

Syllabus: Practical Writing, 2015-16

Teacher: Diana Adamson
Room: 108
E-mail: diana.adamson@austinisd.org
Website: McCallumEnglish.weebly.com

Conference periods: 2nd & 7th
Phone number: 512-841-2204
Tutoring: 8:30, M-F, and lunch

Welcome to Practical Writing. This will be a productive and challenging year. This class will provide support for the English IV class and prepare students to be successful in taking standardized tests with a focus on the End of Course Exam.

Policies

Texts: Practical Writing will work in conjunction with texts that you are reading in English IV; therefore, it is important that you bring your English IV assigned texts to Practical Writing.

Supplies: You will bring all necessary materials to class every day. These include a pen, paper, all currently assigned texts, and a binder.

Electronic Devices: No using phones, computers, or MP3 players during group work, discussions, and lectures; all headphones must be put away. You may listen to music while working independently.

Grades: Grades for this class are calculated on a fraction system. In this system every assignment is automatically weighted. The instructions for every assignment will include the point value for that assignment, thus allowing you to know its value in relation to other grades. A 50-point assignment weighs twice as much as a 25-point assignment.

You are responsible for keeping track of your grades by using TEAMS and viewing returned work. Remember, many writing assignments could take as long as a month to get graded, and even be placed on the subsequent grading period. Record your individual assignment grades on your 6-weeks Calendar to calculate your average. Keep all class papers in the Binder at all times, unless told otherwise. To calculate your 6-weeks' average use the following formula:

$$\frac{\text{TOTAL number of points earned on all assignments}}{\text{TOTAL number of points possible on all assignments}} \times 100 = \text{your average}$$

Late Work: Assignments are designed to be completed in class with little to no homework. If, however, you do not complete an assignment, that assignment must be turned in the next time the class meets. If you have not completed that assignment, a late penalty of 50% will be given. No work will be taken after three days.

Tardies and Absences: McCallum's policies for tardies and absences are in effect and will be enforced without exception. If you are absent on the day of a test or in-class assignment you will complete the assignment on the day of your return, unless discussed otherwise with me. It is your responsibility to keep track of assignments on the class assignment calendar you miss during your absence and to make up class work. If you forget to make up any graded work, and the late window closes, you will earn a zero. Most assignments and handouts will be posted and available on my teacher webpage for downloading and printing.

Cheating: Scholastic dishonesty will not be tolerated. All cheating will result in a grade of 0 for the assignment for all involved parties with no opportunity to make it up. Cheating will also result in disciplinary action.

Cheating includes, but is not limited to (**go to plagiarism.org for more info**):

- plagiarism (misrepresenting the words or ideas of someone else as your own)
- cutting and pasting from the internet, as well as paraphrasing uncited work
- copying the work of another student or allowing your work to be copied
- collaborating with other students on individual assignments
- viewing or possessing tests or assignments before they are officially distributed
- discussing questions or answers on quizzes and tests with students in other classes
- forging bibliographical sources in research assignments
- forging signatures on any document

Agreement Contract

I, _____, have read and understood this syllabus and agree to
student name

abide by its policies throughout the school year. Signed: _____
student signature

I, _____, have read and understood this syllabus and agree to
parent name

abide by its policies throughout the school year. Email: _____

Phone #: _____

Signed: _____

parent signature