**AP Language and Composition**

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**Classroom Policies and Procedures**

**Introduction to the AP Language Course**

“An AP course in English Language and Composition engages students in becoming skilled readers of prose written in a variety of periods, disciplines, and rhetorical contexts, and in becoming skilled writers who compose for a variety of purposes. Both their writing and their reading should make students aware of the interactions among a writer’s purposes, audience expectations, and subjects as well as the way generic conventions and the resources of language contribute to effectiveness in writing” (*APCentral.collegeboard.com*).

That sounds nice and official, doesn’t it? But what does that really mean? It means we’ll use American literature, more specifically non-fiction genres – speeches, historical documents, and essays—as well as novels to examine how writers use language to persuade, educate, enrage, and even entertain. This college-level course focuses primarily on rhetorical analysis, argument, persuasion, and writing skills; writing assignments range from informal, reflective journals to formal, critical papers with an emphasis on expository, analytical, and argumentative writing.

**REQUIRED MATERIALS:** Students are expected to bring the following EACH DAY:

* Three ring binder
* Loose leaf paper
* Three-hole pocket folder (to remain in the classroom as your writing portfolio)
* Composition Notebook (to travel with you everywhere as your Reader’s Response Journal)
* Blue or black pen
* #2 pencil
* Set of colored highlighters (five different colors)
* Post-it notes
* Relevant textbook, essay, and/or novel

I assume that by now you have developed an organizational system that works for you. I do not believe in imposing my system on you. However, if your backpack resembles a wastebasket, talk to me and I can offer a few suggestions. Please note: there will be no notebook checks, yet this is not permission to be disheveled and unorganized. **Save handouts, notes, and ALL graded work**. I know it’s shocking, but teachers do (gasp!) make mistakes. Also, please make sure you have your **signed copy of your policies and procedures in your notebook.**

**COURSE TEXTBOOK:**

* Renee H. Shea, Lawrence Scanlon, and Robin Dissin Aufses, *The Language of Composition,* 2nd edition ($83.86)

**SUGGESTED TEXTS:**

I recommend, but do not require, that students purchase the following books:

* Diana Hacker, *A Pocket Style Manual*, 5th edition, ISBN-10:**031266480X**
* Gerald Graff and Cathy Birkenstein, *They Say, I Say*, 2nd Edition ISBN-10:**039393361X**

We will use these texts for questions concerning grammar, mechanics, formatting, and style. Used copies are available on Amazon.com and other online booksellers, ranging from $1.00 to $15.00.

**WISH LIST:** In addition to textbooks and copies, we also routinely use the following items in class. **They are not required** and no, I will not give you extra credit for buying classroom supplies, but I will reserve a special place in my heart for you if you do. ☺

* Colored printer paper
* Skinny Sharpies (multi-colored)
* Highlighters (multi-colored)
* Expo Dry-Erase Markers
* Post-it notes (multi-colored)
* Back issues of any of the following magazines for our library:
  + The New Yorker
  + Atlantic Monthly
  + Harper’s
  + AdBusters
  + Newsweek/Time
  + The New York Times Magazine
  + The Week
  + The Economist

**DAILY EXPECTATIONS**

This will be brief. Because this is a college-level class, I expect you to behave in a manner that reflects maturity and intellect:

* Come to class ON TIME.
* Think.
* Be prepared.
* Think.
* Participate in class. Listen, discuss, and engage.
* Think.
* Be responsible.
* Think.
* Be respectful.
* Think.
* Be helpful.

