

ENGLISH IV

Course Description: The intent of this class is to give to the students those skills that will prepare them to attend a four-year or two-year college following high school graduation and/or for employment during and/or after high school. The emphasis of the class will be on the reading and analysis of works of literature (both fiction and non-fiction), the writing of a variety of essay genres using the writing process, the study of vocabulary as it pertains to the college-level language, critical thinking skills in both written and oral communication, cooperative learning skills and the formatting and etiquette surrounding business documents (i.e. resumes, business letters, and interview skills).

Writing: A minimum of four standard essays, with multiple drafts, will be written during the course of the year. Essay genres include: UC Personal Insight, Expository, and Argumentative Research. Additionally, a perfected resume and multiple business letters are required for successful completion of this class.

Daily Assignments: The student will be responsible for taking and keeping accurate and complete notes on vocabulary, grammar, literary terms and writing.

Homework: Homework will be assigned on a daily basis; it will primarily be a completion of the work started during class. The completion of this homework is crucial to the student's success with class discussion, daily quizzes, unit exams, and essay writing. **All homework is to be completed BEFORE students enter the classroom;** otherwise, it is considered late and will be graded as such.

Late Work: During the first semester, late work will be accepted at any time up to one week prior to the last day of the term; however, all late assignments will be worth up to half credit. Once the due date for a term has expired, then no more make-up work will be accepted for that term. All late assignments are subject to delay in grading and return. The student is responsible for attaining any missed assignments during an absence. **During the second semester, there will be NO LATE WORK accepted.** If a student is absent on the day a major assignment is due, then he/she/they is expected to share the assignment with Mrs. Foreman.

Attendance and make-up work during absences: In alignment with the school's attendance policy, students with an excused absence may make up missing assignments — one day absence allows for one day to make up the work for full credit. Students with unexcused, unverified, or cut absences may not make up assignments for full credit; during Semester 2 when no late work is accepted, work for unexcused, unverified, or cut absences may not be made up.

Cell Phones: These are generally a distraction in the classroom and must be turned off BEFORE entering the classroom. If a phone causes a distraction, then it will be confiscated and turned over to campus security as outlined in the student handbook.

Evaluation Procedures: Students will demonstrate knowledge through performance on daily assignments, homework, tests and quizzes, and by student participation in the classroom process. **Regular attendance is essential.** The grading scale is as follows:

100 - 90 % = A 80 - 89 % = B 70 - 79 % = C 60 - 69 % = D 1 - 59 % = F

Grades will be rounded up.

Grades are weighted in the following manner:

25%	Essays and Oral Reports	25%	Homework and Class work	5%	Attendance
25%	Tests and Quizzes	15%	Journals and Grammar	5%	Participation