

Business English

2016-2017 Syllabus

Format of the Course

Business English is designed to prepare students for a global business environment and apply technical skills to business applications and emerging technology. Students will develop language, reading, writing, and communication skills in order to prepare for future college-level courses and/or real-world business communication applications.

Student Expectations

Students are expected to have the appropriate materials, arrive promptly, and behave in a respectful manner towards the teacher and fellow students. Disrespectful or disruptive behavior will not be tolerated and will result in the appropriate disciplinary action.

Students are expected to follow these guidelines:

1. Be polite and respectful.
2. Be prepared and prompt.
3. Be a participant.
4. Food and drink: **ONLY** bottled water is allowed in the classroom.
5. Personal digital devices will be allowed at the teacher's discretion and **ONLY** for educational purposes.

Grading

Major assignments are weighted at 60% of the course grade, and daily assignments are weighted at 40%. If a major grade project or speech is not submitted during the class period of the specified due date, it will be accepted up to one day later and will be eligible for a grade not higher than a 70. Daily assignments may **not** be turned in late and extra credit assignments will **not** be made available. It is extremely important that students remember to complete assignments by the due date.

Plagiarism Policy

We will adhere to the plagiarism policy as outlined in the student handbook.

Attendance

When a student misses a class for any reason, it is the student's responsibility to ask about missed assignments or work. It is not the responsibility of the teacher to remind students of missing work and/or assignments. Students shall have a time equal to days absent from class plus one day to complete all assignments. If a student is absent on the day of a major project or speech with a predetermined due date, the assignment is due upon the day of their return to class. Any missing assignments will be recorded in the grade book as a zero until the student has made up the assignment(s).

After reading the syllabus for Business English, please sign and return this form acknowledging you have received the information and understand the course requirements. The syllabus will be available on my website at www.sawyer-english.weebly.com if you would like to reference it in the future.

If you have questions or concerns, please call Hudson High School at (936) 875-9232 or you may email me. I check my email frequently throughout the day, so **email is the preferred method of reaching me.**

sawyerj@hudsonisd.org

Thanks in advance for your support and cooperation.

As a Business English student at HHS, I have received a copy of the syllabus for the course. I have read and fully understand the content, procedures, and expectations of the course.

Student Signature _____ Date _____

As a parent/guardian of a Business English student at HHS, I have received a copy of the syllabus for the course. I have read and fully understand the content, procedures, and expectations of the course.

Parent/Guardian Signature _____ Date _____

Required supplies:

- pens/pencils
- notebook paper
- 1 – box of facial tissue (we will need this!)