**Hamilton High School**

**English 12 Course Information and Syllabus**

**20221-2022**

*ENG 101-102 Dual Enrollment Credit provided by Chandler Gilbert Community College*

*Class section numbers TBD by CGCC and provided as an addendum*

**Jessica Hogan, M.A.** **E-mail**: [hogan.jessica@cusd80.com](mailto:hogan.jessica@cusd80.com)

**Room C102**

**Phone: 480-883-5064**

**Schedule: English 12 – Periods 1, 2, 3, 4 and 5**

**Prep Period – 6**

**Lunch C**

**Tutoring: Monday/Tuesday 7;00-7:25, or by appointment**

**C*ourse Description:***

This course offers the English 12 student a broad curriculum focusing on rhetoric, fiction and nonfiction. Additional foci, based on the national Common Core Standards, include: post-high school preparation, literary analysis, philosophy, research, and academic writing. Students have the opportunity to earn ENG 101-102 credit through dual enrollment at Chandler Gilbert Community College.

***Academic Writing***: Academic writing is thesis-driven, requiring the student to write about, from, or through material in a content area. The body paragraphs rely on evidence from the text and interpretation. Academic writing allows the writer to speak from an authoritative point of view (*and from a formal register*) on a particular topic. --Mike Rose

***Required supplies***

* 100 SHEET College Ruled Composition Book (9.75 in x 7.5 in) to be used SOLELY FOR ENGLISH.
* Loose leaf paper (lined)
* USB Flash Drive (for assignments and to back-up work)
* Index cards (for presentations)
* Pens, #2 pencils

***Grades and Notification Policies***

Grades are weighted by category (daily assignments= 30%, tests/quizzes = 30%, writing/projects = 40%). My grading will be 80-20, meaning the two combined quarters represent 80% of the semester grade, and the 20% semester exam grade is totaled through quarterly writing assignments valued at 10% each. When looking at the Infinite Campus program, the grade reflects the entire semester. Parents should contact me frequently if there are questions, concerns, or suggestions regarding student progress. My HHS email is the best way to reach me. If there is a zero (0) indicated for an assignment, that means the assignment is missing. I do not give zeroes on graded assignments.

**GRADING POLICY**

Senior English teachers focus on instruction of effective communication techniques. We strive for students to leave our classes prepared to write and speak effectively in both college and career situations. Thus, we expect our students to proofread and revise every assignment prior to submission. Because of Arizona’s adoption of the national Common Core Standards (aka Arizona College and Career Readiness Standards) as of 2011, every student is held to high expectations within a rigorous curriculum. Please review the following grading scale so that you are aware of how you will be assessed.

All Senior English teachers will utilize the following grading scale.

Grade % Requirements

A 90-100% Outstanding. Exceeds assignment requirements. Demonstrates a determination to

excel, advanced analytical ability, advanced word choice, excellent organization, and thoroughness of response. Minimal errors throughout assignment.

B 80-89% Excellent. Meets and occasionally exceeds assignment requirements. Incorporates all essay requirements with strong analytical ability, good word choice, focus, clarity, organization, and thoroughness. Evidence of strong revision. Very few errors throughout

assignment that do not impede readability or comprehension.

C 70-79% Good. Meets assignment requirements. Incorporates most essay requirements, including

some analysis, standard word choice, and acceptable organization. Evidence of some

revision. Errors may begin to impede readability or comprehension.

D 60-69% Insufficient/incomplete. Does not meet many or most assignment requirements. Little to

no analysis, poor word choice, and unclear or missing organization. Little to no evidence

of revision. Numerous errors throughout assignment impede comprehension.

F 59-0% Incorrect/submitted late or not submitted. All or most assignment requirements missing. Errors severely affect comprehension.

***HHS POLICIES***

**DIVERSITY STATEMENT**: All individuals have a right to an educational environment free from bias, prejudice and bigotry. As members of the Hamilton High School educational community, students are expected to refrain from participating in acts of harassment that are designed to demean another student’s race, gender, ethnicity, religious preference, disability, or sexual orientation.

* All Hamilton High School rules are enforced, specifically those concerning electronic devices.

