

Communication

INSTRUCTOR: MICHELLE KRUSE

List instructor's phone number and email address

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COURSE DESCRIPTION

Summarize what will be taught over the course of the trimester

Communication class takes place in a classroom setting, throughout the school facility, and within the community. Students will be involved in a variety of communication-related activities and will receive instruction in the areas of written communication, verbal communication, social interaction/interpersonal communication, and visual communication. Visual communication activities will include the production of a program newsletter, design and implementation of displays throughout the school, and assistance with student-led productions. Written communication activities will include writing formal business letters, letters to the editor, letters to legislators, and communication through E-mail. Students will engage in a variety of verbal communication activities, including the delivery of speeches and engaging in debates. Interpersonal communication skills will be integrated into all aspects of the curriculum. Several speakers will address the students throughout the trimester. A variety of curriculum resources will be used including AGS Publishing *Basic English Composition*, *Psychology for Kids*, Steck-Vaughn *Basic Skills in Speaking and Writing*, Teacher Created Materials *Everyday Writing*, Wellness Reproductions and Publishing *The Social Skills Program*, and *Communication Basics*.

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COURSE OUTCOMES AND OBJECTIVES

List outcomes and objectives of course

1. Students will increase their knowledge in the area of visual communication by learning to produce a program newsletter using Microsoft Publisher. This will involve the use of writing, art, and technology skills.
2. Students will increase their knowledge in the area of written communication by practicing real-life writing activities designed to teach the technical writing skills that are required in jobs and careers.
3. Students will increase their ability to engage in effective verbal communication by practicing public speaking skills.
4. Students will increase their interpersonal communication skills by practicing social interaction skills such as working as a team, giving and receiving criticism and praise, making suggestions, leading discussions, and active listening.

GRADING SYSTEM

List what student will be graded on; weight of activities; explanation of pass/fail

Students will be graded on class assignments (80%), participation (10%), and attendance (10%). Daily attendance is essential in order to pass the class since all assignments are completed in class. Each daily activity or assignment will be given a point value of 1-5. A "pass" will require 60% or higher on all assignments. Scores lower than 60% will result in a "fail".

COURSE OUTLINE

Weekly listing of topics/activities of course

Activities will be determined by the needs expressed within the program. The program newsletter will be produced once per trimester.

1. Course Introduction—Communication Effectiveness Assessment Module
2. Verbal/Nonverbal Communication Exercises
 - expressing yourself
 - body language
3. Effective Listening Skills Activities
 - active listening
4. Written Communication Skills Development
 - business letters
 - letters to the editor
 - e-mail

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-cover letters

5. Public Speaking Communication Skills Development
 - persuasive speeches
 - demonstration speeches
 - debate
6. Visual Communication Skills Development
 - displays
 - newsletter
7. Interpersonal Communication Skills Development
 - group interaction skills
 - group organizational skills
 - social skills

GRADUATION PLAN REQUIREMENTS

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- X Obtain Paid Work Experience
- X Maintain Paid Work Experience
- X Volunteer/Non-paid employment
- Meet & apply for DRS
- X Speaker/Tour (Circle) Work force Ctr. MRC MCIL Govt. Center CTIC Fair Supported Employment
PACER Transitional Housing Century College St. Paul Tech
Other Agencies : ___ Local businesses and legislators_____
- X Complete Self-Advocacy Skills Assessment
(Disability, strengths/weaknesses, IEP goals/objectives, resources available, etc.)
- X Complete an Interest & Skills Inventory

Portfolio Components:

- X Resume
- X Interview Experience
- Completed sample W-2/W-4 form
- Possesses Social Security Card
- Work Site Evaluations
- X Interest Inventories (SERVE, DRS)
- X Cover letter
- Resources/Important phone numbers
- 2-3 Letters of Recommendation
- Possesses MN ID/Driver's License
- Certificates of completion-awards, etc.
- Other: _____