

Core C Composition & American Literature

Class Syllabus 2022-23

Course Description

The Composition & American Literature class covers several distinct types of writing including persuasive, expository, and descriptive, along with a poetry unit and a persuasive research essay. We will focus on improving student writing, while also studying the major eras of American literature and their corresponding authors.

Class Materials

- All books listed on the PEP website. Be sure you secure clean copies (for annotation purposes) and the correct version of each book.
- 3-ring binder (or a section within a larger binder) with pocket dividers for organizing class handouts, essay components, graded assignments, and homework due.
- A page protector for the pacing guide (multiple page protectors if you prefer to keep reference documents protected)
- Loose leaf paper for notetaking and in-class essays
- Pens/pencils/Hi-lighters (at least 6 different colors). I recommend getting erasable pens. Younger siblings can easily re-use the textbook by erasing the annotations!
- 3x5 or 4x6 note cards for the research essay (2nd quarter)
- Sticky notes to mark pages for quick annotation grading in class.
- Home computer or laptop with internet access & a reliable printer

General Expectations

- You and a parent should read this syllabus and sign the attached signature page. **Bring the signature page with you on the first day of class.**
- Arrive to class on time with the necessary class materials and supplies. Do not rely on your classmates to provide you with supplies such as paper and writing instruments! This is your responsibility.
- Always treat your tutor and fellow classmates with respect. This means avoiding talking over each other (particularly talking over your tutor), participating appropriately (even when you disagree), and seeking opportunities to encourage one another whenever possible.
- Per PEP guidelines average students should be prepared to spend **eight hours** per week **outside** of class completing homework. It is best to avoid procrastination in this class! Students who try to cram a week's worth of work into one day (or night) will not benefit from the learning process and will sabotage their PEP days due to over-exhaustion.
- Parents and students should check PEP email DAILY for class updates.
- Parents should check the gradebook regularly. This will be the best way for you to keep track of your student's overall performance, including missing assignments.
- Check my Weebly page for documents and resources needed for class. Documents pertaining to assignments such as essay descriptions and annotation guides should be printed and brought to class.
- Snow days are not considered days off. If classes are cancelled, you will receive an email by 10:00am with instructions for the day's assignment which will count as a homework assignment.
- Absences: If a student will be absent from class for any reason, please email your tutor. Missed work may be turned in on the day the student returns to class unless other arrangements have been made. In the case of pre-planned absences, to work ahead to avoid falling behind.

Assignments (including Essays and at-home Quizzes)

- Always refer to the quarterly pacing guide for assignment information. The sis gradebook should be referred to for grades only; it is not mean to be used as an assignment guide.
- All assignments must be typed in MLA format unless otherwise directed.
- All reading assignments must be annotated unless otherwise directed.
- Always pay attention to assignment instructions, including specific submission instructions! **Electronic submissions must be in Pdf format.**

- No matter how large or small the assignment, always write in complete sentences, using proper grammar, syntax, spelling, and punctuation.
- Revision is an essential part of the writing process! **It is crucial that students pay close attention to tutor comments** received on essay components. Students who do not implement these changes will be docked points and may risk a failing grade.
- Parents are highly encouraged to participate in the revision process by proofreading essay components. If a parent is unavailable, students should seek out another qualified proofreader. In other words, Students: someone else's eyes should look over your paper before you submit it to me!
- All essay final drafts and extended responses must be submitted to Turnitin unless otherwise directed. If you are new to PEP, you must create a TurnItIn account first, then register for this class.

Class ID: 39629703 Enrollment Key: pep202324

- Academic honesty should be upheld in and out of the classroom. Without tutor approval, sharing answers on assignments or tests should never take place. Due to limited class time, at-home quizzes will sometimes be assigned. In these cases, the quizzes (whether online or printed) must be proctored by a parent to ensure that the student complies with tutor expectations.
- Academic integrity includes ensuring no use of AI (artificial intelligence) or GPT. See administrator comments for more info.

Assignment Weight:

Participation/Preparation: 10%
 Essays: 40%
 Homework/Classwork: 30%
 Quizzes: 10%
 Annotations: 10%

IMPORTANT! Late Policy

- I will extend grace for late assignments during the first two weeks of class as students adjust to the new school year. Late assignments DURING THIS INITIAL PERIOD ONLY will be accepted without penalty, given that the student submits the assignment by the next PEP day. AFTER WEEK TWO, all assignments must be submitted by class on the due date (or by the specified submission deadline) to avoid penalty.
- All assignments turned in after class (this includes assignments dropped off by parents during the day or emailed at the end of the day) will receive an **automatic 20% reduction** in grade UNLESS
 - (1) A parent contacts me **prior** to the due date to discuss an extension
 - (2) A student is absent from class due to sickness or travel, in which case the assignment must be turned in when the student returns to class.
- Late assignments that are not turned in by the next PEP class will receive a **30% grade reduction**. After one week the assignment will be considered **unexcused** and will receive a zero.
- Late assignments forfeit the right to tutor feedback.

Contact Information

Mrs. Jenna Matelski
 Email: mrsmatelskipep@gmail.com
 Phone: 937.929.0344

(Please cut and return on the first day of Comp & Lit class.)

Core C Comp/Lit Syllabus Signature Page

I have read the Core C Comp & Lit class syllabus and agree to abide by the class rules and guidelines.

(student signature)

(date)

(parent signature)

(date)