NOTE: **ARS statute 13-3019** states that it is unlawful for any person to knowingly photograph, videotape, film or digitally record or by any other means use a device to secretly view or record another person without that person’s consent. Translated: Students MAY NOT have a camera or camera phone out in this class.

* Unless expressly stated, all writing assignments must be typed in Times New Roman 12 point font, and must follow the appropriate format for the assignment. Additional assignment guidelines will be provided and MUST BE FOLLOWED in order to receive full credit.

***Cell Phone Policy***

You may not use your phones unless I have given permission for their use. Types of classroom use of cell phones include, but are not limited to, copy of novels on phone, researching topics in class, working on Senior Survey, etc. When I have given permission for using your cell phone, it may be placed on your desk. At no other time may your phone be visible or in use. Any student caught using a cell phone without permission will have the cell phone confiscated and submitted to Security.

***HOMEWORK, LATE WORK AND MAKE-UP WORK POLICY***

# **I. Homework Assignments**

A. Regular assignments are due at the **beginning** of each class period. You will place it in the basket on the front table. If you cannot print it at home, print it prior to class in a computer lab or the library using a USB or Google Drive account. **My computer is not available for printing assignments (see “Printing Problem” below)**

Students have one class period per each day of absence to hand in homework assigned DURING the time absent. It is the student’s responsibility to secure all missed work due to absences. **Class calendars clearly list what is due each day; it is the student’s responsibility to make revisions to the calendar as discussed in class**. Late daily assignments are generally NOT accepted for credit, but reduced credit MAY be given for extenuating circumstances. It is up to the student to come talk to me about such circumstances.

**II. Major Assignments \*\*\*\*\*VERY IMPORTANT--PLEASE NOTE\*\*\*\*\***

Students are given due dates for major assignments such as papers and projects. **Major assignments are due on the specified date even if the student is absent**. If the student knows he/ she will be absent that day (i.e., field trip, college visitation, etc.), specific arrangements must be made with the teacher PRIOR to the absence. **MAJOR ASSIGNMENTS MUST BE TURNED IN FOR SUCCESSFUL** **COMPLETION OF SENIOR ENGLISH. Major assignments include at least two essays per quarter with additional projects to be determined per unit of study.**

NOTE: ASSIGNMENTS NOT TURNED IN TO TURNITIN.COM WILL NOT BE GRADED.

**II. Late Work**

Late assignments are subject to a minimum 10% penalty **per calendar day** **(including weekends and block days the student does not have English class)**. **Assignments more than five days late will not be accepted pending a student/teacher/administrator meeting.**

All late work will also need a corresponding email.

* No late work will be accepted five (5) days after the due date or during the last two weeks of the semester.
* Some assignments will not be accepted late (e.g., large projects and scheduled oral/visual presentations).
* I reserve the right to consider extenuating circumstances for late work. The key is to communicate with me.

**III. Printing Issues**

If for any reason you are unable to print your assignments, SAVE THEM TO YOUR USB. You CANNOT access your email from school due to district site blockers, so the only way to ensure access to them is to save to a thumb drive. It is then YOUR responsibility to go to the library or the computer lab and print it before class. Do not wait until class begins to print out work.

# **III. Timed Writings, Tests and Quizzes**

Missed timed writings, tests and quizzes may not be made up during class time. Students have **ONE CALENDAR WEEK** to make up missing timed writings, tests and quizzes. You will not receive reminders from me regarding makeup testing; you are responsible for checking the calendar regularly.

# **IV. Attendance Policy**

**General absence info per Hamilton Handbook:** After FIVE class period absences per semester (EXCUSED and UNEXCUSED), the student will meet with administration and **may** be dropped from the class with a failing grade. After NINE (9) absences, the student **may** be placed in an alternative program, put on attendance contract, or dropped from the class with a failing grade. Parents will be notified via email about attendance issues.

**Tardy Policy**: You are to be in the classroom when the bell rings. You must be in your seat and ready to begin work within one (1) minute. If you are tardy (not in your seat), I will mark you as tardy on attendance. After 3 or more tardies, parents will be receiving a phone call or email.