If you do the above, the following will never apply to you; however, here is my discipline plan just in case you suddenly regress in maturity and intellect:

* First offense=warning
* Second offense=call to parent
* Third offense=referral

**\*\*Severe misbehavior (fighting, overt disrespect, physical harm to others, etc) will result in immediate removal from class and a referral.**

**DO NOT MISS THIS…You may not use your cell phone once you cross the threshold of my classroom. If you disregard this, I will confiscate your phone. Refusal to turn over a cell phone to a teacher will automatically garner you a three day suspension.**

**ACADEMIC EXPECTATIONS:**

This is your class. This class will be successful *only* if you do your part with no less than 100% effort. I promise to give you and this class no less than the same. I am not here to spoon-feed you information for your later regurgitation. I’m here to facilitate your thinking, not your parents’, not society’s, and certainly, not mine. Yes, there is an important exam at the end of the year. Yes, you can receive college credit if you pass this exam, depending upon your score and your chosen university. **However, the learning process is the MOST IMPORTANT PART of this class, NOT the exam.**

**ASSIGNMENTS:**

To prepare you for college, this class will be conducted in a seminar format. This means that you are expected to read the material in a timely manner, practicing the technique of close reading (taking notes, marking important passages), as well as participate in class activities, discussion, and group work.

As a discussion based class, class participation is essential to your success in this course and the success of this class. **Your participation will be GRADED.**

Please check my website/ClassLink **daily.** Often, I will upload essays and other relevant reading material and it is **YOUR RESPONSIBILITY** to print out a copy.

**All assignments are expected to be turned in on time. Daily homework assignments are due at the** BEGINNING **of each class period.**

**There will be NO LATE WORK accepted**. **Please see the make-up work policy for more details.**

**Writing Assignments**

The format for all papers written outside of class is as follows:

* **Typed, double-spaced, 12 inch font (Times New Roman)**
* **Name, date, course name, class period, title (standard capitalization)**
* **One inch margins (top, bottom, sides)**
* **Numbered pages (to begin on page 2)**
* **When you turn in your essay, you must attach a turnitin.com submission report or it is considered unacceptable and late. I will explain the registration and submission procedures for turnitin.com during class.**

Since the writing assignments expect you to know the texts well and refer to relevant passages in them, you may want to take notes or mark pages. If you obtain your own copies of the material we read (highly recommended, as class copies are limited and some are in poor condition), annotate your text with notes. If you are using class copies, get in the habit of using sticky notes for your annotations. You may use the notes and books for in-class writing, but you may not use notes from other sources (including the Internet). Notes will be collected along with your writing on the day of the assignment.

**Unless otherwise specified, all out-of-class work—even homework—must be typed.** Often, your homework will be submitted to turnitin.com.

**Outside Reading**

You will be expected to read a minimum of one novel per quarter outside of class. The goal is not to merely expose you to four major works of American Literature, but to also have you read each with a critical eye, thinking not just about plot, characterization, and theme but also considering the book’s **argument and style**.

This year, we will be reading and discussing:

1st Quarter: Truman Capote, *In Cold Blood* ($12.00)

2nd Quarter: Toni Morrison, *Song of Solomon* ($15.95)

3rd Quarter: F. Scott Fitzgerald, *The Great Gatsby* ($15.00)

4th Quarter: TBA

**ABSENCES:**

Check the student handbook if you have any questions about absences. **It is your responsibility to keep up with your absences.** Because we will be discussing the reading, completing the research, and taking notes every day, absences severely hurt your grade. As you probably know, once you fall behind in a class, it is difficult to catch up.Make every attempt to come to class every day, and if you are absent, get the absence excused right away. **If you are caught skipping, you will be assigned Saturday school (school policy). Please also note that some assignments, such as discussions and Socratic Seminars, cannot be made up. If you’re absent on such a day and your absent is excused, you will be excused from that assignment, which means you will have less points at the end of the year.**

**\*\*\* Please note the updated school policy that prevents any student from participating in extracurricular or co-curricular activities if he/she has a current attendance failure (see Student Handbook).  All teachers, sponsors, and coaches will consult the list sent by the attendance office each Monday morning.**

