**Metropolitan Business Academy**

**Writing Workshop Course Syllabus & Overview**

**TEACHER CONTACT INFO:**

Ms. La Pan

ms.lapan@gmail.com

After School Hours: Usually Tuesday, Wednesday, and Thursday until 3:30, but check your weekly email updates for after school information and important information about the class.

**COURSE OVERVIEW:**

Welcome to Writing Workshop! This course is designed to help improve your writing skills. We will work on all kinds of writing this year to prepare you for the college writing and career writing. We will work on narrative and descriptive writing, argument writing, expository writing, building a website, and presentation skills.

**COURSE STANDARDS:**

**English Competencies:**

1. Reading: Students can read closely and analytically to comprehend a range of complex literary and informational texts

2. Writing: Students can produce effective writing for a range of purposes and audiences.

3. Speaking & Listening: Students can employ effective speaking and listening skills for a range of purposes and audiences*.*

4. Inquiry: Students can engage in inquiry to investigate topics, and to research, analyze, integrate, and/or present information.

**NHPS 21st Century Competencies:**

1. Problem Solving & Critical Thinking
2. Accessing & Analyzing Information
3. Communication & Collaboration
4. Creativity & Innovation
5. Initiative, Self Direction, & Accountability
6. Citizenship & Responsibility

**PERFORMANCE TASKS CHART:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of Performance Task** | **Description of Performance Task** | **Content Standards met by Performance Task**  **(numbers)** | **21st Century Competencies met by Task**  **(numbers)** |
| **Personal Narrative** | Students read, evaluate, and break down examples of personal narratives, write an I Am poem, and write journals before writing their own personal narrative. This is modeled after the college essay, and students are required to write a minimum of three drafts and peer edit. | #1, #2, #3 | #3, #4, #5 |
| **College/Dream Job Research, Resume, & Cover Letter** | Students will research the college and job of their dreams. They will use that information to create fictional cover letters and resumes. At least two drafts of each document are required. Through this task, students begin to learn how to evaluate websites when researching. | #1, #2, #4 | #1, #2, #3, #4, #5 |
| **Year in Review** | Students will pick a topic of their choice, make predictions, do research, and survey their peers. They will present their findings to their peers through the medium of their choice. Students continue to evaluate websites when researching, and they also learn how to cite their sources and avoid plagiarism. | #1, #2, #3, #4 | #1, #2, #3, #4, #5, #6 |
| **Children’s Book** | Students pick a real life topic of their choice and create children’s books to teach about that topic. The final product can be digital or printed. They can work alone or with a partner. Students are required to present their books to their peers, and they have the option to present their books to younger students. This project continues to focus on evaluating and citing sources, as well as audience/tone. | #1, #2, #3, #4 | #1, #2, #3, #4, #5, #6 |
| **21st Century Portfolio Website** | Students create their 21st Century Portfolio using Google Sites. They have to upload work & reflections that correspond with each of the Six 21st Century Competencies. The work can come from any class, internship, and/or community service opportunity. Students then present portions of their website to their peers. This will help prepare students for the Senior Portfolio Presentation required for graduation. | #2, #3 | #1, #2, #3, #4, #5, #6 |
| **Argument Writing** | Students will write several argument paragraphs in class throughout the year. They will be required to write a claim, use evidence, and write a warrant. This will help them write argument papers in both history and English classes as freshmen and as upperclassmen. | #1, #2 | #2 |

**PORTFOLIO CRITERIA:**

|  |  |
| --- | --- |
| **Narrative Writing**   * At least 3 drafts   **College/Dream Job Research**  *information is necessary to be able to write the fictional resume and cover letter*  **Resume**   * At least 2 drafts   **Cover Letter**   * At least 2 drafts   **Practice PowerPoint**   * Edit and revise as needed   **Year in Review PowerPoint**   * Practice alone * Practice with a peer * Present to class | **Children’s Book**   * Research * Summary of Research * Draft of Story * Completed Book * Present to Peers   **21st Century Portfolio** *(website)*   * Homepage build & check (midterms) * Upload work & reflections * Practice presentation with a peer * Present to class   **Argument Writing** *(body paragraph practice)*   * Best for the year - we do several * Everyone needs to score at least competent/competent on at least one argument paragraph for the year |

