

P.S. 035 Manhattan High School
Course Code: ECSG2QQB
Syllabus for: Introduction to Communications
Teacher Name: Marc Landas
Year and Term: Spring Term 2018



Learning Standards: From New York State Common Core Learning Standards for English Language Arts & Literacy

Reading Standards for Informational Text 6–12

Key Ideas and Details

1. Cite strong and thorough textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text.
 - a. Develop factual, interpretive, and evaluative questions for further exploration of the topic(s).

Integration of Knowledge and Ideas

1. Integrate information presented in different media or formats (e.g., visually, quantitatively) as well as in words to develop a coherent understanding of a topic or issue.
2. Read, annotate, and analyze informational texts on topics related to diverse and nontraditional cultures and viewpoints.

Range of Reading and Level of Text Complexity

By the end of grade 9, read and comprehend literary nonfiction in the grades 9–10 text complexity band proficiently, with scaffolding as needed at the high end of the range.

By the end of grade 10, read and comprehend literary nonfiction at the high end of the grades 9–10 text complexity band independently and proficiently.

By the end of grade 11, read and comprehend literary nonfiction in the grades 11–CCR text complexity band proficiently, with scaffolding as needed at the high end of the range.

By the end of grade 12, read and comprehend literary nonfiction at the high end of the grades 11–CCR text complexity band independently and proficiently.

Writing Standards 6–12

Production and Distribution of Writing

1. Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
2. Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.
3. Use technology, including the Internet, to produce, publish, and update individual or shared writing products, taking advantage of technology's capacity to link to other information and to display information flexibly and dynamically.

Speaking and Listening Standards 6-12

Comprehension and Collaboration

1. Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners.
 - a. Seek to understand other perspectives and cultures and communicate effectively with audiences or individuals from varied backgrounds.

College and Career Readiness Anchor Standards for Language

Vocabulary Acquisition and Use

1. Acquire and use accurately general academic and domain-specific words and phrases, sufficient for reading, writing, speaking, and listening at the college and career readiness level; demonstrate independence in gathering vocabulary knowledge when considering a word or phrase important to comprehension or expression.

Course Description:

This course will be an Introduction to Communication. We will explore general concepts of communication and how we use different forms of communication in specific situations and with specific people. We will practice situations that require us to use effective people skills, empathy, persuasion, and small-talk. Students will read and write both analytic and creative pieces, have opportunities to do group work, and prepare projects and presentations.

Calendar or Unit Map:

Unit One: Personal Communication

- Definition of communication; how it happens
- Elements of effective communication; what can make it ineffective
- What distinguishes humans from other life forms is language, most commonly reading, writing, listening, and speaking.
- Compare and contrast with communication among other life forms.
- Personal communication goes far beyond language.
- Only 10 % of what we communicate comes from verbal communication (language).
- 90% of what we communicate comes from non-verbal communication.
 - Eye contact
 - Active Listening Skills
 - Facial expressions and Gestures
 - Body language
- We also communicate with others through our use of personal space. This is determined by cultures.

Learning Styles will be integrated within this unit

- The ways we prefer to learn impacts how we communicate and our understanding of how others communicate with us.
- One way of dividing our learning styles is according to our preferences as KTAV learners.
 - K stands for kinesthetic: this means movement (people who like to dance, play sports, or are always tapping their pencils and pens).
 - T stands for tactile: this means touching (people who like to build things, do, laboratory experiments, and projects).
 - A stands for auditory: this means hearing (people who like verbal communication - listening, speaking, and music).
 - V stands for visual: this means seeing (people who like reading, watching movies, looking at things).

Unit Two: Applying Communications in Real Life

- Career Interest
- Assessing my skill sets
- Completing a job application
- Interview Skills
- Mock Interviews (interviewer/interviewee)

Course Materials:

- pens (blue or black ink)
- sharpened pencils with good erasers
- a loose leaf binder with loose leaf paper
- a folder with two pockets for your work
- a flash drive for a computer
- a G-mail account
- Other suggestions include: colored pencils and pens; highlighters; Post-it notes; index cards; a dictionary to use at home; a public library card

Grading policy:

1 Attendance (10%)

- You must sign in using the class attendance book as soon as you enter the class each day. Miss Owen is in charge of the attendance book.
- You are late if you are here after the scheduled time. I will mark you tardy in Skedula.
- If you are late, but you have a pass, please leave it with Miss Owen. I will keep them.
- *If you are late, please enter the room quietly and respectfully.*
- If you are absent, you must have an excuse note to prove it.
- Excessive absences and/or latenesses will affect your grade.

