

Writing Lab Fall 2018

Instructor Contact Information:

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Room #18
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Welcome to Writing Lab

This class is designed to provide students with the writing skills they need to be successful in the rest of their education. Students will write every day, with a focus on academic writing. Students will learn:

- Persuasive writing to prove a claim
- Structures of sentences, paragraphs, and essays
- Grammar and punctuation
- Phases of the writing process
- The types and purposes of writing
- Citing in MLA and APA format
- Study skills and organizational strategies

Required Supplies

- A notebook designated for just this class
- A folder or small binder designated for just this class
- Something to write with
- School planner/calendar

Assignments and Grading

Students will be responsible for the following graded work:

	Weekly Points	Total Points
Weekly Writing Assessment A final typed copy of the week's writing task will be due every Friday.	10	110
Process/Participation Students will write in class every day and complete various in-class individual and group writing assignments. Class discussion, mini-lessons, research, writing workshops, and all additional activities will be an integral and graded part of this course in the form of process/participation points.	5	55
Weekly Grammar Quiz Each week, we will focus on a different grammar skill with a quiz at the end of the week.	5	55
Midterm Writing Assessment Multi-draft assessment due near the middle of the trimester		25
Final Writing Assessment Multi-draft assessment due at the end of the trimester.		50
Total Trimester Points		295

Grading Scale:

A: 90-100%
B: 80-89%
C: 70-79%
D: 60-69%
F: 0-59%

*Final grades a decimal point away from the next letter grade can be rounded up only if all classwork was turned in throughout the trimester.

Late Work

- All writing assignments will only be accepted late if you come talk with me on your own time.
- All late work will be graded last.
- Participation can not be made up.
- Advocate for yourself. If something isn't working for you, come express your concerns to me and we will work something out.

Make-up work

- You are always responsible for anything you missed while absent, regardless of reason. Sports, extracurricular activities, field trips, and appointments are not exceptions to this.
- You will have one day for each day of class missed to make up the work.

Rewrites, retakes, & redos

- If unsatisfied with a grade on any assignment, students are always encouraged to meet with me, make corrections, and turn in work again for full credit.

Behavior Expectations

We follow the six P's:

- Prompt
- Prepared
- Polite
- Positive
- Participating
- Productive

As well as these attending skills:

- Be in the moment
- Appropriate body language
- Appropriate eye contact
- Appropriate feedback
- Questions to clarify or validate

Cell phones

- Cell phones will not be out in classrooms once the bell rings.
- Students will leave cell phones in classrooms if they leave during class time.
- Students must advocate for themselves ahead of time if a special exception to this policy is to be made (i.e. family related emergencies).
- Cheeseblock and intervention periods will allow cell phone use at teachers' discretion for grade checks and other purposes as needed.
- Non-compliance with this policy will result in confiscating the cell phone, and a parent must pick up the cell phone from the main office.

*Parents and guardians: If you have an emergency and need to contact your child, you may do so through the office at (503)842-2566.

GoogleClassroom

We will use Chromebooks and GoogleClassroom constantly throughout the duration of this course as a way to turn in and receive feedback on assignments, as well as a communication tool for assignments, due dates, weekly schedules, etc. Make sure you get the password for your class off the board, and sign up with your school email.

Academic support

- English Study Tables take place in my room on Thursday afternoons from 3:30-5:00 pm. This is a good resource to use for re-learning lessons, getting extra practice, or using the time to work on assignments.
- I'm in my room every day before and after school (contract hours are 7:45AM-4:00PM, though I'm almost always here earlier and later).
- When I am unavailable, you can always send me an email at hebards@tillamook.k12.or.us, and I usually respond pretty quickly.

I have read, and I understand the expectations outlined above.

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Email: _____

Parent/Guardian Phone: _____