



SLCA SYLLABUS 2018-2019

ADVANCED COMPOSITION/PUBLIC SPEAKING

Mission Statement:

SouthLake Christian Academy exists for the sake of God's glory and mission; proclaiming the gospel and discipling the whole person in all aspects of God's reality.

Course Description:

Advanced Composition/Public Speaking will reinforce basic writing principles and cultivate advanced writing skills. Students will craft and refine personal statements and college application essays. Students will also learn technical writing protocol for resumes, emails, letters, and presentations. In addition, mastering principles of etiquette and interviewing skills will prepare students for scholarship and job interviews. Finally, students will learn practical, real-life lessons that will prepare them for life beyond high school.

Course Objectives:

This course will allow students to do the following:

- Develop confidence in their ability to use effective written and verbal communication in the real world.
- Improve verbal communication skills through real-life speaking assignments.
- Practice college-level research and research writing skills.
- Master APA Style conventions.
- Develop an understanding of technical writing protocol.

Required Text:

Each student is required to purchase the following resource:

- Lunsford, Andrea. *The Everyday Writer with Exercises and 2016 MLA Update*. 6th ed., Bedford/St. Martin's, 2016.

ISBN-10: 1-319-11780-5 or ISBN-13: 978-1-319-11780-1

Technology Expectations:

Because all written work should be typed and revised in accordance with APA Style, students must have access to a computer and printer. Students are required to submit all writing assignments using www.turnitin.com. Instructions for using www.turnitin.com will be given during the first week of school. Students may also use Microsoft Office 365 throughout the year; it is student's responsibility to keep up with personal login information for www.turnitin.com and Office 365.

Technology Guidelines:

Students will be using technology per school policy. **No headphones will be allowed in the classroom.**

Evaluation:

- ❖ **Homework and Classwork** will make up 10% of the grade. Assessment will include various homework and classwork assignments.
- ❖ **Quizzes** will make up 30% of the grade. These may or may not be announced.
- ❖ **Tests** will make up 60% of the grade. Since this class only meets two times per week, there will only be 3-4 test grades each semester. Most of the test grades will come from writing unit assignments and presentations; there may be some in-class essays and multiple choice tests.
- ❖ **Exams:** While there are no midterm or final exams in this course, there will be 5-10 questions from this class on the English exams.

Evaluation Policies:

- ❖ **Classwork Policy:** Classwork will be assigned to complement classroom lessons. Classwork will be evaluated based on accuracy. No late classwork will be accepted.
- ❖ **Homework Policy:** Homework will be assigned to complement classroom lessons. Homework will be evaluated based on completion, effort, and adherence to assignment instructions. If a homework assignment is incomplete, demonstrates minimal effort, or fails to follow assignment instructions, the student will receive a reduced grade. Late homework assignments will be evaluated in accordance with the Late Work Policy.
- ❖ **Late Work Policy:** Failure to submit assignments on time will result in a **10-point deduction per school day**. This means if an assignment is due on Monday, and the assignment is not submitted until Tuesday, the highest possible grade will be a 90%. **Drafts that are submitted late will not receive feedback.** If a student is absent on the day an assignment is due, the assignment must be submitted on the day the student returns to school, regardless of whether or not this class meets on that day.
- ❖ **Process Writing Policy:** This class will use Process Writing, which means students are *required* to complete 2-3 drafts for each writing assignment. Each draft should be written and revised in accordance with assignment instructions and any feedback from the teacher. Rough drafts will count as homework grades and will be graded in accordance with the Homework Policy. Final drafts will be graded using a rubric. Failure to complete any of the required drafts will negatively impact the final draft test grade.

Student Absences:

Any time that a student misses class, he/she is expected to catch up on any notes or assignment instructions.

Classroom expectations:

- ❖ **Follow all rules and procedures** listed in the SouthLake handbook and the English Department Academic Integrity Policy.
- ❖ **Respect** the teacher and other classmates. It is the student's responsibility to assist the teacher in maintaining a cooperative and productive learning environment, which means no talking while the teacher or other students are talking. *Complaining about any other faculty member and their procedures/policies will not be tolerated.*
- ❖ **Work diligently** on each and every assignment both inside and outside of the classroom.
- ❖ **Be prepared for class** with homework assignments and required supplies. Failure to bring required materials to class will result in a tardy to retrieve materials from locker.
- ❖ **Keep everything** in the binder designated for this class. All drafts, assignments, and handouts may be used again, so they should be kept until the end of the school year.
- ❖ **Use appropriate documentation resources**, rather than sites such as easybib.com. These sites are rarely accurate, and they often cause more confusion than clarity. Additionally, students are responsible for all incorrect citations or references these sites may produce.
- ❖ **Submit original work**, which means parents, friends, siblings, etc., should not inappropriately contribute to assignments before submission.
- ❖ **Ask for help** when it is needed.

Required supplies:

- ❖ A public library card to your local library
- ❖ Pencils and pens
- ❖ 3-ring notebook specifically for this class
- ❖ 5 dividers
- ❖ Notebook paper
- ❖ 1 bag of candy for the class (no nuts)
- ❖ A copy of this syllabus should be kept in the front of the binder at all times