**V. Plagiarism/Cheating: This is a serious issue and will NOT be tolerated.**

Definition from Hamilton High School Student Handbook: *Copying the work of another person (student OR author) and submitting it as your own, obtaining unauthorized or undocumented material from the Internet or other sources, or securing teacher materials or work in a dishonest or unauthorized way are all considered cheating.”* Papers and essays must be submitted to Feedback Studio (formerly known as Turnitin.com), a widely used secondary and collegiate plagiarism detection tool, before they will be accepted by the teacher. Instructions for submitting work will be distributed in class. For clarification, students also should not arbitrarily decide to engage in group work. The teacher will provide students those opportunities and will notify them when collaboration is appropriate.

**Consequences of plagiarism**

First offense: A phone call or email to the parent, and zero on the assignment, and referral to the grade level Dean. Second offense: A zero on the assignment, a referral to administration, phone call or email to the parent, and three-days out of school suspension. Third offense: zero on the assignment, phone call or email to the parent, and a nine-day suspension. Fourth offense mandates being dropped from the class with an “F” along with consideration for alternative placement.

**VI. Other Uses of Turnitin.com**

In addition to using Turnitin.com for plagiarism detection, I also use it as an editing tool. You will have some essays that will be resubmitted for a revision check. I also use the Grademark feature for some essays. You will submit your essay and I will grade it online. In that circumstance you will not submit a hard copy of the essay, and you will need to go to Turnitin to see your grade and my comments. More information will be supplied in class at the appropriate time.

***OTHER ITEMS OF NOTE***

***Information in this syllabus is subject to change based on Chandler Unified School District policy, Hamilton High School policy, English Department policy, or circumstances relative to the current classroom and school schedule. Students will be notified by the instructor of any changes both in person and on instructor website.***

***Civility Statement (In Other Words, Classroom Behavior)***

Finally, probably one of the most important classroom rules: Conduct which is harmful, obstructive, disruptive to or interferes with the educational process is prohibited. The language of communication between students and instructor or among students shall maintain a level appropriate to any high school learning situation. Excessively informal, rude, or insulting language will not be tolerated. The use of profanity is not allowed. ***The primary and overriding rule in my class at all times is RESPECT.***

If you are enrolled in the dual enrollment portion of this class, the Addendum applies to you.

Please have a parent/guardian sign and date the attached contract indicating that he or she has read these policies with you, and then please sign and date it yourself. This signature sheet is due on Tuesday, July 27. **Addendum**

**CGCC Dual Enrollment Policies**

**If you are enrolled in the dual enrollment program to receive college 101 and 102 credit for this course, these policies also apply to you.**

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| **MCCCD Official Course Competencies** |
| 1. Analyze specific rhetorical contexts, including circumstance, purpose, topic, audience, and writer, as well as the writing`s ethical, political, and cultural implications. (I, III)  2. Organize writing to support a central idea through unity, coherence, and logical development appropriate to a specific writing context. (II, IV)  3. Use appropriate conventions in writing, including consistent voice, tone, diction, grammar, and mechanics. (I, IV)  4. Summarize, paraphrase and quote from sources to maintain academic integrity and to develop and support one's own ideas. (III, IV)  5. Use feedback obtained from peer review, instructor comments and/or other resources to revise writing. (II)  6. Assess one's own writing strengths and identify strategies for improvement through instructor conference, portfolio review, written evaluation, and/or other methods. (II, III)  7. Generate, format, and edit writing using appropriate technologies. (II, IV) |
|  |
| **MCCCD Official Course Outline** |
| I. Understanding Rhetorical Contexts     A. Circumstance     B. Purpose     C. Topic     D. Audience     E. Writer  II. Defining Effective Processes     A. Invention     B. Drafting     C. Feedback     D. Revision     E. Presentation  III. Thinking, Reading and Writing Critically     A. Reading to discover     B. Reading to analyze rhetorically     C. Writing to discover     D. Writing to communicate     E. Writing to reflect  IV. Knowing Conventions     A. Format     B. Structure     C. Documentation of sources     D. Mechanics |

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**MCCCD Student Code of Conduct:**

(The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.)

