

Academic Writing: Course Overview

- * Welcome to Academic Writing! This class is designed to help you practice and improve as an *academic* writer, which means you will engage in the many types of writing that you encounter in high school classes (and even in college!). We will focus on the three major types of writing: informational, argumentative, and narrative, and we will practice different lengths and styles of on-demand writing. You will be introduced to--and encouraged to use--a number of organizational techniques and strategies that will help you to effectively gather, organize, and express your ideas. The goal: by the end of the semester, you will be a more capable and confident writer!
- * Here are some important things you might be interested to know:
 - ✧ As this is an elective class, homework will be kept to a minimum (after all, you are taking another full-year English course; don't worry--I am aware!). If you follow the pace I set for you--and use your time wisely--you should not have too much at-home work to do.
 - ✧ This is a "workshop" (or even "laboratory") class; we will make use of the full writing process, including sharing our work and helping our classmates. There is common instruction, but students will be able to compose at their natural, individual paces.
 - ✧ Although this is a writing class, we will read too!
- * Major Assignments:
 - ✧ **Informational Essay:**
 - ☆ We will: "Write informative/explanatory texts to examine and convey complex ideas, concepts, and information clearly and accurately through the effective selection, organization, and analysis of content."
 - ✧ **Personal Narrative:**
 - ☆ Narrative Writing: We will "Write narratives to develop real or imagined experiences or events using effective technique, well-chosen details, and well-structured event sequences."
 - ✧ **Argumentative Essay:**
 - ☆ We will: "Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence."
 - ✧ **Critical Essay (AKA Literary Criticism):**
 - ☆ A staple BHS assignment in the 10-12 grade full year courses is the literary criticism essay (a thesis-driven critical analysis of a work of literature), so, *of course*, we will practice this important type of writing too!
 - ✧ *Within these units, we practice with Collins Writing techniques. We also make use of the recursive writing process and graphic organizers, in addition to engaging in other activities to enhance and support our writing. We may also review/learn some good ol' English grammar!*
- * For this class you will need the following items:
 - a writing utensil
 - 1 one-inch binder (or some other folder for handouts--there will be MANY!)
 - your Chromebook (always charged!)

* Some Important Grading Information -

1. **Classwork/Homework:** will be graded on a ✓+, ✓, ✓-, 0 (no credit) scale -

- To receive full credit - completed homework must be handed in on the preset due date. Homework that is incomplete or poorly done will receive half or no credit (General Homework Rubric applies—see below).
- Completed homework handed in late will receive a ✓-.
- Absenteeism will be handled according to the school handbook. However (and this is your only warning), **YOU MUST SEE MRS. S-B (DURING HOMEROOM OR AFTER SCHOOL ONLY!!) AFTER AN ABSENCE TO GET MISSED WORK; YOUR WORK IS YOUR RESPONSIBILITY.**

General Classwork/Homework Rubric

	✓+	✓	✓-	0
Content	Information included is accurate, relevant, and insightful; demonstrates a comprehensive understanding of the material	Information included is accurate and relevant; demonstrates understanding of the material	Information included may be inaccurate or irrelevant; demonstrates an incomplete and/or poor understanding of the material	Information included is inaccurate; does not indicate any clear understanding of the material
Effort	Assignment completed with obvious time, care, and (extra) effort	Assignment competently completed with appropriate effort	Assignment seems to have been completed in a rush or with little care	Assignment not completed, or not completed with any obvious care or effort
Requirements	Exceeds assignment requirements	Meets the assignment requirements	Assignment sections are incomplete	Fails to meet some or all of the assignment requirements

♦ **Revision Policy (*BHS English Dept. Policy)**

- Students have the opportunity to revise major writing assignments to a 70% (i.e., proficient) up to two weeks after an assignment has been returned to them during the same quarter in which it was assigned. Prior to revision, students must have met with their teacher or a member of the ALC staff to create a revision plan. Teacher discretion can be used in cases of students with extenuating circumstances.

♦ **Additional information:**

- You will always be told clearly and specifically if an assignment is cooperative; unless you are told otherwise, all assignments are to be completely individually.
- Plagiarism (and cheating of any kind) will not be tolerated; violations of the Academic Honesty Policy will be handled according to school handbook guidelines.
- Late work (“big” stuff):
 - You will be penalized 5% for every school day an assignment is late—whether or not a student is present or absent; this includes excused absences. No student, no matter how many days during the same marking period an assignment is late, can receive less than a 50 on his/her work if it is submitted and meets the basic requirements of the assignment. Students whose late work carries over into another marking period cannot receive any credit for an assignment unless they are granted an Incomplete. (***BHS English Dept. Policy**)
- Gradebook - I will (try very hard to) update my gradebook every other week; in addition, I will use comments/messages within Canvas to communicate with you regarding your work, especially if it is late, missing, or completed incorrectly or only partially.

