

ESSENTIALS OF WRITING

COURSE EXPECTATIONS

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Course Content: This course teaches the student how to develop, organize, and refine the persuasive essay in all its forms, from the stage I, single-paragraph essay to the multi-page Senior Research Paper. The students will learn the basic elements of an effective persuasive essay, along with the different forms of persuasion (classification, compare and contrast, cause and effect). In addition, the students will practice the writing process for every written piece: prewriting, outlining, writing of the rough draft, peer editing, revising, and publishing. In all, the students will write eight to ten essays, culminating in a full-blown research paper. Furthermore, homework, quizzes and one test accompany an extensive grammar and punctuation unit.

Supplies Needed:

one folder

loose-leaf paper

pen and pencil (for writing and editing)

highlighters (three colors)

earbuds (optional)

Grading Policy: Essays and tests are weighted equally based on 100 points each. Quizzes and short homework assignments will be weighted less. Each quarter is worth 40% of the final grade. The final research paper counts as the final exam and is worth 20% of the final grade. **No student will pass the course without completing the final paper.**

Parent Portal Grades:

Grades will be posted to the Parent Portal as the school year's quarters dictate.

Essay Writing Procedures (Academic Expectations):

1. Normally, the due date for an essay is a proofreading and editing day. We will use editing teams OR partners. **ONLY IF YOUR ESSAY IS COMPLETE ON THAT DAY, and ready for proofreading, will you have the privilege of completing a rewrite if needed.**
2. For every essay assigned, the students must submit a topic sentence or thesis for approval, write a fully labeled outline and rough draft, **ACTIVELY** participate in the peer-editing process, and complete a carefully edited and proofread final copy. **NO PART OF THIS PROCESS CAN BE LEFT OUT!**

Late Assignments:

1. Assignments will be accepted one day late with a penalty of *TEN* points.

2. Any work missed as a result of absence MUST be made up within three days. This is the personal responsibility of the student. (If you were present on the day an essay was assigned but absent on the due date, the essay will be expected on the day you return. **If you are in attendance for any portion of the day on which an essay is due, the paper will be considered late unless it is submitted on that day.**

Rewrites:

1. Rewrites are required if an assignment has not been completed according to instructions, or if it contains serious errors or omissions.
2. Rewrites are due on the following day (unless otherwise directed by the teacher). A copy of the originally submitted work MUST be attached.
3. The grade for the rewrite will be the grade merited minus TEN points.
4. If the rewrite is not done, an automatic 50% (if the essay is worth THAT* much).
5. Illegible or sloppy papers will be returned for an immediate rewrite, with all applicable penalties.
6. REWRITES ARE A PRIVILEGE, NOT A PENALTY. They can save the student from a failing grade. Late papers or papers without approved topics and completed outlines and drafts will not be given the benefit of a rewrite.

Extra Credit Work: No extra credit work will be accepted unless all required work has been completed satisfactorily.

Ethics: All work must be your own. If you are caught cheating in any form (copying work, using someone else's answers, or **plagiarizing**), you will receive a "0" for the assignment or test, and your parents will be contacted. If it occurs a second time, the matter will be dealt with by the principal, and further disciplinary action will be taken. Please refer to the student handbook under Prohibited Student Conduct: academic misconduct.

Make-up Procedure: When absent, every effort must be made to find out what was done in class and what work is due BEFORE COMING TO CLASS. If the student is absent the day of a test or a quiz, the test must be taken within two school days of returning.

If a student cuts class, or is absent because of truancy, as per the student handbook: the student WILL NOT BE ALLOWED TO MAKE UP ANY WORK, AND WILL RECEIVE A ZERO for anything that was due that day.

Behavioral Expectations:

1. Report to class on time. The school policy will be followed. The agenda will be signed two times within a month. Each time after that the student will be assigned detention.
2. Students late without passbooks will be assigned detention.
3. Treat all individuals with respect.
4. Show respect for school and personal property.

5. No food or drink in the classroom.
6. Rudeness (in the form of inattentiveness, interruptions, foul language, etc.) will not be tolerated.
7. In the event of a substitute, follow all classroom rules and be respectful.
8. CELL PHONES are NOT allowed to be used during class

Teacher Availability: The teacher will be available after-school. After-school time can be worked out ahead of time between the teacher and student. **Parents can reach any teacher either by school phone (992-3600) or by the e-mails listed above.**

Essentials of Writing

I have read and understand the course expectations and policies for *Essentials of Writing*. I also recognize that this is a *senior course* and I (the parent/student) will initiate calls and conversations with the teacher should I have concerns. I also understand that access to a computer and the Internet is needed for this course.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Email Address: _____ **Phone:** _____