<https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.5-student-rights-and-responsibilities/2.5.2-student-conduct-code>

**Students Requiring Special Accommodations Information for Students with Academic Adjustment Needs**:

If you have a documented disability (as protected by The Americans with Disability Act Amendment Act), please contact Disability Resources & Services Office. If you are pregnant or parenting (as protected under Title IX) and would like to discuss possible academic adjustments, please contact Disability Resources & Services Office. If you are experiencing difficulty accessing course materials because of a disability, please contact your instructor and the Disability Resources & Services Office. All students should have equal access to course materials and technology.

**Information Regarding Disability Services:**

It is the student’s responsibility to self-identify, and apply for Disability Resources & Services (DRS) by utilizing the new DRS CONNECT Student System. Accessing the DRS webpage:

<http://www.cgc.maricopa.edu/Students/DisabilityServices/Pages/Home.aspx> will give students a direct connection to DRS CONNECT. If you have concerns or need immediate assistance call 480-857-5188. The DRS Office is located at Pecos Campus in BRD101. All DRS processes must be followed for academic accommodations to be implemented.

If you have a documented disability (as protected by The Americans with Disability Act Amendment Act), please contact Disability Resources & Services Office. If you are pregnant or parenting (as protected under Title IX) and would like to discuss possible academic adjustments, please contact Disability Resources & Services Office. If you are experiencing difficulty accessing course materials because of a disability, please contact your instructor and the Disability Resources & Services Office. All students should have equal access to course material and technology.

**Information Regarding Counseling Services:**

Counseling Services at CGCC offers students free, confidential individual counseling for academic, career, and personal issues. Services are offered at the Pecos and Williams campus locations. Connections with community resources and referrals are also available. For contact information, please refer to our website at http://www.cgc.edu/counselingservices, or call us at 480-732-7158 (Pecos), or 480-988-8001 (Williams).

**Writing Center**

Dual Enrollment students are encouraged to use the CGCC Writing Center. Use the following link to learn more about the Writing Center. http://www.cgc.maricopa.edu/Academics/LearningCenter/Writing/Pages/Home.aspx

**Academic Misconduct/Plagiarism (from 2.3.11 MCCCD Policies)**

Cheating is any form of dishonesty in an academic exercise. It includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the college or a member of the college faculty or staff; and (d) fabrication of data, facts, or information.

Plagiarism is a form of cheating in which a student falsely represents another person’s work as his or her own – it includes, but is not limited to: (a) the use of paraphrase or direct quotation of published or unpublished work of another person without full and clear acknowledgment; (b) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (c) information gathered from the internet and not properly identified. Since all students at the college level, especially in ENG 101 and 102, are expected to have reading and comprehension skills adequate for understanding the above

**CGCC Addendum Page 3:**

definition and for fulfilling the requirements for these courses, instructors believe that plagiarism is intolerable; consequently, any act of cheating or plagiarism, intentional or unintentional, or acts of academic misconduct on any assignment, will result in consequences as outlined in Hamilton High School’s Student Handbook.

**Academic Consequences**: Violations of the student conduct code can have academic consequences if the violation also constitutes failure to meet standards of performance or professionalism set by the instructor or the program, or if it constitutes cheating, plagiarism, falsification of data, or other forms of academic dishonesty. The instructor may award a failing grade for the assignment or the course in such cases, and the program faculty may decide that the student is ineligible to continue in the program. Academic consequences are determined by the faculty and academic administration, and are not dependent on the decisions of the student conduct board, the appeals board, or the student conduct administrator.

**HAMILTON HIGH SCHOOL**

**SENIOR ENGLISH STUDENT/PARENT/GUARDIAN CONTRACT**

I have read the Senior English Syllabus with my student, including **the policies relating to late work and make-up work, tardy penalties, citizenship/participation grades, and grade calculation/notification.** I understand and agree with this, as does my student. Additionally, I understand that successful completion of English 12 is required for graduation.

Parent/Guardian name **(please print)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian signature and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student name **(please print)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Class period:\_\_\_\_\_\_