



Mrs. Duncan
Room: 2311 (1, 2, lunch)
2321 (4th period only)



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Text 81010

1st period— @duncansen

2nd/4th period— @duncanseng

English II – World Literature

Welcome to class. This guide will outline basic information regarding the course and class expectations. You can visit my website or contact me directly for more details.

Course Description

The **honors** course is designed to challenge students. This course concentrates on developing reading, writing, and critical thinking skills through an intensive study of a variety of selected world literature and appropriate oral and written responses. The course provides a review of grammar, mechanics, vocabulary, and usage as needed. This college preparatory course focuses on the development of complex thought processes, independence in learning, and creative expression through discussion and frequent writing assignments. Homework is a reinforcement and extension of classroom instruction.

The **academic** world literature course is designed for the student who aspires to post-secondary college or career experience. This class focuses on reading, writing, speaking and listening, and language. Students should expect homework assignments and/or compositions that reinforce classroom instruction. Writing instruction at this level focuses on mechanical correctness, fluency, and structure. The student is expected to function at grade level in communication and thinking skills.

Student Expectations

Be Punctual– Be on time to class and turn assignments in when they are due.

Be Prepared- Bring materials you need every day. Be ready to participate and learn. Study for tests ahead of time. Do not wait until the night before to complete an assignment. Ask for help before things get out of control!

Be Present– Come to class every day. Stay alert and focused during class. Participate and complete your work.

Be Positive– Always try to keep things in perspective. Your attitude will set the tone for everything else. Remember too that showing respect to others portrays self-respect.

Please remember that it is your responsibility to keep track of assignments and due dates.

Materials for Class

- ✓ Blue or black ink pens for minor and major assessments (no colored ink please)
- ✓ Loose leaf notebook paper for daily assignments
- ✓ Three-ring binder to keep handouts and graded work
- ✓ One subject notebook for reader response journals
- ✓ Highlighters, pencils, Kleenex, or anything else you may need to survive class for the day

Procedures for Class

If you have not already, please familiarize yourself with Cary High School policies for dress code, tardies, make-up work, etc. Those policies supersede anything we do in class. The following list of procedures will ensure we have a safe and meaningful learning environment.

- ✓ Be on time and in your seat when the bell rings.
 - ✓ Sit in your assigned seat every day unless you speak to me first.
 - ✓ Print out any papers before you come to class.
 - ✓ Keep your cell phone put away unless I designate it as a BYOD day (which will be extremely rare).
 - ✓ As soon as you are seated, review both boards for assignments and begin the DLP.
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Grading Policy

Any work that we do might be graded. The only way you earn a zero is if you do not complete an assignment or do not submit make-up work with a given period. It is very important for you to keep track of your completed work and upcoming assignments. You should hold onto EVERYTHING that we do as it counts as a receipt and will help you study for tests.

Practice and Process = 15%	(DLP, homework, worksheets, notes, AOW)
Minor assessments = 30%	(Reader Response Journals, quizzes, class writings)
Major assessments = 55%	(Tests, collaborative and individual projects, presentations, essays)

You will have opportunities to earn bonus points for positive contributions in class.

Final grade calculation— first quarter= 40% second quarter=40% EOC= 20%

Please review the Assessment Mastery Policy (AMP) outlined on the school website (or mine). You will have the ability to AMP assignments that meet the parameters outlined in the policy. I am available during SMART lunch in room 2311.

Assignments

- ◆ We will begin each class with DLP (daily language practice) in order to reinforce important writing and proofreading skills. We may also have a warm up that extends a topic from the previous day or prepares you for a new one. This will take approximately the first 10-15 minutes of class and develops your creative and critical thinking skills.
 - ◆ Every week you will complete a unit of vocabulary with a quiz on Friday. At the end of 3 units we will have a test.
 - ◆ I will assign homework periodically, and you may need to finish incomplete classwork at home.
 - ◆ Major assessments include research, projects, essays, and tests. You must type papers using proper manuscript form.
 - ◆ The daily agenda will always be on the front board, and assignments will be listed on the side board with due dates. Some classes will be required to copy these onto an assignment sheet.
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Make-up work

- ◆ You are responsible for checking the class notebook and getting handouts the day that you return from an absence.
- ◆ See me **outside** of class time (i.e. SMART lunch, before or after school) for help or clarification.
- ◆ If you do not turn in make up work by the Monday following an absence, you will earn a **zero** for it.
- ◆ If you are absent for a test, you must make it up during SMART lunch within **two weeks** of the original test date.



SMART lunch is Monday (A lunch) and Wednesday (B lunch) in room 2311. I am available other days as posted .

I do **not** accept late work unless it is a major assessment, and then a letter grade will be deducted for each day it is late. If you are present and choose not to do an assignment, you choose to earn a zero.