2 Participation (15%)

- Be a courteous listener. You are to listen to me, to other adults in the room, and your peers. Please do not interrupt someone else who is speaking.
- To be recognized in a class discussion, please RAISE YOUR HAND. Talking out of turn is rude and disruptive to everyone. Speak in a clear voice with a tone that is loud enough for everyone to hear but without shouting.
- Even if you do not agree with someone's point of view, make sure you respond to the issue being discussed; it is inappropriate to insult or verbally attack the person.
- If you are asked to work in groups, please be sure that you participate in the group activity, either by sharing ideas or according to the group role you have been assigned such as reader, note taker, checker, or presenter.
- Be prepared for class with notebooks, books (if they are given), handouts, supplies, and assignments.
- Focus on the lesson and work on the assigned tasks (listening, taking notes, reading, writing, and other tasks). The more you concentrate the better it will be for everyone in the room.
- I reserve the right to change your seat at any time.

3. Assignments (75%)

- 20% of your grade is Homework (whether it is checked, collected, or graded).
- 15% of your grade is Do Nows and Quizzes.
- 20% of your grade is Essays and Exams.
- 20% of your grade is Presentations and Projects.

All work will be assigned a due date. An assignment is late if you do not have it when it is collected or checked. It is better to submit some work, even if it is incomplete than not submitting anything at all. If you do something, you may receive partial credit. If you submit nothing, you will receive a zero and you may not make up the work. The only exceptions are when you have written documentation for absence. Then It is your responsibility to see Miss Owen for any work you have missed.

Other expectations:

1. Books

- You are required to bring any books (if they are used) and handouts that have been distributed, so that we may use them in class. These should be in your folder or looseleaf.
- Each time a textbook is assigned, you will sign out the book with your name and the book number. The book must be returned at the time it is collected. If you lose the book you will be required pay a fee for a lost book. You may also bring a free reading book to class, so that even when you finish another task early, you always have something to read.

2. Common courtesy

- If something is not yours, DON'T touch it.
- Respect people's privacy and space. Keep your space tidy and organized.

3. Your personal best and future success

- High school is a great place to prepare for situations where you may be interviewed for a job, or a college or university. High school is a great place to prepare for situations where you may be interviewed for a job, or a college or university. You wouldn't wear a hat, a bandana, or baggy pants hanging down below your waist, on these occasions. You also wouldn't fix your hair or make-up, use your cell phone, chew gum, eat, or drink at those times. Practice now to succeed in the future.
- Think before you speak. Use appropriate language; avoid cursing or using language that may be offensive. This shows maturity and respect for yourself and others.

- Ask good questions and ask for help when necessary. Miss Owen and I are happy to help you in class. An excellent time to see me for extra help is during my office hour: Friday 8:00-8:55 during SGI. If that does not work, please see me so we can schedule another time that is mutually convenient.
- You can always e-mail me: mlandas@manhattanhs.org or mlandas@schools.nyc.gov

8. Academic Integrity

- All work that you submit must be your own work. It is dishonest to do any of the following:
 - Copy and/or submit anyone else's assignment, even if you have changed it
 - Copy from a source without giving proper credit and in the proper format. That is called plagiarism. (You will learn about citations and bibliographies throughout high school and college. These are the proper ways to give credit for sources).
 - Cheating on any type of assignment (see #3 above) whether you cheated or helped someone else to cheat.

If you do any of these things, you will receive a zero and be referred for discipline.

Please see the contract on the next page.

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10. Please share this contract with your parent(s) or caregiver(s)

Your name in print and the date

Your signature and the date

The name of your parent or caregiver in print and the date

The signature of your caregiver and the date

Please make sure this is in your folder for checking during the next class period.