**Applied Communication**

Mr. Cleary – B237

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**Class website** – www.clearyphs.weebly.com – for handouts and daily reminders about assignments/what happened in class

**Overview**

This class is designed to help you further develop communication skills, specifically communication skills used daily in the workplace for many automotive-related careers. Effective communication (reading, writing, listening, and speaking) is a crucial element in today’s workplace. Today’s employers demand more education in communication skills to prepare today’s students for the jobs of tomorrow.

This class will meet during period 2 on Tuesdays and Thursdays during most weeks. The class demands that you use and develop your reading, writing, speaking, and computer skills (especially with Microsoft word, PowerPoint, and internet resources), but not in the normal English class manner. Instead of a great deal of direct reading, writing, and speaking instruction, you will work on a variety of large projects that will have a number of different components involving the skills listed above, but all projects will involve your automotive knowledge and skill. Many of the projects focus on sharing what you know about automobiles in a manner that the general auto consumer, someone who does not have your level of auto knowledge, can easily understand.

**During a typical day in Applied Communication:**

* anywhere from 5-20 minutes for lessons (maybe longer when introducing new projects/assignments)
* collaboration with a partner or a small group
* work time (you must work productively, especially if working in pairs or small groups)

*In most cases, you should have enough time in class to complete your work and projects if you use your time wisely.*

**Assessment**

|  |  |  |
| --- | --- | --- |
| A | 95-100 | Exceptional quality - work exceeds expectations. The student has mastered the skill being assessed. |
| A- | 93-94 | Outstanding quality – near mastery |
| B+ | 91-92 | Good quality – skill has been or is close to being achieved |
| B | 87-90 |
| B- | 85-86 |
| C+ | 83-84 | Satisfactory quality – skill is being developed |
| C | 80-82 |
| C- | 78-79 |
| D+ | 76-77 | Basic quality – the work needs improvement. The student is working to improve basic skills |
| D | 72-75 |
| D- | 70-71 |

* In the Skyward gradebook, graded assignments for each quarter are based on total points.
* There is a culminating activity at the end of the year, but there is no graded final exam.

**Procedures/Expectations**

**Missing/Late Work**  
In the world of adulthood, employers don’t like late work/missed deadlines. School provides the opportunity for you to learn both academic and soft skills. For some formative assessments, there will be no opportunity to make up missing work. No academic credit will be given to any formative assessment submitted after the due date for the summative assessment. There is no academic penalty for submitting late work, but it will be marked as such in Skyward, and it will affect your soft skills “work habits” assessment.

**Absences**

If absent, it is the student’s responsibility to find out what he or she missed - students can speak with me (at a time OTHER THAN the beginning of class), check the web site for daily reminders, subscribe to daily class texts, or talk to someone else from class. For each excused absence, you will have two days to make up any learning assigned during your absence.  
  
**Plagiarism**  
Plagiarism is dishonest; it does not reflect a student’s abilities. It is unacceptable. Plagiarism in any form will result in an automatic failure for that project or assessment and a referral to the high school office. Students will have an opportunity to redo the assignment for a lower grade.   
  
**Project revisions**  
If the project is turned in on time, the student will be permitted to revise the project to improve his or her quality of writing and earn a higher assessment. Rewriting, however, is work, not an exercise in spelling and fixing simple grammatical errors. The student is expected to significantly alter the essay in the rewriting process.

**Essay Format/Submission**  
All formal projects should be formatted in Times New Roman and double spaced with 1” margins. Not complying with formatting guidelines will result in the essay being returned to be fixed before assessment.

**Netbooks**

You have a netbook to use as a learning tool, not as an entertainment source. Please use it only as instructed.

**Cell Phones/iPods, etc.**

These can also function as learning tools, but with your netbook, you won’t need them. I expect not to see these unless otherwise stated. Students are allowed to carry cell phones during the day, but they must be off and put away during class to minimize distractions. A parent/guardian needing to contact a student can quickly relay a message through the high school office (893-6911).

**Hats/Backpacks**

The school policy is to go without these during classes. Please observe the school policy and leave the backpacks and lids in your lockers.

**Tardiness/Restroom**

You should use the restroom before you come to class. Do not come to class just before the bell rings and ask to go to the restroom. If you are late to class, you MUST PROVIDE A PASS!

**Hall passes**

Only one person will be allowed to leave the room (for locker/bathroom, etc.) at a time. You must fill out a pink pass and have me sign it before leaving the room.