**HOW YOU WILL BE GRADED:**

On PowerSchool, you will see mastery codes, a green check mark, an orange dot, and/or a 0 depending on the assignment. The mastery codes are below. Your goal is to be competent or higher on all major tasks for the year. The green check means you completed and handed in the assignment. The orange dot and the 0 means that you either didn’t do an assignment or didn’t hand in an assignment for whatever reason (including absences). If you are using your phone to check your grades and you see --- instead of a grade, you should use a computer to check your grades. Certain phones don’t show the green check or the orange dot.

|  |  |  |  |
| --- | --- | --- | --- |
| **Mastery Language Abbreviations** | **Mastery Language** | **Progression to Meeting Standard** | **Standard Grading Equivalent** |
| XE | Exemplary | Exceeds Standard with Distinction | 100 |
| CO/XE | Competent/Exemplary | Exceeds Standard  (revise for exemplary) | 93 |
| CO | Competent | Meets Standard  (revise for exemplary) | 85 |
| EM | Emerging | Approaches Standard  (needs revision) | 70 |
| NY | Novice | Not Yet  (needs revision) | 60 |
| NE | No Evidence | No Evidence of Work Yet | 50 |

**WAYS TO SUCCEED:**

**Ask Questions –** If you are confused or lost, raise your hand and ask questions. If you don’t like to speak up in front of your peers, come see me before school, after school, at lunch, or email me for clarification.

**Do The Homework** – Homework is important! I don’t assign things so you have no life after school. We have to do work at home in order to get through all the necessary material. Vocabulary homework is extremely important because it helps you prepare for your quiz.

**Participate** – Writing is a class that requires participation. It is hard to have a class discussion if no one is willing to raise their hand and talk. Plus, it gets really boring when you are just listening to the teacher talk all day long! Participate, answer questions, and volunteer to read out loud!

**Be On Time and Be Prepared** – Being on time is important. We only have so much time together … yes it seems like a lot, but it goes by fast! Be in the room by the time the bell rings or you will be marked tardy. If you are tardy, you will need a pass in order to enter the room. Come prepared and have your homework with you and completed. Bring something to write with every day; you will need it for your warm up.

**IMPORTANT INFORMATION ABOUT THE CLASS:**

**Class Procedures** – Get to class on time every day. When you enter class, get your folder (and any other materials I have out on the table) and sit in your seat. Take out your homework, if you had any, and begin your warm-up immediately. Sharpen your pencil at the beginning of class. If you need to sharpen your pencil during class, wait until I am not giving directions or a peer is not sharing their work. The bell doesn't dismiss you; I dismiss you. You will work every day from the beginning to the end of class. Do not pack up early because you know the bell is going to ring! Do not line up in front of the door because the bell is going to ring *(this is a safety hazard)*. You may not use the bathroom during the first or last ten minutes of class; it is a school rule!

**Warm-Ups** – Every day we will do a warm-up that will help you with grammar. It could be a sentence on the board or a worksheet. Do not wait for me to begin going over the corrections to start your warm up! I will erase the corrections after one minute!

**Re-takes** – If you do horribly on a quiz, you need to show me proof of studying before you will be allowed to re-take the quiz - that means you show me your completed homework assignment and/or you show me that you have completed one of the things from the list of “[ways to study](https://docs.google.com/document/d/1L-ZHEuDD5JtLobb_7UlV2elGnlBlT3EbZlu05WT3Kqo/edit?usp=sharing).” If you need to re-do a project or paper, you need to come to one tutorial with me after school before and show proof of revision before anything will be re-graded.

**Absent** – If you are absent on the day of a test or quiz, you will be expected to take it the first day you return to school either after school or during lunch. If you are absent on the day an assignment is due, you are expected to hand it in the day you return to school with no points lost. If you are absent from school, it is up to you to find out what you missed! Borrow a classmate’s notes and/or see me. Make sure you check your email because things are often sent to you there. You can also email me at any time to find out what you missed: [ms.lapan@gmail.com](mailto:ms.lapan@gmail.com)

**Lost Work** – If you misplace an assignment or think you never received one, see me as soon as possible for another copy! Also, check your email. Information for all major assignments is always shared with you electronically, too.

