**ENGLISH 12B**

**Mrs. Glerum**

**Objectives:**

1. To practice workplace readiness skills including teamwork, self-management, problem-solving and other life skills
2. To demonstrate employability skills including interviews and presentations
3. To practice workplace writing skills including memos, business letters and formal reports
4. To learn and practice electronic communication skills
5. To improve speaking, listening and reading skills in the workplace

**Course Requirements:**

1. All major assignments must be completed in order to receive credit for the class. A major project is ANY work that is worth 50 points or more. **No work is accepted on the day of the final exam period.**
2. Senior Project: No portion of the senior project will be accepted late. If they are not turned in on the due date, credit only (no points) can be earned. This will have a dramatically negative effect on the final grade and could result in failure of the entire term. A Senior Project, based on a problem faced by today’s high school seniors or recent graduates is required. It will involve:

* an MLA formatted research paper (including outline, rough draft, and final draft)
* a presentation to the community using the project information and
* a visual presentation in Pecha Kucha format.

1. Projects: Most assignments in English 12 will be projects that demonstrate skills that have been practiced and discussed in class. Some will be done via Moodle (an online classroom) and others will be documents, presentations and speeches. All memos, letters and formal writings must be typed before they are submitted.
2. A calendar with the list of due dates for all major projects for the entire term will posted in Google classroom by the second week of class. It is the student’s responsibility to check this calendar regularly. If a change is made to any due date, an e-mail notification will be sent to all students.

**Grading Policy:**

1. All grading is done on a point system. Points are earned from the various activities that you complete, and your marking period grade will be based on the points you earn out of the total number of points possible.
2. Marking period grades will consist of three major parts: Senior Requirements, Projects, and Practice/Participation. Senior Requirements and Projects will be worth more points than Practice/Participation, although Practice assignments will help students perform better on the major assignments. The final grade for this course will be determined using a cumulative score of all assignments from the two marking periods combined and the final exam. The two marking periods will count as 80% of the final grade, and the exam will count as 20% of the final grade.
3. Grades will be based on the following percentages:

94 – 100 A 80 – 82 B- 67 – 69 D+

90 – 93 A- 77 – 79 C+ 63 – 66 D

87 – 89 B+ 73 – 76 C 60 – 62 D-

83 – 86 B 70 – 72 C- 0 – 59 F

**Classroom Rules:**

1. Respect others and their property.
2. Keep all comments positive within the classroom. This means comments regarding people, ideas, materials, assignments, EVERYTHING!
3. Time given in class for work must be used to complete English work; it may not be used for other homework until the English assignment is completed.
4. NO CANDY, SUCKERS, BEVERAGES OR FOOD IN CLASSROOM! It will be confiscated and thrown out.
5. Chromebook usage will be closely monitored as students will spend many class periods using them to complete projects. If a student is not on task during the allotted class time (i.e. playing games, surfing the Net), s/he will not be able to use the Chromebook in class and will have to complete the project as homework.

**Contacting Instructor:**

1. Voice Mail:  861-4452 ext. 4111

2. E-mail:  glerjs@shelby.k12.mi.us

3. Office hours:  2nd block or by appointment.  Meetings during these times must be scheduled 24 hours in advance. Students may request TAG passes at any time.