



English 11: Composition & World Literature Course Materials, Policies & Procedures 2014-2015

COURSE MATERIALS

Supplies

1. Your Chromebook laptop. This will be used as your writer's notebook. All written responses (entrance/exit slip topics), work(s) in progress, rough drafts, and other writing assignments should be dated and kept in order on your Google drive. You must bring it to class every day, for use during the class period.
2. Pens and pencils – you cannot write without them; a highlighter may be necessary for close reading assignments or for taking notes.
3. While not required, I suggest you keep a separate binder or folder in which you will keep class handouts, notes, vocabulary and grammar assignments. You will need these material for various assignments throughout the school year. Keep ALL handouts and assignments until the end of the semester.

CLASSROOM PROCEDURES

1. All written work will be graded on how well you have met the specific goals/objectives for a given assignment as well as personal improvement. Your accomplishments will not be measured against that of other students with regard to personal writing ability. All students are expected to improve. A primary goal of this class is clarity of expression. However, considerable emphasis is placed on fiction and non-fiction, and your writing will demonstrate the quality of your reading.
2. All major writing assignments, including poetry, must be typed.
3. This is a reading and writing class, so you will be expected to write almost every day. Many assignments will be shared with the class. At times, you will be required to make oral presentations of your poems/stories/essays to the class.
4. **"Manic Mondays"** Mondays are a very busy "housekeeping" day in English 11. Every Monday students will receive vocabulary assignments, grammar assignments, and the "Article of the Week (AoW) for close reading focus. Students will be quizzed on weekly vocabulary and grammar, and notebooks will be checked regularly for AoW responses and close reading practice. If you are absent on a Monday, it is your responsibility to ask for the week's work. Students will not be excused from Friday assessments or notebook checks due to absence or lack of responsibility in obtaining the assignments.
5. **Assessments:** If a student is absent the day of a test or quiz, s/he must take the assessment within two days after returning to school. Failure to do this will result in a zero for that test/quiz grade. If a student is absent the day before a test, but is aware of the scheduled test date and material to be covered on the test, then the student must take the test on the scheduled date.

6. **Written assignments:** "On time" is defined as at the beginning of the hour on the day the assignment is due. If you miss class on the day a paper is due, but you are in school for part of that day, you are expected to submit the paper that day. A student who is absent the day before an assignment is due is required to hand the assignment in on time.
7. **Academic Dishonesty.** *Plagiarism* is the "intentional and unauthorized misrepresentation of another's work as one's own." In addition, any unethical practice which compromises the integrity or intent of an assignment or assessment shall be deemed plagiarism/cheating and will result in disciplinary action as outlined in the student handbook.

NOTE: Do not cheat – you learn nothing, but I learn volumes about you.

8. **Behavioral Expectations:** Respect for others is mandatory. No student is to conduct himself or herself in a manner that interferes with other students' opportunity to learn. No student may conduct himself or herself in a manner that interferes with my ability to teach. Please refer to the student handbook for further information regarding school policies for behavioral expectations.
9. **Late Work:** Students are expected to turn in work on time. Late work will be accepted one day after the due date for a 20% reduction in grade. Work submitted beyond one day late is generally not accepted.

If you give your best effort, turn in all work on time, and adhere to the course objectives, you are almost guaranteed to do well. Keep this in mind while completing your assignments.

"Good writing is a question of using the English language in a way that will achieve the greatest clarity and strength."

-- William Zinsser
On Writing Well
