

**Course:** **Publications II and Advanced Study English**

**Instructor:** **Ms. Susan E. Williams**

**Contact information:**

Telephone Number: 799-4340

Instructor Email: sew453@interact.ccsd.net

School website - https://sites.google.com/a/westcta.ccsd.net/westcta/

Instructor website – sewilliamsenglish.weebly.com

**Course Scope and Goals:**

## PUBLICATIONS II – 4200

Course Scope:

This one-year course is a continuation of Publications I and is designed for the study and application of the elements of publications with major emphasis in information gathering, writing, layout design, and photography. Students produce a school yearbook demonstrating critical thinking, writing, photography, and technology skills. Instructional practices incorporate integration of diversity awareness including appreciation of all cultures and their important contributions to society. The appropriate use of technology is an integral part of this course. This course fulfills one of the elective credits required for high school graduation.

Course Goals:

1. To read informational texts and online newspapers to build comprehension and to use as a model for copy and caption writing. [RI.9-10.4-5; RI.11-12.4-5]
2. To apply editing skills while refining written copy, headlines, and captions. [L.11-12.4-6]
3. To produce written and visual work appropriate to yearbook content and function.

[PHO: 6.1]

1. To continually evaluate the yearbook, and to provide suggestions and feedback to continually improve the yearbook. [W.11-12.4-5]
2. To use technology, including the Internet, to gather resources and produce content for the yearbook (e.g., photographs, graphs, polls, student input). [W.11-12.6]
3. To build and foster relationships with staff, students, the school and the community using interpersonal skills and reflection. [SL.11-12.1; SL.11-12.4]
4. To listen and respond with respect and integrity to the ideas and thoughts of others.

[SL.11-12.1-4]

1. To understand and apply press law and ethics, as well as student privacy and intellectual property rights to the yearbook. [PHO:2.1]
2. To reflect tolerance and respect for diverse members of the school community
[SL.11-12.3; SL.11-12.4]
3. To demonstrate photography skills on a range of equipment, as well as using photography and design software to produce the yearbook. [W.11-12.6]

**Textbook(S):**  *A variety of sources will be used in this course.*

**Course Materials:** At least one steno pad, pens, pencils, highlighters, flash drive (8 Gb or larger), and one class 10 SD card. If a student has his/her own camera (12 MP or higher), he/she is welcome to use the camera for yearbook purposes, as long as all photos are downloaded to our yearbook computer in class.

**Grading Policy:** The purpose of grades is to provide effective feedback to students, parents, and the school administration about a student’s progress towards mastery of the established standards for a particular course or subject. It is important to note that **excessive absences** (seven unexcused absences during a semester) may result in a loss of credit in accordance with CCSD Regulation 5113.

Extra credit will not be permitted unless the work is specifically designed to provide more evidence of a student’s progress towards mastery of the established standards.

Students will be graded on a 0-100 point scale, with the following grade equivalents:

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

Semester grades will be calculated as follows:

|  |  |
| --- | --- |
| First Quarter Grades | 42.5% of the semester grade |
| Second Quarter Grades | 42.5 % of the semester grade |
| Semester Exam | 15% of the semester gradeNote: Digital Portfolio is a component of the semester exam and is counted as 5% of the semester grade.  |
| Semester Grade | 100% |

Quarter Grade Assignment Categories will be weighted as follows:

|  |  |
| --- | --- |
| **Content Mastery** | **60 % of the quarter grade** |
| **Skill Development** | **30 % of the quarter grade** |
| **Active Participation and Employability** | **10 % of the quarter grade** |

**Citizenship Policy:**

The following rubric will be used as a general guideline to determine student citizenship grade:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CATEGORY | **Outstanding**  | **Satisfactory** | **Needs Improvement** | **Unsatisfactory** |
| Engagement | Consistently involved in class activities; contributes to overall learning process; collaborates with others and/or the teacher. | Engages in class activities, but may have to be encouraged; works with others or groups, but may not initiate collaboration.  | Does not engage in class activities; rarely demonstrates initiative and may occasionally disengage from class. | Consistently uninvolved in class activities. Adamant refusal to work.  |
| Preparation | Consistently prepared with materials; work is on time and may go beyond expectations. | Student has materials and submits work in a timely fashion and as expected. | Student may have had multiple instances of being unprepared, late work, or not completed as requested.  | Consistently unprepared for class. Does not submit work on time or at all.  |
| Behavior | Consistently respectful of both classmates and adults; takes responsibility for individual actions; consistently complies with school and classroom rules. | Respectful to both peers and adults. Occasionally accepts personal responsibility. Mostly complies with school and classroom rules.  | Disruptive to others. Argumentative and defensive when disciplined. Disregard for school or class rules. | Consistent disrespect to classmates or adults. Regularly disruptive to learning process and violation of school or class rules. Plagiarism / Academic Dishonesty |