Possible Messages	Grade Status	Further Info.
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ABS = work missed due to absence	counts as a zero	full credit available after work has been turned in (by new due date)
NTI = work not turned in on time	counts as a zero	5 points lost for each school day the assignment is not turned in
TBG = to be graded (assignment handed in)	no score	grade will added once scoring is complete
MED = extension given due to long-term illness/injury	no score	full credit available after work has been turned in (by new due date)
EXT = extension given for other extenuating circumstances	no score	full credit available after work has been turned in (by new due date)
REDO = assignment must be redone in part or whole; see Mrs. S-B ASAP	no score	full credit available after work has been turned in (by new due date)
EXMT = exempt (not factored into grade)	no score	no score
DNT = did not take assessment	counts as a zero	conference needed
DNF = did not finish	no score OR partial score	full credit available after work has been completed (scheduled appointment required)
See S-B = Barrington, we have a problem!	no score	conference needed

Behavioral Expectations

As a student, you have the responsibility to be a respectful and mindful citizen. Not only are you expected to participate in class activities and complete assignments, but you are also expected to maintain a certain level of acceptable behavior and maturity. Class participation will be routinely assessed (see rubric at end of document).

- ◇ Lateness - LATE means coming into class after the bell has rung, whether it is 3 seconds or 3 minutes, you are late. If you are late to class, come into class silently and take your seat. Quietly catch up with where we are in the lesson. There are times when strange circumstances may cause you to be late; if you are late for a strange reason (or if you ever want to apologize for being late ☺), tell Mrs. S-B AFTER class.
- ◇ Preparedness - Chromebooks (fully charged!), books, writing implements, notebooks, assignments, etc. must be brought to class every day.
- ◇ Seating - I know it stinks, but you MUST sit in your assigned seat. Once seating assignments are fully established (to accommodate all needs--vision, hearing, height, etc.), I will post charts in the classroom. Upon entering, please go straight to your desk and practice social-distancing.
- ◇ Lav Use - Please follow my lav protocol: you MUST ask (you cannot just get up and go); you must use a paper pass; you might sign out and in. You may only use the lav at a time that is not intrusive. Please

ASK in an appropriate and respectful manner. Please be mindful of time. Abuse of lav privileges will be noticed and reported via appropriate channels.

- ◇ Respect - It is expected that you will be respectful at all times. I run a “3 strikes and you’re out” policy.
 - first offense - you will receive a verbal warning
 - second offense - you will receive a warning and may be asked to step outside (for a talk, a “time-out,” or both)
 - third offense - you will be required to leave class; we will have a conference about the “incident” at a later time
 - THERE ARE WAYS TO SKIP 1 AND 2 AND GO STRAIGHT TO 3!!!
 - Strikes will be given for the following types of behavior (however, this list is NOT all inclusive):
 - inappropriate language
 - hurtful remarks
 - sideways remarks--know how to deal with the “NO FAIR”’s
 - UFO’s and IFO’s
 - excessive chatting

In general, remember to always be mindful of social-distancing. Also, always show respect for the classroom. Do not write on the desks, even in pencil. Please put garbage where it belongs, and WALK to the garbage can.

- ◇ Talking & Listening - Always be respectful during class: do not talk when others are speaking or when class is switching from one activity to another, and please always follow both the BHS and [S-B electronic devices policies](#). YOU MAY NOT WEAR EARBUDS (or listening tools of any variety) unless you have been given permission.
- ◇ NO PRE-PACKING! I dismiss you, not the bell! If you are attentive and respectful, I will make sure you have time to pack before the bell rings so that you are on time to your next class. Keep your seat until the bell rings! No door hanging! 6 feet!!!
- ◇ Thermostat - DON’T TOUCH IT! YOU DON’T WANT TO KNOW WHAT THE PENALTY IS IF YOU DO! But, if you value your fingers, I suggest you keep them to yourself . . . 😊😊. It is a coldish room; air is always coming from the “heater.” Because of this, if the thermostat is moved above 72°, the room will turn into a **temporary** sauna; shortly thereafter, it will become Siberia. It regulates itself with hot and cold air. 72° is comfortablisth. Start bringing a sweater or jacket to class in October.
- ❖ Contact info.:
 - My email address is siravo-bazins@barringtonschools.org.
 - For homework and project information, please use Canvas.