**Senior Composition 2016-17 ACHS Ms. Williams**

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**Course Description**

Senior Composition is a course that will prepare you for your future through the act of writing. No matter who we are nor where we see ourselves in the future, writing is a part of that future. This class will focus on several aspects of writing to prepare you in the best way possible. We will focus on the writing process (everything from prewriting to drafting to proofreading), on grammar skills (i.e. semi-colons, commas, prepositional phrases, hyphens), and on various modes of writing (skills which will cover a broad range of tasks that will benefit you). We will study vocabulary as well and will often use technology (Quizlet, Socrative, Google Classroom, NoRedInk) to practice not only vocabulary but also the other skills we work on during class.

**Required Materials and Texts**

*Materials:
\**A 3-ring binder (divided according to the Notebook Assignment sheet)
\*Black and blue pens
\*Post-its/flags
\*Notebook Paper
\* Google Drive Account

**Course Overview**

\* **Narrative Writing:** This unit will last approximately 5 weeks and will include work with the following skills: future planning/career research, resumé building, job applications/college applications, interview skills and mock interviews, letter of interest/college application essay, letter of recommendation request, and mock admission groups. Writing skills focus will be: logos/ethos/pathos, imagery, outline/order, transitions, and evidence.

**\* Compare/Contrast:** This unit will last approximately 3 weeks and will include work with the following skills: speaking skills, ways to effectively research and use researched information in the real world, and counterargument/rebuttal. Writing skills focus will be: introductions, conclusions, counterargument, MLA formatting.

*\** **The Research Paper/Proposal:** This unit will last approximately 4 weeks and will pull together and reinforce all of the writing skills learned up to this point. This final unit is time-intensive, so be prepared to bring all your new skills to the table. During this unit you will have the choice of writing a traditional research paper or writing a proposal for your future business, etc. Both sets of skills will be covered in class as well as options for this assignment.

**Grade Breakdown**

Assignments in AP English and Composition fall into the following categories:
**40%   Formative Assessments** (including Homework, Quizzes, Participation)
**40% Summative Assessments** (including On-demand/ timed writing, tests, formal essays)
**20% Final**

**Formative Assessment**

(1) *Homework:* Almost every night you will have some form of homework. Sometimes it will only require drafting a paragraph. But, no matter what, the most important requirement for this course is that you read **every** assignment with care and on time.

(2) *Quizzes:* Quizzes will be given throughout the year.  They will be announced and unannounced, multiple choice or essay format. We will have a number of both straightforward ones and ones that ask you to engage an idea. Many quizzes, if given, will always be taken the first five minutes of class; make sure you are in class on time.

(3) *Participation*: You will receive a participation grade for your attitude and work ethic in class each week. If you are participating in class, working hard and not goofing off, paying attention to instruction and to classmates, and being respectful, you will receive a 20/20. You will lose points for any and all of the following: being tardy to class, not coming to class prepared with homework/supplies, bad attitude, head down/not working, repeatedly asking for directions that have already been given to the class (i.e. not listening), being on your cellphone (even for a moment, for any reason, at a time when Mrs. Williams has not EXPRESSLY asked you to be), doing work for another class, talking/distracting others while work is going on, not staying on task.

**Summative Assessment**

(1) *Tests:* Tests for this course include both multiple-choice, short answer, and essay tests. (2) *Formal Essays:* My goal in this course is to prepare you for the type of essay writing which you will be expected to produce at the college level or in your chosen career. As such, not all essays we write in this class will be timed writes. We will also tackle some larger and more formal writing projects. These critical papers must be typed, double-spaced, 12 pt TNR, and proofread (especially spell-checked) and meet all specific assignment requirements. On a technical note, you are expected to adhere strictly to MLA style. All pieces should reflect your *own* work, your *correct* work, and your *best* work.

(3) *Discussion/Debate:* Class participation is an important part of any course.  You are expected to actively participate in all class discussions, online discussions, and seminars.  Meaningful, insightful, probing participation in all class discussions is expected every day of all students. This requires not only that you attend class and *speak*, but that, in speaking, you demonstrate your responsiveness both to your peers' comments and to the topic at hand. Participation in class discussion and class debate should, ideally, demonstrate clear mental focus, formal idiom, respectful listening, and genuine engagement with the material.

**Late Work/ Absences:**

These are the rules. **Do not ask for special favors**.

1.  Work is due at the beginning of class, otherwise it is considered late.  Work is also considered late if you have it but can’t find it, you have it on your flash drive, you had printer issues, you swear you did it but…etc. If you are late to class, your paper is late as well.

 2.  Late summative work must be turned in by the beginning of the **next consecutive calendar day** for full credit if an excused absence.  It will receive a 10% deduction for each CALENDAR day it is late, for a maximum of THREE days. After that, your grade on the assignment will be a zero.  **Turn all late work in directly to me.** For example:if an assignment is due on Friday but you do not have it to turn in, Saturday and Sunday will each count as 10% off (so a total of 20% for the weekend). If you don’t have the assignment on Friday, you must email it to me. Don’t wait until Monday to turn it in and expect to only get counted one day late; in fact, Monday is the last day you may turn it in (for only as high as a 70%) before it becomes a ZERO!

