**Samoana High School**

**SY 2016-2017**

**College Prep Syllabus**

**Instructor:** Sabrina Suluai-Mahuka

**Department**: English, Language Arts

**Classroom:** Room C4

**Contact Phone:** 644-5400

**Email**: sabrinamahuka@yahoo.com

**Website**: elawithsabrinamahuka.weebly.com

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**I. Course Description**: College Prep is a course designed to help prepare students for the intricacies of college. In addition to applying to multiple colleges, students will create a professional portfolio containing their credentials. Instruction, followed by collaborative, guided, and independent practice, provides the foundation for the course. The course focus will be based on working on the verbal and writing component of completing college applications as well as learning much needed skills such as time management, budgeting, and so forth. In addition, the course will build student knowledge and skills in using library and references to write research papers on controversial issues. This course will be in accordance with the ASDOE ELA Content Standards.

**Course Goals:** There are two major goals for this senior college preparation course. The first goal is to fully research the college application process and understanding the factors of choosing an institution of higher education. The second goal is become socially aware of the stipulations and expectations of adulthood; this will be done in multiple phases. The course will focus on developing specific yet necessary skills such as budgeting, time management, decision-making, and goal setting. In addition, the APA format, which is a critical writing skill for college, will be taught through the incorporation of social issues, in which the students will undergo the full research process to write a ten-page research paper. Moreover, the students will take this paper and based a Professor for the Day presentation in which they will act as teachers to their peers and educate the class on their chosen social issue. Throughout the entire course, the students will be assessed on their reading, writing speaking and listening skills.

**Curriculum Resources and Supplements:**

SAT & College Dictionary

FAFSA Checklist (28 pgs.)

Condon & Brown Planning Workbook (74 pgs.)

Surviving the Transition to Adulthood (33 pgs.)

Successful Guide to Time Management (20 pgs.)

Purdue Owl: APA Format

**Integration of Technology**

* Google docs, slides, and sheets
* Edmodo (Group Code): 8wc92k
* Gonoodle
* Kahoot
* Weebly
* Powtoon
* Citation Machine

**II. Required Materials:**

* 2 IB5 notebooks for lecture notes and vocabulary
* Scissors
* Thumb drive
* Highlighters
* College ruled lined paper
* Pens (blue or black ink only)
* Pencils
* 3x5 index cards
* Manila folder
* 3 ring binder (portfolio)
* Dictionary (optional but highly recommended)
* Access to a computer

**III. Expectations and Course Requirements:**

\*Discipline:

I believe most students should do their best to act appropriately in the classroom. Any behavior problems will be handled as stated in the student handbook handed out at registration. In addition, students should follow the classroom management plan posted in the classroom.

1. **Attendance and Participation:** Active participation, sharing, collaboration, cooperative learning and presentations will be a major part of this course. In addition, a large portion of the material covered will take place from class discussions and activities. If class time is missed, refer to the classroom management plan.

2. **Late Work:** All late work will not receive full points unless told otherwise. All assignments need to be turned in immediately after you return.

3. **Make up:** It is your responsibility to make up work when you are absent; you’re responsible to contact your instructor via email for any handouts and missed assignments on day you return to school. This applies to excused absences only.

4. **Extra credit**: Any extra credit assignments are a privilege, not a right. It will be given at the discretion of the instructor but equal opportunities will be provided for all students. The closing date for any extra credit assignments is at least one week before midterm and final exam week.

5. **Electronic Devices Policy**: Cellular devices or any sort of electronic will be prohibited from class. Failure to comply will result in confiscation of said device.

6. **Cheating and Plagiarism**: All coursework submitted should be done by YOU and you only. Anyone caught cheating or plagiarizing will be subjected to immediate disciplinary action. First offence will result in failure of assignment and a letter of notification to the parents; second offence will result in failure of the quarter and a parent-teacher conference.

**IV. Grade Percentage and Scale:**

Grades will be based on your performance in the following areas:

*Homework & Class Assignments* 25%

*Midterm &Final Exams* 15%

*Senior Project/Research Paper* 15%

*Technology Projects* 20%

*Portfolio*  20%

*Attendance & Participation* 10%

100-94 A

93-90 A-

89-87 B+

86-83 B

82-80 B-

79-77 C+

76-73 C

72-70 C-

69-67 D+

66-63 D

62-60 D-

\* 59 -0 F

There will be two semester grading periods during the school year. Additionally, progress reports will be given after the first and third quarters. However, parents and guardians are free to request progress updates at any time. All work returned to the students will be kept in a manila folder in the classroom so that any discrepancies can easily and fairly be addressed.

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**Syllabus and Classroom Management Plan Signature Sheet**

*Students*: Please read the course syllabus and classroom management plan and share it with your parents. Then you and your parents should sign this sheet. Please return this sheet the following class-meeting period.

