Disclosure of Class Policies & Procedures

SCOPE AND CONTENT

This is a concurrent English class, offering credit for both Springville High School and Utah Valley University. The class is expected to take advantage of an opportunity to receive college credit and possibly replace a first-year university writing course. To do this, students are expected to be enrolled also at UVU. As a concurrent course, this course demands the same rigor and volume of writing at a first-year writing course at university.

Our major text is Longman’s *The Allyn and Bacon Guide to Writing* (5th edition). In addition to this text, we will rely heavily on informational and argumentative non-fiction texts of various genres including book-length informational texts, essays, newspaper articles, academic articles, etc.

Students will read independently from our department collection of selected non-fiction, memoir, historical fiction, classics or young adult novels.

Composition projects will include a narrative, rhetorical analyses, an annotated bibliography, various arguments—including researched arguments, and many shorter exercises.

EXPECTATIONS

Students are expected to do the following at a minimum: come to class on time, pay attention to the lesson, do not eat or drink in the classroom (water is fine, but nothing else), be respectful of the property of the school and of others (this includes picking up trash and not writing on desks), do not do homework for other classes in my class unless I have given permission, turn off unauthorized electronic devices and put them away (this includes cell phones, ipods, calculators, etc.), and do not sleep or lie down on your desk. I will give each student 100 points for citizenship. Students who violate these or any other class rules will lose some of these citizenship points. These points cannot be earned back.

Materials: Bring the following to class every day: a pencil and pen (blue or black only), paper, a notebook to use as a reading journal (must be a notebook dedicated only to this class—you will leave it with me to check periodically), and a book to read during independent reading time.

All major papers must be typed and printed. Other assignments may be hand-written unless told otherwise. Handwritten assignments must be written in blue or black ink. Assignments lose partial credit if they are written in pencil or ink other than blue or black.

**Grading scale:** 94-100=A, 90-93=A-, 87-89=B+, 84-87=B, 80-83=B-, 77-79=C+, 74-77=C, 70-73=C-, 67-69=D+, 64-67=D, 60-63=D+, 0-59=F

**Extra Credit** will sometimes be given to reward students for work above and beyond what is expected. Exceptional student work may receive a few additional points for being extraordinary. This is how I prefer to give extra credit. Minor extra credit assignments may be given periodically, but they will not be offered on an individual basis.

LATE AND MAKE-UP WORK

**Late work** will suffer a 50% penalty, unless the work is more than a week late. Then, the work may not be worth anything, depending on circumstances. Late work will often not receive feedback. If you are absent (excused), you have 2 class days to make up missed work. It is your responsibility to ask about missed assignments. I have a website located at [http://my.uen.org/myuen/247313](http://my.uen.org/myuen/247313). I update this website often with what we have done in class and looming deadlines. It is wise to check it often and parents are invited to view it as well. If you experience
unanticipated complications, **please talk to me immediately** so that we can work together toward a satisfactory resolution.

You have no make-up privileges if you cut class or are absent and unexcused the day an assignment is due. Make-up work for extended absences should be discussed with me, but not during class.

**Tardiness** adversely affects your grades for several reasons. You may lose a percentage of your grade for absences and tardies—up to 20% of your total grade, as per district policy. You cannot make up quizzes, bell work, or short, in-class projects missed when you were tardy. You will lack information discussed while you were not in class. Some extra credit will be available for those who have one absence or tardy. A little more extra credit will be available for those with no absences or tardies. Missing class for school-sponsored activities will not count against you in this regard.

**Quizzes** may or may not be announced, and they cannot be made up (this would defeat the purpose, right?). I will drop a portion of the scores.

**Participation** is an important component of the writing process. Peer review and discussion are important for improving writing and for enhancing students’ ability to recognize and discuss features of writing. Much of what we will do in class depends on participation. If students aren’t in class, they won’t be able to make up points assigned for this participation.

**HONOR CODE**

This class will be conducted under an Honor Code. All students are expected to be academically honest and to complete and submit only their own original work. A brief definition and explanation of what constitutes “plagiarism” is provided below, and we will continue to review and discuss methods for avoiding plagiarism as the school year progresses. Should a student violate the Honor Code, course penalties will be swift and severe, at a minimum likely to result in the loss of credit for the assignment and/or that term of English.

**Plagiarism** can be defined as submitting another person’s ideas, words, images or data without giving that person credit or proper acknowledgement. Plagiarism, a form of academic dishonesty, is tantamount to stealing and will not be tolerated. In order to clarify what constitutes plagiarism, you should be aware that you have committed plagiarism when you:

- use phrases, quotes or ideas not your own;
- paraphrase the work of another even though you may have changed the wording or syntax;
- use facts or data not considered common knowledge;
- submit a paper written for another class (academic dishonesty);
- submit a paper from an essay service or agency even though you may have paid for it (these papers are usually of low quality, so you probably did not get your money’s worth);
- submit a paper by another person even though s/he may have given you permission to use it.

You should note that plagiarism not only encompasses written work, but also computer data, research, musical scores, video programs, and visual arts.

Plagiarism is a serious issue, especially in an academic environment. Teachers must be able to rely on the integrity of a student’s work in order to maintain a climate for successful learning. Plagiarism reflects on character; therefore, you should diligently avoid inadvertent plagiarism. When you are unsure if acknowledgement is needed, ask your teacher!

**Note:** Understand that with more than 200 writing students who will each do a significant amount of writing over the course of the year, it may not always be possible to respond immediately to the final writing products. Please be patient if it takes several weeks to return papers. Diagnosing problems with writing and designing individualized solutions is complex and takes much more time than simple reading. Knowing that this process may take time, I have designed several means for peer and instructor feedback in the process to make up for any delay in feedback on the final product.