**Tardy/Late Policy**

Would you dare stroll casually into a corporate board meeting late, never making eye contact with your boss or simply offering up a muttered apology? Would you ever show up tardy for training for your lucrative new job with a greasy Whataburger in one hand and a sticky Coke in the other? If your automatic answer is a sarcastic “yes,” we need to talk about time-management and about using rebellion productively and efficiently. So… **Students are expected to be in the classroom and seated when the bell rings. Please review the tardy policy found in the student handbook. If you are tardy, please see me to make sure you are not marked absent. Any student tardy more than THREE times during the nine week period will serve a half-hour detention (during lunch) within two days of the third tardy. The fourth (and any subsequent) tardy will result in an unexcused absence and a lowered citizenship grade.**

**If a student is** LATE to class, **meaning the student is not present within the first ten minutes of class, he or she will be counted absent unless accompanied by a pass from the attendance office.**

**Make-Up Work**

**Read this section carefully. Again, this is a college level class. You would never walk up to your professor and ask, “Did I miss anything?” Think about that question.**

You MUST have your absence excused in order to receive a grade or credit for your work. PLEASE, PLEASE stay on top of your absences!

**You have the amount of days that you were out to make up your work** (ex. If you are out two days, you have two days to complete your work—please see below about daily work).

You will have a **learning partner of your own choosing**. You will exchange pertinent information (email, phone numbers, et cetera) and keep the same partner for the entire year. When you are absent, it is YOUR RESPONSIBILITY to contact your learning partner and receive that day’s assignment. It is YOUR LEARNING PARTNER’S RESPONSIBILITY to notice your absence and obtain all necessary assignments. **Do not ask me about missed assignments until you’ve discussed them with your learning partner. If your learning partner was absent or is just clueless, please use the “Ask Three Then Me” rule.** After that, if you have questions, I will be happy to help you. All relevant materials are located at the front of the room, along with a weekly schedule. When checking the website each day, be sure to note the calendar—I will keep it as up to date as possible.

All daily work is to be turned into the **MAKE-UP WORK BOX** on **the day you return to class. No exceptions.** (Well, of course, if you come down with some horrible, awful illness, we will make other arrangements.) **But if you miss class because of a dentist appointment (I know how quickly those appointments book up!), please make sure you do that day’s reading, so you can participate in the following day’s discussion.**

If you have an extended absence (three days or more), **you, not your learning partner, are responsible for discussing your missed assignments with me.**

Students missing a previously announced test/quiz are expected to take the test/quiz DURING lunch on the announced make-up day (usually on Wednesdays).

**Student presentations are an important part of a student’s grade. Once a deadline is set for a presentation, a student (or all students in the group) must deliver on the day set.** If you miss class on the date of your presentation, you will be offered an optional way to earn the missed grade ONLY if the absence is excused AND you contact me prior to class via email or telephone.  **The rest of the group will present on the scheduled date even if someone is absent, so have a back-up plan in case of absences.**

**The deadlines for papers and projects are firm. For major assignments (writing assignments, projects, research) given previous to the date of the absence there is NO MAKE-UP POLICY. You must turn your assignment in BEFORE or ON THE ASSIGNED DUE DATE.** For unexpected absences, sicknesses and whatnot, email is always the most reliable option for turning in your assignments on time.

**SUMMER READING:**

All students are expected to complete the summer reading assignment. It is due the first day of class. No exceptions.

All sections of the summer reading assignment must be submitted to turnitin.com no later than Friday, August 18th. Your class’s password and class ID will be listed on the board for the first week of class. They are also listed in the “Turnitin.com” section of these policies. **You will receive a homework grade for registering and submitting your SR assignment.** If you fail to comply with both aspects, you will receive a zero for that assignment, as well as zeroes on all portions of the actual assignment.

**The following policy pertains only to those who have enrolled at Leon after AUGUST 1st:** If you have recently transferred and received the summer reading assignment any time **after August 1st,** you must complete the assignment and the exam **on or before September 5th.** **If the summer reading assignment is not turned in, you will receive zeroes for those assignments.**

**GOLDEN TICKETS: “There’s always an exception.”**

At the beginning of each nine weeks, you will receive **ONE** Golden Ticket. You may use your Golden Ticket to turn in one daily- work assignment late (no more than two days late). Golden tickets should be stapled to the late assignment and turned into the regular bin. You may also use your Golden Ticket if you forget to print out your turnitin.com receipt.