**Student citizenship grades are reported as follows:**

O = Outstanding

 S = Satisfactory citizenship

 N = Needs Improvement

 U = Unsatisfactory citizenship

**Behavior Expectations:**

It is a goal of West Tech Academy to create a college-like atmosphere where students, staff, teachers, and administration interact in a collaborative, professional, and responsible manner. Basic behavioral guidelines include:

* Students will not interfere with teacher instruction.
* Students will not interfere with another student’s learning.
* Students will not engage in behaviors that are not in their best interest, the best interest of others, or in the best interest of West Tech Academy.
* The CCSD Honor Code will be strictly enforced.
* The Acceptable Use Policy (AUP) regarding the use of technology must be followed at all times.

Students and parents are responsible for reviewing the CCSD Student Behavior Guidelines/Honor Code/AUP, the WCTA Student Handbook, and the WCTA Tardy Policy.

**Makeup Work / Late Work**

All assignments are due at the beginning of the period on the established due date.

After any absence, a secondary student is required to initiate contact with the teacher(s) to obtain appropriate makeup work within three school days immediately following the absence. Once contact has been made with the teacher(s), specific makeup work must be completed and returned to the teacher(s) within a reasonable length of time, to be determined by the teacher and communicated to the student/parent or legal guardian. The makeup work must be returned to the teacher(s) by the specified due date if it is to be acknowledged. Students shall be allowed a minimum of three (3) days to complete makeup work.

Graded assignments turned in beyond the three days for makeup work is considered late work. Late work is generally not accepted for credit.

* Re-takes: Students should be allowed to re-take major assessments other than final exams (Chapter, unit, culminating exams) one time without penalty and within two weeks of the original exam (approximately 3-4 class meetings). Additional time and/or opportunities are at the discretion of the teacher.
* Students should only be permitted to re-take the exam if s/he has met the requirements of the teacher to do so (test corrections individually or as a class, re-teaching individually or as a class, completed the study guide if provided, etc.)

Small formative quizzes or other assessments, homework, and other graded items need not be considered for re-takes except at the teacher's discretion.

**Major Assignments / Hard Due Dates Policy:**

A major project or major assignment is defined as (1) any assignment that may have a substantial impact on a single quarter grade; (2) these major assignments will be assigned a week or more in advance; and (3) major assignments with “hard due dates” will be clearly marked with the phrase HARD DUE DATE. Publications II and ASE students will be responsible for yearbook content which adheres to deadlines. All deadlines are HARD DUE DATES.

Students will have the opportunity to turn any assignment in early to accommodate any prearranged absence or activity.

* If the major assignment with a hard due date is submitted one ‘school day’ late, 20% of the total possible points will be deducted.
* If the major assignment with a hard due date is submitted two ‘school days’ late, 40% of the total possible points will be deducted.
* If the major assignment with a hard due date is submitted three ‘school days’ late. 60% of the total possible points will be deducted.
* If the major assignment with a hard due date is submitted after the fourth ‘school day’, it will receive no credit.

*\*Note: This policy applies to both excused and unexcused absences, and it does not pertain to daily homework or to assignments completed in the classroom.*

**Partial Day Absences and Due Dates Policy:**

Students are often absent for part of the school day due to medical/dental appointments, field trips, or other school-approved activities. In all such cases, students are required to hand in previously assigned work that is due on that date. If the assignment is a speech, then students need to make arrangements with instructor in advance when possible. Assignments may be dropped off in the instructor’s classroom or handed to the office receptionist to be placed in the instructor’s mailbox. Many assignments may be e-mailed to the instructor.

**Tardy Policy**

A school-wide tardy policy will be enforced at WCTA. Important items to be aware of include:

* Students arriving to class after the tardy bell without a pass will be marked tardy.
* If the student is more than 30 minutes late to any class period, the student will be marked absent. If the student is late due to a medical appointment, the parent/guardian must provide documentation to the attendance clerk when the student arrives on campus.
* Students tardy to class will be subject to the discipline appropriate for the circumstance and the number of times tardy (as stipulated by the school’s tardy policy).

**Computer Use**

The WCTA has a powerful student WIFI system which extends throughout the school campus. Students will be able to use their own laptops and net books during class, at lunch, as well as before and after school. They will learn how to use Google Apps and other internet based resources to store files, manage their portfolio, and collaborate electronically. An emphasis will be placed on the appropriate use of technology.

**Publications II and Advanced Study English**

Last Name: Period:

**Ms. Susan E. Williams**

**This page must be returned to the course instructor by:** **September 17 (18), 2014**

**Print student name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

By signing this page, both parent/guardian and student state that they have read and understood the course expectations for the course named above.

The parent/guardian may contact the instructor with questions before signing.

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*Student Signature*

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*Parent Signature*