [**mgowans@alpinedistrict.org**](mailto:mgowans@alpinedistrict.org)**)**

Alpine School District Career and Technical Student Organizations

Student Information and Parental Permission Form\*

This form acknowledges student participation from

Beginning Date \_Sept. 1, 2018\_\_\_ to Ending Date \_\_Sept. 1, 2019\_\_\_\_\_ of organization’s activities

Choose from the following organizations: FFA

Advisor(s) \_Michael Gowans, Ty Bevan\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_Westlake\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Legal Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_\_\_\_\_\_\_ Graduation Year\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Email (School)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Personal)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Birthdate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ethnicity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dues and Personal Cost: \_No Dues Cost/ Personal cost would be for trips and/or field trips and will be announced ahead of time. There is a participation fee of $5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tentative Schedule of student organizations may include: \_\_State Fair field trip, State convention, State Judging, Snow College judging, Deseret Peak Judging. These are only if the student wishes to attend.\_\_\_

Purpose and Goals: Career and Technical Education Student Organizations (CTSO) provide unique opportunities for students to receive career and technical education support designed to enhance school-based and work-based learning. The Career and Technical Student Organizations listed on this page are co-curricular.

**This signature agrees to the syllabus for the course in addition to the participation in the FFA if the student wishes:**

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: Date:

\*All information given on this form may be used as a part of student registration on a State and National Level, this information may also be used to register students for competitions and travel. Please consult with the specific CTSO regarding their student information privacy policy A number of organizations use communication tools (i.e. Remind, Google Voice…) as an optional communication tool to remind students of upcoming deadlines and activities. If you choose not to use this any of these services, please instruct your student not to sign up as instructions re given to the club or contact advisors directly to discuss this. You can got to their websites to view their privacy policies and terms of service."

This form is in compliance with the Utah Code 53A-11-1210 Parental Consent.