

Christian Brothers Academy
2014-2015 7 Writing Syllabus
Mrs. Graham

Dear Seventh Grade Writing Students,

Welcome to the seventh grade writing at Christian Brothers Academy. During this class, I will expect you to seek help if you need it during your free periods, complete all assignments, and give your best effort to succeed in our classroom. I believe all of you are capable of doing great things in a future I can promise is a lot closer than any of you think.

Everywhere you look, we can observe people who can and should want to improve the ways in which they communicate. People communicate by talking, using non-verbal communication, listening, reading and writing. That is what we will focus on in our classroom together. We will all become better readers, writers, speakers and listeners – and yes, that does include me. We can only achieve this through a consistent effort, practice and correction. I will expect everyone to correct their mistakes throughout the school year.

Classroom Rules:

1. **Be in the room completing the daily routine BEFORE the bell rings.**
If you are not in your *seat* **and** *completing the daily routine* when the bell rings you are tardy.
2. **Be prepared.**
You must have pens, pencils, and binders daily. Not having these items will result in a low participation grade.
3. **Appropriate language will be used at all times.**
As young adults you are expected to use your words and communicate properly. This means you will demonstrate respect towards your classmates and teacher.

Daily Routine: Each day you will complete the following upon entering the classroom.

- **Take care of any personal needs.** You are expected to take care of any personal needs **before** class begins. This means you are to go to the bathroom, stop at your locker, or get a drink before the bell rings. If it is cutting it close please check in with me first.
- **Hand in any homework** in the appropriate tray, which is located in the back of the classroom. Each tray is labeled appropriately (hand in-bin/pick-up). Please be sure to put your assignments in the proper tray. Assignments that are not submitted in the correct tray may be considered late. Homework that is late should be labeled as such, failure to do so will result in further point deductions.
- **Check the front board.** The front board will display the daily agenda, including a “Bell Ringer”. Once observing the agenda and writing down any assignments/due dates please start on the Bell Ringer.

Procedures:

- **Late work:** It is your job to be responsible and keep track of your assignments. The weekly assignments will be posted on the board every Monday. You are responsible for writing the assignments and due dates down. Assignments and due dates will also be posted on the classroom website (mrsgraham2.weebly.com). Therefore, all work is expected to be completed on time. However in the event of an extenuating circumstance, late work will be accepted for a reduced grade. After three late assignments, NO late work will be accepted. Late work must be labeled as such.
- **Absent the day of a test, quiz, exam, or presentation:** You must be prepared to complete the task you have missed the day you return. It is up to you to make the plans to complete the missing task before you leave school that day. Failure to comply to the date agreed upon may result in a 0 for that assignment.
- **Printer or computer problems:** I understand that sometimes problems arise with faulty technology, especially the night before the assignment is due. I want to take this time to remind you that if such a problem occurs there are other ways to hand in your assignment on time such as: sending the assignment to me through e-mail, saving the assignment on a flash drive or CD and printing it out in school, or going to your local library and printing it out there. With these options available for your use, there is no excuse for an assignment being late due to technical difficulties.
- **No name papers:** If you hand in an assignment without a name on it, it will be placed in the outgoing bin along with other assignments that were graded but not picked up. This paper will stay in the bin until it is claimed by a student, or the unit is complete. Once a student has claimed a no name assignment, the assignment will be treated as if late and receive reduced/half credit.
- **Receiving work that was missed:** If you miss a day of school, and do not request the homework to be sent home, you can find the missed handouts in the labeled file folder located in the back of the room. For further instruction on what was missed please ask a class mate, check the website, or see me at the end of class.
- **Plagiarism:** Plagiarism will **NOT** be tolerated. Plagiarism is defined as the process of copying another person's idea or written work and claiming it as original. Any work that is not cited properly will be considered plagiarism. Therefore, when using direct quotes remember to use quotation marks and cite the source
- **Academic Integrity:** It is essential to the learning process that you take responsibility for your own learning. The CBA code of academic integrity is taken seriously in this class. You will be expected to uphold all elements of that code, so be sure you are familiar with the expectations.

Available Resources and Contact Information:

I do use netclassroom and update it as frequently as possible. Therefore, both parents and students have access to grades at all times. I also have a website that I update daily. This is a great resource to catch up on missed work, or simply review what was covered in class.

If you have any questions, feel free to ask at any time, but it is essential that you understand what is expected of you from the very beginning of the school year. It is extremely important to *begin with the end in mind*.

Email is the easiest and preferred means of communication. I can be reached by email at dgraham@cbasyracuse.org, or you can call the school at 446-5960 extension 1535

If I have lost confidence in myself, I have the universe against me.

-Ralph Waldo Emerson

The year ahead is filled with many different challenges. When faced with a challenge remember that “in the middle of difficulty lies opportunity” (Albert Einstein). If you are not met with success during the first attempt try again, for failure breeds success.

Good luck to you in all of your classes!
~Ms. Graham

- Please do not hesitate to contact me to discuss any concerns you may have throughout the school year. **E-mail:** dgraham@cbasyracuse.org

Please cut at the line, and hand in the bottom portion of the syllabus:

In signing the bottom portion of this syllabus, both student and parent certify that they have read and understand the material and policies provided.

Student Print

Student Signature

Date

Parent Print

Parent Signature

Date

Course Overview:

The following are some items that we will be reviewing in this class:

Writing:

1. The different types of academic writing:
 - Expository
 - Narrative
 - Persuasive
 - Descriptive
2. The elements that contribute to strong papers:
 - Word choice
 - Being clear and concise
 - Providing evidence to support any claims
 - Maintaining a flow through use of transitions and word choice
3. Prompt Analysis:
 - Are you answering all of the question
 - Clarifying what the key words are asking you to do

Grammar:

1. Parts of speech
2. Punctuation
3. Homonyms, homophones, and homographs
4. Editing and proof reading