

App. Comm. I



Course Description

Welcome to Applied Communications I. Our goal for the year is to build on your reading and writing skills in preparation for the ACT. We will spend ample time on language mechanics. You will have the opportunity to read a variety of texts. By practicing these skills, you will be preparing for the ACT. We will also spend time building your vocabulary, technical communication, and technology skills. Discussion, both speaking and listening, as well as working to collaborate with others will play a large role in class and help to prepare you for the career world. I look forward to spending the year learning with you and helping you be successful!

CLASS EXPECTATIONS

1. Be kind and respectful.
2. Be on time and prepared.
3. Follow instructions the first time they are given.
4. Be an active and positive participant and learner in class.
5. Food and drink will be allowed in class. Drinks **MUST** have a lid/cap on it.
6. Cell phones are to be on silent and placed in the phone caddy (charge there if you would like) or in your bag by the time the tardy bell rings. On assessment days, **ALL** cell phones and watches must be placed in phone caddy.
7. Music will not be allowed during instructional time and activities. If you would like to listen to music with headphones during independent work time, please do so in a respectful manner.
8. Use your computer appropriately, Do not come to class and expect to play games, shop, or otherwise waste your time online. You may charge it during class if needed.
9. Come ready to learn and work every day!

All school rules and policies also apply.

You will need:

- You will have an assigned binder to be kept in the the classroom to store handouts, resources, notes, resources, etc. It can leave the room if necessary, but please ensure you have it with you everyday. You may add your own organization supplies to your binder if you would like. You may add your own organization supplies to your binder if you would like.
- Writing utensils (pens, pencils, and highlighters)
- Laptop/Charger/Headphones
- Planner (electronic or paper/pencil)
- A positive attitude, sense of humor, and an open mind.

Grading Breakdown

80% of your grade will be comprised of summative assessments: tests, quizzes, projects, portfolios, presentations, final drafts, speeches

10% of your grade will be comprised of formative assessments: daily writing/discussions, vocabulary practice, and skill practice

10% of your grade will be comprised of your work on a comprehensive semester test

Classroom Policies and Procedures

Entering Class: Gather any necessary materials, quickly find your seat, and begin working on the bell ringer. This should be completed on your own unless otherwise stated. Also, use this bell ringer time to discuss anything with Mrs. Waldron you need to. You are expected to be in the room by the time the tardy bell rings unless you have checked in and are using the bathroom (see next policy below).

Bathroom Usage and Water Bottles: You are allowed to use the bathroom and fill up your water bottles during the first three minutes of class during the bell ringer time. Please check in with Mrs. Waldron and you will not be counted tardy as long as you are back within three minutes of the tardy bell ringing. You will not be allowed to use the restroom or fill up your water bottle during class. You will not be allowed to leave for the restroom and/or fill up your water bottle after the tardy bell rings.

Exiting Class: In the last five minutes of class, you will wrap up what you are working on, return materials to the appropriate locations, listen to final instructions, and complete any exit tickets. The teacher, **not the bell**, dismisses you upon completion of these tasks.

Absences: If you are absent, it is your responsibility to check in and make up any work or tasks you missed. See the trays in the back of the room for any handouts. You can also reference the daily agendas and lesson plans on Canvas. You are expected to do any bell ringers, daily tasks, formative assessments, and summative assessments that you missed. Please check in with Mrs. Waldron as you get them completed. If you know you will be gone, **PLEASE** work to check in, gather assignments, and complete them in advance.

Revise and Redo: If you do poorly on a summative task, excluding presentations, you are allowed one retake opportunity. If you would like to exercise your right for a retake, see Mrs. Waldron to schedule an appropriate remediation process and retesting date. The retake score will replace the initial assessment. If your summative assessment was originally recorded as an incomplete, no retake opportunity will be granted.

Course Resources: Lesson plans, course materials, assignments, schedules, resources, etc. can be found on Canvas. Novels, textbooks, and other texts will also be used. Turn It In will be a resource we utilize as well.

Retraining Sessions: Meeting classroom/school expectations, policies, procedures, and behaving appropriately helps to create a positive learning environment where you and your classmates feel welcome, safe, and respected. At anytime when an expectation, policy, or procedure is not followed to the outlined expectation, you will be assigned to a retraining session to review and practice the expectation, policy, or procedure that was not followed.

I encourage you to be an active participant in class and to complete any task to the best of your ability. If you do this, I can ensure you will be successful and it will benefit you in the long run. Throughout this course, we will use Canvas daily. All lesson plans, assignments, tasks, and materials will be there. Please do not turn in any electronic assignments via email. I will always have a place on Canvas for anything you need to turn in.

I am available before or after school most days. Please communicate with me during class or via email if you need me during those times. I encourage you to check your email and Canvas regularly for announcements and other important information.

My email is: veronica.waldron@fillmorecentral.org