3.  Exceptions to the Late Summative Work policy *are* made in the following cases:
\*If a student has been absent prior to a due date and (**after, and** **ONLY after, a student/teacher consultation**) the teacher agrees the student will need extra time to make up the work.
\*Illness or family emergency on a due date, in which case the student **must** notify me of the problem via email as soon as possible, and, **on the first day back**, attach a note of explanation, **written and signed by a parent**, to the late work.
\* You have asked me for an extension **at least three full days before the assignment is due** **and we have arranged an alternative due date for you.**

4. The student is responsible for obtaining all notes, schedules and assignments regardless of whether the absence is deemed excused or unexcused. Any *assignments* missed during the absence must be turned in **no later than the returning class date**.  If you have questions regarding an assignment, please email me. Never come to class and tell me that you didn’t do the assignment because you didn’t understand it and expect to get another day. Email me with any questions. If you email me **before** 5:00 pm on any given day and I don’t email you back before 9:00pm that same day, I will give you extra time because of my own tardiness. If the assignments are not submitted the day you return, the “Late work” policy (10% deduction per day) will be in effect.

5. All missed tests/Debate/Presentations must be made up during the weekfollowing your return to school, *outside* of class time. Arrangements for make-ups must be made in advance and may include before school or after school.  *\*Make-up work on these assignments will not be accepted once a week has expired.\**

6. Missed daily/formative work: You are responsible for checking our class website for any missed work, handouts, notes etc**.   Please turn in all absent work directly to me.** Again, you have exactly one week to complete any make-up formative work before zeros will be entered for the grades.

9. In this course, I will be providing you with a syllabus detailing the work for each week-long period. **YOU** are expected to stay on top of the reading and come to class having prepared and read according to syllabus assignments.

**Procedures:**

**Beginning of Class:**
\* Arrive to class on time. Remember that you are only allowed a single “free-pass” tardy each trimester. If you are tardy, a note will be entered into IC. If you are more than 10 minutes late to class, it becomes an unexcused absence. If you are coming from another teacher, that note should be both signed by the teacher and have the time you left the class on it for me to accept it.

\* Class will begin with a warm up or bell ringer activity. All students are expected to be ready for class to start AS SOON AS the bell stops ringing. You should have all pertinent materials out and acceptable, be seated in your appropriate seat, and cell phones/electronic devices/earbuds/headphone stored away.

\* When you come into the classroom, you should get your homework out and place it in the appropriate tray on my back desk (or on your desk, if directed), grab any papers or materials you are directed to pick up, and get materials ready for the opening activity.

\* As you enter the class there will be a folder along the front bulletin board which contains any returned work that you may have missed because of an absence (all new work is found on the class website). It is your job to get that work (your name will be on it) the day you return to class as well as to get a classmate’s notes to copy from the day you missed. All major assignments missed **must be turned in on the day you return if you wish to receive full credit**.

**During Class:**
\* Please remember the 10-10 rule and do not ask to go to the restroom in the first nor the final 10 minutes of class. If you need to use the restroom during class, please discreetly ask me to sign your agenda to do so. You may not borrow someone else’s agenda to go to the restroom, and I retain the right to deny you a bathroom break if you have already gone immediately before class, ask to go every day during class, stay for longer than 3-5 minutes, etc.

\* If you complete an assignment in class early, you should get out your syllabus and begin reading for the next assignment, or check out a novel from the back bookcase. You should read silently and not disturb anyone else who is still working. Do not get out books for other classes and work on it during class. English class is English time. If you do other homework, the book and/or paper on which you are working will be taken away and may not be picked up until the end of the school day, bad news if you are working on something you will need for the next class.

\* You may NOT use your cellphone or ipod in class, unless DIRECTLY asked to do so. If you are on your phone (even if that phone is in your pocket, purse, or bag), you will be asked to hand it over to me for the remainder of class. After one violation, your cell phone must be turned in at the beginning of class for the rest of the year and picked back up at the end. You will place your phone in the shoe organizer hanging on the back board.

\* If you need to borrow any supplies (i.e. pen, highlighter, etc.), please borrow what you need from the supplies in the room; just make sure to return them for others to use.

**At the End of Class:**
\* Do not leave your desk, NOR begin gathering your things to leave the classroom until Mrs. Williams dismisses you. The bell is an alert to teachers to end class, not an invitation to students to dash out the door.

**At All Times:**

\* If you have food or drink in this classroom, you must clean up your mess afterward. If you do not, food and drink will become prohibited.

\* You must be respectful and polite in this classroom. I expect respect for the people as well as the objects in this room. Kindness, praise, and cooperation are my expectation.

\* Please review your student handbook for school policy on Academic Honesty and Integrity. Cheating, copying, collaboration on summative assessment, theft of academic material, and plagiarism are taken VERY seriously and will be punishable as such.

\* All papers should be written in proper MLA format. Otherwise, they will be returned to you and graded according to the late policy.

I have read, understand, and agree to abide by all rules and procedures mentioned within the course syllabus for Mrs. Williams.

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(Student Name—PRINTED) (Date)

Parents:
We are required to ask how you would prefer to be contacted about grades, class information, etc. concerning your child. Because the contact may contain personal information, we must get permission to relay that personal information via email. Please choose your preferred form of communication below and, in the space beside it, provide the best phone number OR email address by which to contact you.

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(Name—PRINTED)

Preferred Communication:

□ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_