I have read the policies and expectations for the **College Prep** class and understand them. If I choose not to meet these expectations, I am willing to accept the consequences.

|  |  |  |  |
| --- | --- | --- | --- |
| Student Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |     | Parent/Guardian Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |   |
| Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |   | Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |   |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |   | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |   |

Parent/Guardian: If you have an **active email address** and phone number you would like the teacher to use to communicate with you about your child's progress, please include it here:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*\*\*\*Please note that providing an email address would allow me the opportunity to consistently update you on your child’s progress as well as upcoming class assignments and projects.

Comments/Concerns:

**Classroom Rules:**

* **Respect yourself and your future.**
* **Respect your fellow students and their right to learn.**
* **Respect your teacher.**
* **Respect your school and community.**

Positive consequences:

For following the rules, perfect attendance for the week, good grades, and outstanding behavior students will receive one or more of the following

* Verbal praise
* Extra credit
* A small prize like candy
* Homework coupons

For outstanding behavior like perfect attendance for the whole class all week, good behavior during observations, great performance in school competitions or activities, all students scored high on a quiz or test, students will receive one or more of the following

* Extra Credit Learning center time
* Test coupons
* An award or certificate
* A casual Friday (includes only working half the class period, and the rest is either spent on playing review games or having free time)

Negative consequences:

For small things like excessive talking, missing materials, tardiness students will receive one or more of the following

* Be given a warning
* 5-10 detention
* A classroom clean up duty
* 10 minutes of staying in for lunch

For bigger misbehavior like excessive foul language, missing assignments, cheating, classroom disruption, defacing of classroom property, violating school and classroom rules, students will receive one or more of the following

* Extra homework
* 30 minutes of standing in the corner
* A letter or call to the parents
* A trip to the office
* A week’s detention
* A week’s classroom clean up duty

**Management strategies:**

Using a Behavior Chart system, students will be rewarded “stars” on their class chart every time they demonstrate good behavior. The class with the most stars earns more privileges and extra credit opportunities. Individual and Group behaviors:

Positive behaviors – will receive the positive consequences listed above

Negative behaviors – will be given a talking to, then if it continues, they will receive one or more of the negative consequences listed above

In addition, I will have the classroom procedures and rules posted in a visible area so the students will have a constant reminder. I will also monitor all the students’ behavior and give the appropriate consequences for their good or bad behavior.

**Classroom routines:**

* Entering class: After seating themselves, students will put their bags underneath their desks or on the back of their chairs and then look at the board to start the day’s first assignment.
* Last to enter class: The last student to enter class for the period will be the last to be dismissed and will be tasked with tucking in the chairs and ensuring that the class area is tidy.
* Turning in homework: Students will pass all papers to the designated person
* Sharpening pencils: The student will raise their hand, be given permission, then grab their sharpener and head to the trash. If they do not have a sharpener, they will ask my permission to use mine. After they are done, they will either go straight to their desk, or return my sharpener and then return to their desk.
* Bathroom breaks: The student will raise their hand, be given permission, and then will grab the “bathroom pass”, which will be a specific item. They will then go to the bathroom, and promptly return. Only one student is allowed to go at a time.
* Answering questions: Students will raise their hands and wait until called upon.
* Asking questions: Students will raise their hands and wait until called upon.
* Quieting the students: Using my hands I will to count to three, by the time I read three, the students should have quieted down.
* Taking tests/quizzes: Students will clear their desks, and only when their desks are cleared, then they will receive their papers. If the student finishes early, he/she can bring up their papers, and either put their heads down or read a book (as long as they stay quiet).
* Labeling papers: In the left hand corner, papers will be labeled as such:

First & Last Name

Instructor’s Name

Course Name

Date

 \*If there is no name on the paper, the student will not be given points.

* Distribution of papers: I will give the students at the head of the rows their papers, and they will pass them back to the other students.
* Finishing an assignment early: Students will simply put their heads down on their desk and wait until everyone else is finished.
* Throwing away trash: You may throw away trash whenever you need to if I am not teaching the whole group; do not play basketball with your trash; make sure all trash lands in the can; pick up trash even if it isn't yours.
* Visitors in the classroom: Remember, most visitors are here to watch you learn, so be ready to explain what you are working on; treat visitors respectfully.
* Chewing gum: There is absolutely no chewing gum in my class. Violators will face the consequence of scrubbing the floor.
* Using classroom materials: Students must first ask permission, and when they are done, return the material(s) back where they got them.
* Tidying up: The last to student to enter the classroom during their period will also be the last to leave the classroom. The student will be tasked with tucking in the chairs and picking up any stray pieces of trash.
* Make-up work: When you are absent you are expected to make up any work you missed. On the day you return, check with me for any assignments. If you miss a test or quiz, you are not allowed to retake if you KNEW it was being taken. If it was a surprise quiz, students may reschedule to take it on another day.
* Dismissal: Students will pack up their belongings, and wait to be dismissed from me, not the bell. I will remind the students who stay for detention (if any), and the rest will be dismissed.