

## **Writing for High School and Beyond Summer Term Syllabus**

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### **Overview**

This six-week, fully online course explores grammar, mechanics, usage, and analytic writing skills. Through individualized instruction, native and non-native English students will expand their grammar proficiency, which will also prepare students for the English and writing portion of the ACT and SAT. Using individualized interests, students will also be taken through the process of analytic writing. Students will also learn 21st-century writing tech tools, and they will come away knowing their strengths and areas of improvement. Students should expect to spend 12-14 hours working online each week.

***The final grade is a Pass/Fail***

### **Course Goals**

In this course, students will:

- Apply an understanding of the basic rules of grammar, mechanics, and usage
- Write clearly and with varied sentence structure
- Compose thesis-based persuasive and analytical essays
- Evaluate peer and personal compositions through the implementation of the writing process

### **Course Topical Outline**

- I. Diagnostic Writing Pre-Assessment and Course Goals
- II. Summary and the Parts of Speech
- III. The Analytic Writing Process
- IV. Peer Feedback and The Parts of a Sentence
- V. Introductions, Conclusions, and Writing with Phrases
- VI. Writing with Clauses; Revision, Check-up, and Reflection

### **Technology**

- Computer with access to high-speed Internet for each day of the course
- Access to camera and audio capability for video recording
- Access to Adobe Acrobat Reader or another PDF reader
- Access to web-based programs required by the course

- An account on noredink.com
- Access to Zoom
- Access to Remind app on their cell phone

### **Grade Allocations (*The final grade is a Pass/Fail*)**

Assignments	10 pts
Essays	20 pts
Quizzes and Tests	15 pts
Online Participation	15 pts

### **Extra Help**

- Office Hours will be clearly posted in the online course and held in Zoom unless otherwise noted by Announcements (days/times to be determined during student orientation).
- They will be offered at least once a week.
- This is an opportunity to “drop-in” to speak in real-time with your teacher.

### **Makeup Work**

- Assignments will be marked off by 10% for each day late up to 5 days late
- After 5 days 0-50% credit will be given based on the quality of work submitted
- No late work is accepted beyond the last day of each unit (same day as unit assessment)
- Missed assignments and assessments must be approved and excused by the instructor in advance of the due date

### **Academic Integrity**

It is expected that you stand strong in your integrity. Cheating will not be tolerated. Please note that sharing information regarding tests or quizzes is considered cheating. Plagiarism--presenting another person's words and ideas as your own--is unacceptable and will not be tolerated. This includes copying another person's work or ideas (whether print or online), allowing that person to copy yours, or using any previous year's work. It is better to receive an “F” on an assignment than to cheat. *An “F” signifies a lack of preparation, but cheating signifies a lack of integrity and judgment.*

## Confidentiality and Proprietary Information

You cannot be successful in this class without sharing and collaborating with your peers. However, please be aware that you are bound by confidentiality in this course. By respecting the confidentiality of what your classmates share, you support free and open discussions throughout the class.

## Expectations

### **Students are expected to participate daily in online activities by**

- being aware of the class calendar (as posted in Haiku) as well as posted assignments

### **When working in groups, students are expected to**

- perform within a specific and designated role
- contribute regularly
- work collaboratively
- share their work (through Dropbox, Google docs/drive, Haiku, etc.)
- be aware of their group members' progress
- be responsible for taking the necessary steps to resolve issues with group dynamics

### **When completing assessments, students are expected to**

- Generally:
  - o Abide by the Bullis Honor Code
  - o Sign the pledge to the Bullis Honor Code on the first page of every test
- When using computers:
  - o refrain from using email or social media sites during test
  - o stay on approved sites for the assessment, as indicated by the teacher

### **Throughout the course, students are expected to**

- check Haiku on a daily basis and be aware of the calendar and assignments
- understand how and when to contact the teacher
- understand how to contact classmates

### **When turning in assignments, students are expected to**

- proofread for correct spelling and grammar
- submit in the manner (Haiku dropbox, email, designated websites, etc.) and format (Google doc, .pdf, .doc, etc.) designated by your teacher

### **Late and Makeup Work**

- Late work will be marked down 10% for each day it is late. Late means work is not submitted in the manner and format designated by your teacher (dropbox, etc.) by the end of the week it was assigned.
- Daily written and video homework will be marked down 50% if submitted past its due date (again, the end of the week it is due) and will earn no credit if submitted after the Unit test.
- If you have an **excused absence** that affects your ability to complete your coursework according to the assigned timeline, you are expected to communicate with your teacher as soon as possible to determine a revised timeline for completion of work. Missed work must be made up within the same time frame as days missed (i.e. within two days if you had an excused absence for two days).

### **Synchronous Sessions in Zoom**

- There will be a minimum of 1 synchronous instructional session (real-time video conferencing instructional session) per week.
- It is **required**.
  - Excused absence: If a parent emails to excuse a student, the student may complete a make-up assignment for full credit.
  - Unexcused absence: Unexcused students can complete a make-up assignment for 50% credit.
- Recorded instructional sessions will be available and posted on Haiku