Ideally, you’ll hoard your Golden Ticket until the end of the quarter when you can turn it in for extra credit.

**GRADING POLICY:**

There are typically two types of assignments:

1. **Daily work-** These assignments are designed for practice, discovery, and review, and will generally be given a completion grade. **Full credit will be awarded *if and only if* work is submitted on time and according to directions**. Typical assignments include but are not limited to:
   1. Reading and Annotating Text
   2. Socratic Seminars/Discussions
   3. Reader’s Response Journal Entries
   4. Class Activities
   5. Vocabulary Homework
   6. For the first semester, scores on the AP multiple choice practice tests (Mock APEXs) will count towards your Daily Work.
2. **Major assignments-** These assignments are given for you to demonstrate mastery of particular concepts and are cumulative in nature. Typical assignments include but are not limited to:
   1. Quizzes (Vocabulary and Reading)
   2. Socratic Seminars (we will talk about this)
   3. Timed Writings
   4. Formal Essays
   5. Projects
   6. Mock APEX scores (second semester)

**How your grade will be determined:**

Daily Work=15% of your grade

Major Assignments=85% of your grade

**You MUST check your grades every two weeks**. If you spot a missing assignment, an error, or some other issue, you MUST see me within that two week time-frame (during lunch) to discuss the problem. I will not entertain discussions about assignments from the first week of the quarter on the last week of the quarter.

**\*Communication:**  Email is my preferred method of communication—I am not quite hip and cool enough to use all these newfangled apps like Remind (what a world we live in where email is now snail mail…). If you have a quick question or concern, please reach out to me via email first.

**Office Hours:** I am available during lunch on Mondays and Wednesdays. If you need extra help, have a concern, need to discuss make up work or grade issues, please make arrangements to sit down with me on these days.

**Academic Integrity**

Cheating is not only morally and ethically wrong, it is also an admission of academic and intellectual insecurity. It is weak and lazy. It is not cute, nor is it cool. Cheaters include not only those who try to pass off someone else’s work as their own, but also those who believe, erroneously, that they are being a “friend” by “sharing” their work.

If you CHOOSE to cheat, you will face **severe consequences resulting in no less than a zero on the assignment, a written referral to guidance (this could impact college recommendations), parent contact, and a citizenship grade of “1” for the nine weeks the incident.** Also, remember, you are automatically excluded from Pierian induction/membership if you’ve EVER received a “1” for citizenship (during your high school career).

**If I see your cell phone during a quiz or test, I will assume you are texting, so you will receive a ZERO and I will take your phone. If it buzzes, vibrates, or does a little dance during a quiz or test, I will assume that someone is sending you the answers, so you will receive a ZERO and I will confiscate your dancing phone.**

To further ensure academic integrity, all major assignments must be submitted to turnitin.com, the plagiarism detection web site, to determine authenticity.

***Read this part carefully: If your assignment does not have its turnitin receipt stapled to its front, I WILL NOT ACCEPT IT. No exceptions. If you are absent on a major due date, you are required to email the receipt along with your completed assignment THE DAY IT IS DUE, unless prior arrangements have been made with me.***

**Turnitin.com Class IDs and Passwords:** Please refer to the turnitin.com instructions handout for information on joining turnitin.com and/ or adding your class. Use the following passwords and class IDs:

**Class ID Enrollment Key**

2nd period **18608315** Gators1!

3rd period **18608323** Gators1!

4th period **18608339** Gators1!

*This must be signed for a grade by Friday, August 17, 2018. DO NOT DETACH.*

**I have read and understand the Class Policies and Procedures for AP Language & Composition, including guidelines and procedures outlined in the student handbook, and will adhere to them.**

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**Parent’s name Student’s name**

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**Parent’s signature/date Student’s signature/date**