**Career Composition Course Syllabus**



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**Course Description:**

Career Composition is designed to prepare students for success in reading and writing the types of expository prose they will encounter in required college English courses, in technical and vocational schools, and in daily life. Students will practice writing effective sentences, paragraphs, and essays in response to student and professional models. Students will also acquire a more complete knowledge of English grammar, punctuation, and mechanics through regular practice exercises. In addition, students will learn practical communication and job-seeking skills as well as benefit from various, professional guest speakers. Career Composition is an elective course that meets graduation requirements. It does not qualify for UC/CSU Entrance Requirement (A-G) credit.

**Standards:** Career Composition Standards are categorized by the following domains:

* Writing
* Reading
* Speaking and Listening
* Language
* Collaboration
* Organization
* Career/College Preparedness
* Character Development

**Course Objectives:**

* Professional portfolio (Resume, Letters of Recommendation, Cover Letter, Job Applications, etc).
* Interviewing Skills
* Service Project
* Career/College Guest Speakers
* Career/College Research
* Independent Life Skills
* Reading and Writing Skills
* Grammar and Parts of Speech
* Core Literature
* Fall Semester – *Tuesdays with Morrie* by Mitch Album
* Spring Semester – *The Art of Racing in the Rain* by Garth Stein

**Classroom Rules and Expectations:**

1. **Be Prompt:** Be sitting in your seat and ready to work when the bell rings. We do keep track of tardies.
2. **Be Prepared:** Have pen, pencil, paper, book(s), and current assignments with you when you enter the classroom. You will receive a tardy if you have to go get them.
3. **Be Protective:** All books, desks, walls, chairs, tables, bulletin boards, chromebooks, etc. in the classroom shall be used properly and carefully. The teacher’s desk and computer are off limits to students. You must also respect your classmates’ property.
4. **Be Respectful:** In this classroom, you will treat your classmates and teacher with courtesy. An atmosphere of cooperation, consideration, tolerance, respect, and friendliness among students and teacher is mandatory. Disrespect towards others will not be tolerated.
5. **Be Focused:** Listen carefully the first time directions are given. Do not talk while others are speaking in the classroom. No headphones are allowed during class time.
6. **Food and Misc:** You may not eat food in the classroom. Please take care of snacks during the passing period. You may bring water to class. If you would like to chew gum, please dispose of it properly. We reserve the right to take away this privilege at any time**.**
7. **Cell Phones:** Keep cell phones tucked away during class unless otherwise instructed. If we see them, we will take them away and send them to the office to be picked up after school. You also need to keep your ear buds in your backpack.

**Student Responsibilities:**

1. Follow classroom rules at all times.
2. Bring required materials to class every day and keep track of all books, assignments, and materials both in class and at home.
3. Work cooperatively with others.
4. Be polite and helpful to everyone. This includes classroom visitors such as guest speakers, substitute teachers, administration, etc.
5. Listen to instructions the first time and ask for help when needed.
6. After an absence, it is your responsibility to make up missed notes, in-class activities, quizzes, tests, etc. Please check and utilize our class website.
7. Do your best in class and maintain a positive attitude!

**Required Materials:**

1. Three-Ring Binder: You must have a tab dedicated for your English work.
2. You will need to include four dividers in your binder. Please label them as follows:
* Notes/Quick Writes, Vocabulary, Handouts, Returned Assignments
1. You must bring paper/pens/pencils to class every day.
2. Highlighters are suggested.

**\*If a student is unable to purchase his or her own binder and dividers, he or she may check them out from the instructor prior to the due date. All supplies checked out must be returned at the end of the school year.**

**Assignments:**

1. All assignments must be headed with your name, date, and period in the upper left hand corner of the paper. I will not grade papers without names.
2. Quizzes may be given at any time. It is your responsibility to keep up with reading material.
3. LATE WORK WILL NOT BE ACCEPTED. Special arrangements may be made in certain instances, but you must make these arrangements 24 hours prior to the due date.
4. Ponderosa High School is committed to maintaining high standards and expectations for academic integrity among all students. Therefore, academic dishonesty is not tolerated. Please check the teacher’s website (<http://hedegardphs.weebly.com>) for more specific information on Ponderosa High School’s Breach of Integrity Policy.

**Absences:**

1. You may make up work with an excused absence. According to the school policy, students get two days to make up work for every day that is missed; however, I will give you **five school days** to make up quizzes, tests, essays, or any other in-class activities that you miss. **Please note: If a student is present when work is assigned, I expect it the day that the student returns to class.**
2. I will not remind you to make up missing work and quizzes; it is your responsibility to make up all work within a timely manner.
3. After an absence, please visit the class website (<http://hedegardphs.weebly.com>) for the daily agenda and digital copies of most handouts. You may also collect missing handouts from the files in the classroom when you return.
4. If you have any questions, please ask me before or after school. Class periods are NOT the time to find out about missing work.

**Grading Standards:**

1. Homework, class work, binder checks, essays, projects, quizzes, tests, SSR, and class participation will all constitute your grade in this class. Please remember that you earn your grade in this class. I take your work and efforts very seriously and will evaluate them fairly and thoroughly. If you wish to discuss your grade, it must be done outside of class.

 Final grades will be assigned as follows:

100% - 90% = A (Advanced Mastery)

89% - 80% = B (Proficient Mastery)

79% - 70% = C (Basic Mastery)

69% - 60% = D (Approaching Mastery)

Below 60% = F (No mastery)

**Tardy Policy:**

1. You must be in your sit ready for class to begin in order to be on time. After a third tardy, you will be assigned a detention. A fourth tardy results in a referral.

***A Note from Ms. Hedegard and Ms. Barton***

We believe that every student is capable of learning and succeeding. It takes time and dedication from students, parents and teachers. We are looking forward to a wonderful school year!

We are available to assist students during lunch and after school by appointment. For further questions, you may email us at lhedegard@eduhsd.net or cbarton@eduhsd.net.

**Cut and return to school- \*Keep Course Syllabus in the front of your binder.**

**I have read and understand the requirements for Career Composition.**

**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period \_\_\_\_\_\_\_\_**

**Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_**