**Late Work** – Do not come to me the day an assignment or paper is due or the day of a quiz and say that you didn’t understand something, therefore you couldn’t complete an assignment or you can’t take the quiz. Plan ahead! If you are having trouble, see me as soon as possible!

**Substitutes** – Because I am only human, I get sick, too. If I am out of school for any reason and there is a substitute, you are expected to be respectful, complete your work, listen to the sub, and follow the rules!

**Portfolio** – You will have two folders in this classroom until the end of the year: a working portfolio and a showcase portfolio. The working portfolio will be where you keep your warm-up sheet and anything else we are working on. You will use your working portfolio every day in class. The showcase portfolio will hold all of your completed major assignments. Do not throw out **ANY** work, regardless of the grade! We will create a portfolio for next year’s English teacher as one of your final major assignments. You will need to include assignments from your showcase portfolio in the final portfolio. We will complete exit interviews at the end of the year, and you will bring all three folders to receive full credit! We will also create E-portfolios in this class using Google Sites. You will include work from multiple classes on this site, but you will create, maintain, and edit the site, as well as write reflections of the work you upload to the site in this class. This will help prepare you for your Senior Portfolio Presentation which is required to graduate.

**Vocabulary Building** – We will learn words from the NHPS 21st Century Competencies Rubric that you will use for your entire high school career. You will have 10 words each week, have to create two vocabulary cards in class, and write each definition in your own words and use each word in a sentence for homework. You will have a pre-quiz one week and the real quiz the next week for each set of words. *See Do the Homework above for more information about vocabulary cards and sentences/definitions.*

**Independent Reading** – We will read independently every day in class for 10 to 20 minutes. You can bring in a book from home, check one out at the library, or borrow a book from me. You will also be allowed to read magazines, e-books, or articles. This is not time to sleep, do homework, play on your phone, or talk! This will help you set and maintain reading goals in this class and in your English class.

**Bathroom** – You will fill out your own bathroom pass, and I will sign it. You will write your name, where you are going, the time, and the date. You will bring the paper pass with you whenever you leave the room. Only **one** person is allowed out of the room at a time; this is also a school rule.

**Electronics** – If you are caught with an electronic device, I will take it from you until the end of class as long as you hand it over when I ask for it. If you fight with me, your electronic will end up in the main office, and it will be up to the principal to give it back to you. There are times when electronics are necessary in class. I suggest that you download the following apps to your smart phone or electronic device:

**Google Drive** (this will allow you to access your work anywhere)

**Remind** (this will allow you to receive text and email alerts about upcoming assignments - you need a class code for this)

**Dictionary.com** (or any other dictionary app)

**FreeSaurus** (or any other thesaurus app)

**CamScanner, Genius Scan, DocScan** (or any other scanner app)

**GRADE BREAKDOWN:**

Homework/Class Work: 10%

Quizzes: 20%

Essays/Projects: 70%

**MATERIALS YOU NEED FOR THIS CLASS:**

* **Writing Utensil** – Pen or pencil.
* **Red Pen –** You will use this to correct the warm up every day.
* **Highlighter –** For annotating texts.
* **Independent Reading Book** – You must have something to read in class every day!
* **Agenda/Calendar/Planner *(Suggested)*** – You need a place to write down your homework. You could also use your phone instead of buying one of these items.
* **Folder *(Suggested)*** – You should have a folder for this class to keep homework and handouts in.
* **Lined Paper –** We use this for taking notes and writing journals.
* **Flash Drive (*Suggested*)** – You will have a P:drive, but sometimes things get lost by mistake so a flash drive is nice to have.

**MATERIALS YOU CAN DONATE TO SHARE WITH THE CLASS:**

**Please consider contributing to our class community by bringing in one of the following:**

Pack of pens or pencils, pack of red pens, lined paper, pack of highlighters, pencil sharpeners, tissues, or markers (thin or thick).

For more information on our school wide policies about Mastery Based Learning and Grading, please reference the Metropolitan Business Academy Student-Parent Handbook and the Guiding Principles of Mastery Learning and Mastery Grading at [www.metropolitanbusinessacademy.org](http://www.metropolitanbusinessacademy.org).