



Course Policies and Expectations: Honors Composition and Research

Instructor: Mrs. Nelson, Room B-101
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Course Description:

Honors Composition and Research is a rigorous course designed to ensure a strong foundation in language arts skills that will prepare our students for AP Language and AP Literature. By studying the style and organization of model writers, the students have opportunities to think, compose, and communicate, drawing on many skills that take time and effort to acquire. Students derive satisfaction and a growing confidence as they become more capable writers. The study of grammar facilitates their competencies in writing, speaking, and analyzing by providing a vocabulary for discussing sentence structure, mechanics, and usage. The teaching of research skills and documentation form is a substantial component of the course. The end of the course culminates in comprehensive research projects that integrate all the language skills in coherent, compelling, and well-reasoned products.

Materials:

Each student is responsible for keeping a notebook (3-ring binder) for this class that must be brought to class every day.

You will need:

1. Loose-leaf notebook, loose-leaf paper, and a package of dividers
2. Pencils, black/blue pens, and highlighters
3. Portfolio with brads and pockets

Your notebook will contain all the work we do each nine weeks with the exception of essays and revisions which you will place in your portfolio.

Divide your notebook into the following sections:

1. Class notes (includes your notes, handouts on writing, practice, stories, poems)
2. Grammar and SATW
3. Research Information
4. Graded Work and Projects





PORTFOLIO:

ALL personal writing, analytical or creative, original or revised, belongs in your portfolio. Revise each paper immediately on its return. After revising, you will turn in both the original and the revision, and you will receive a SEPARATE grade for the revision.

Policies and Procedures:

- ◆ Students should be familiar with and observe the various rules and policies in the student handbook regarding absenteeism, tardiness, discipline, cheating, food and drink, cell phones, dress code, etc. Tardy students need to sign in on the paper provided in the front of the room.
- ◆ Students should be in seats ready to begin work when the tardy bell rings.
- ◆ Students should bring proper materials (notebook, textbook, homework, pencil, etc.) to class every day.
- ◆ Homework that is checked at the beginning of class will not accepted late.
- ◆ I ask that you please keep your desk clear of personal items (purses, combs, jackets, books from other classes, etc) to maximize your learning in this class.
- ◆ If you need to get out of your seat for any reason (tissue, trashcan, etc.), please raise your hand and let me know.

In addition, I ask that you please follow these rules:

-  Do your best work.
-  Show maturity and self-control.
-  Be honest and respectful: say only what is necessary, kind, and true.
-  Leave the room looking better than it did when you arrived.

Consequences for classroom misconduct:

1 st Offense:	Verbal Warning
2 nd Offense:	Detention*
3 rd Offense:	Office Referral

Major disruptions will result in ISS and a referral.

***Detention is held in B-101 on Thursday mornings from 7:40-8:00 and afternoons from 3:30-3:50. Those who do not attend will be referred to Principal's Detention.**

Plagiarism and cheating will not be tolerated, and students who plagiarize or cheat will receive a zero on the assignment.

Student Numbers:

I have assigned each of you a number that we will use throughout the semester for grouping, activities, and organization. You will include this number on all work that you turn in. Please remember your number and write it below:

Your Name: _____

Your Number: _____

Grades:

Scale: A= 93-100 B= 85-90 C= 76-84 D= 70-75 F= less than 70

Your grade will be calculated using the following assessments and weights:

1st Nine Weeks:

Daily Grades-	40%
Essays-	20%
Revisions-	30%
Tests/Quizzes-	10%

2nd Nine Weeks:

Daily Grades-	20%
Essays/Revisions-	30%
Research-	40%
Tests/Quizzes-	10%

I will keep you informed of your progress through interims and periodical progress reports. If you have a concern about a grade, please see me **outside of class**.

Late and make-up work:

Students should schedule their time carefully to help them meet the demands of the course. If absent, students should call a classmate to get information on further assignments and check with me about missed work upon their return to school.

Students are responsible for work missed from absences or school-related activities. Students who are absent the day a paper is due or a test or quiz is given should have the paper ready to turn in or be prepared to take the test or quiz the day they return to school. **All missed assignments must be completed and submitted within five days of an absence.**

If you have missed a day or more of class, check the file box at the back of the room to get copies of any missed work or handouts.

Grades on essays, projects, and other assignments will be dropped one letter grade for each day late.

Students are responsible for ensuring that they have a working printer ahead of time for typed assignments. Malfunctioning printers do not excuse late work. Check ahead of time to make sure your printer works properly. Otherwise, you may hand-write assignments or print documents via a USB flash drive in the Media Center. Papers not turned in on time because of printing errors are still considered late. **Assignments should not be submitted electronically.**

ALWAYS SAVE YOUR WORK ON A COMPUTER HARD DRIVE AND A FLASH DRIVE.

<p>If you miss class, it is <u>YOUR RESPONSIBILITY</u> to come to me to arrange making up assignments.</p>

Extra help:

I am happy to meet with you for extra help before or after school by appointment.

Please ask me for a pass and let me know you are coming. Otherwise, you may not be allowed on the hall or I may not be in the room.

I have read the expectations and policies for Honors Composition and Research and acknowledge that I understand the expectations and policies therein.

Student name (please print): _____

Signature: _____

Parent/guardian name (please print): _____

Signature: _____

Home Phone: _____

Cell: _____

Parent/Guardian Email: _____

Preferred Method of Communication (please circle): home phone, cell phone, email

Other important questions, comments, or information: