CLASS SYLLABUS

1. Class Sessions

Classes are held weekly online. Each session is 90 minutes.

Our online classroom is hosted by Adobe Connect. The link to the classroom is at the Registered Student section of my website that I call the Cave. Write down this link in your notebook and bookmark it! This is where we will meet online each week. Need tech help? Follow directions on the Technical Helps page at my website.

2. Classroom Etiquette

There is One Prime Rule relating to Classroom Etiquette: *The chat box is for on-topic comments and questions when I am teaching.* I open the classroom up to ten minutes before class begins, so students are welcome to use the chat box to cordially communicate with classmates before class starts. Once I begin teaching, however, all off-topic chatting must end.

This class is designed to be *interactive.* It is NOT a lecture class. Thus, students should be prepared to participate using the chat box and their microphones and cameras. A working microphone is essential to participating in class.

3. Student Assignments

Microsoft Word

Download each week's assignment from the Cave (our student area of my website) and save it on your computer, adding the student's name to the front of the file title.

Follow these steps before class:

1. Log into the "Registered Students" section of the Cornerstone Tutorials website.

2. Click on your class name. Click, on the week and download the assignment and handouts. The assignment file title will look something like this:

<div align="center">

_ A 2 Lighthouse

</div>

3. Download this file and SAVE to your computer *adding* the student's name:
<div align="center">

Suzy Cue_A 2 Lighthouse

</div>

All homework instructions, the checklist, and space to type the writing assignment are included in the assignment.

Students will complete their work and type directly in the assignment, parents will initial the checklist, and students will email me the entire assignment as a Word document attached to an email message on Monday each week.

4. <u>Word Processor Skills</u>: PARENTS: Assignments are pre-set with the right forms, but please be sure your student knows these word processing skills with his/her computer (or type for your students while they learn):

- **margins:** Set 1 inch (top, bottom, sides)

- **indentation:** indent all paragraphs ½ inch with tab key (Search "Help" in your processor)

- **left alignment** for paragraphs (straight-edged left; ragged right).

- **spacing:** double space (2.0 line spacing) evenly throughout (Do not hit "enter" twice at the end of each row!)

- Use the **line spacing** feature (Some processors add extra spacing in their default; reset this.)

- **wrap text** (Do not hit "enter" at the end of each row)

- **title:** centered (be sure *paragraph* after title is left aligned, not centered)
  - Hit "return" or "enter" only *one* time after your title.
  - Titles are the only things centered. Do not italicize, underline, or put your title in quotes.

5. <u>YouTube Video</u>

The following is a link to a YouTube tutorial video for Microsoft Word that will help you with double spacing. Please watch it.
"How to Double Space a Document": https://www.youtube.com/watch?v=HQZlYgNgWRs

6. <u>Writing Skills Covered</u>

1. Note-taking and summarizing	7. Story Critique & Character Analysis*
2. Narrative Summary (story writing)	8. Transitions
3. Report Writing – taking notes from multiple sources	9. Sentence structure
4. Essay Writing – writing from prompts	10. Paragraph structure
5. Event Description – writing from pictures	11. Style techniques
6. Response to Literature	*Character analysis is taught in US and Modern World classes only.

7. Fix-It Grammar & Vocabulary & Literature

- Each week students will complete a Fix-It grammar lesson and learn vocabulary words indicated in their assignment. Parents will initial completion each week on the checklist.

- Vocabulary tests are emailed to parents, who administer and score them for their records.

- All Cornerstone Tutorials classes contain a literature component. Parents will initial completion of reading assignments weekly on the checklist.

8. Paper Grading

- Students will submit assignments as an attached Word .doc. or .docx in an email each Monday.

- **Parents are expected to** review the assignment with their student, oversee their child's work, and check for basic grammar and spelling errors (Yay! Spellcheck!!). Parents should be familiar with how I require students to format their compositions and label required elements.

- I will review students' writing, making comments on structure and style items taught in class. I will also score each assignment based on the checklist (which students will use while writing their assignments).

- Each week students should make noted corrections and parents will initial completion on the checklist. Students do *not* need to resubmit assignment. Parents save the corrected copy.

- Reviewing my comments and making corrections helps students avoid the same errors in their next assignments.

- I will post students' scores at *ThinkWave*, an online gradebook. Parents are given a passcode at the beginning of the year to access their child's scores. Please write this down.

9. Late Policy

Late Assignment Policy

Assignments are due by 5:00 p.m. on Monday, including when students have a break during the semester.

Assignments received late will lose five points for the first late day and five additional points for the second late day.

Papers more than two days late are not accepted for grading or feedback and a "zero" grade is given.

If students are going to miss a class because of travel or illness, classes are recorded. Students should still submit their assignments by the due date for a grade and feedback.

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10. Topics Covered in History-Based Writing Lessons & Book Lists

Ancient Writing	
Semester 1	**Semester 2**
The Hanging Gardens of Babylon Lighthouse at Alexandria Roman Hypocausts Roman Aqueducts The Wind and the Sun (fable) The Sword of Damocles (fable) The Trojan Horse - story Cincinnatus Rules Rome - story The Epic of Gilgamesh King Tut The Mayans and Chocolate Ashurbanipal's Library A Pharos Island Legend & A Chariot Race (stories)	Pentre Ifan Pompeii Research Project Water (writing prompt) Ancient Wonders (writing prompt) Cleopatra or Gladiators (research report) The Taming of Bucephalus (story critique)
Literature for Ancient Writing Class: *Tales from the Odyssey, Part 1* - Mary Pope Osborne *Tales from the Odyssey, Part 2* - Mary Pope Osborne *Gilgamesh the Hero* - Geraldine McCaughrean *Who Was King Tut?* - Roberta Edwards *The Charioteer of Delphi* - Caroline Lawrence	*The Secrets of Vesuvius* - Caroline Lawrence *The Golden Goblet* - Eloise Jarvis McGraw *Who Was Alexander the Great?* - Kathryn Waterfield *Mara, Daughter of the Nile* - Eloise Jarvis McGraw

I am looking forward to a great year of writing!

Mrs. Flowers

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IEW Certified Instructor