**College Writing Classroom Procedures**

**Ms. Sloan**

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 269- 313- 4182 (cell) for students’ emergency questions

**Binder and supplies**

You will need to maintain a three-ring binder with dividers (Journal, Basics, Handouts, Drafts) in which you will keep all the handouts you receive, all the writing you do in class, all your drafts, all your responses to reading—in short—everything you do for this class. Additionally, you will need paper and pens/pencils. Please bring your binder and your supplies to class with you each day. A folder and/or spiral notebook alone will not work for this class. **A complete, well-maintained notebook *for the entire year* will be a necessary part of this class.**

You will also need convenient daily access to a word processing program, a printer, and the Internet. A flash/jump drive is highly recommended. If you need to print at school, the best—and possibly the *only* way—is to save your document on a flash drive as a PDF and print directly from your flash drive to a school printer.

**Textbook**

We do not have a textbook in College Writing. We use excerpts from a number of different books, we use online materials, and we use numerous websites.

**Attendance:**

Because this is a workshop class where we write and respond to writing every day, attendance is extremely important. **You will be held responsible for demonstrating your active participation** i**n the writing *process (*development exercises, drafting, critiquing, revising, polishing*)* which encompasses much more than simply turning in completed pieces*.*** Make-up work and notes will be provided in the classroom log book, but nothing can take the place of being a part of our daily workshop. All absences must be excused within 48 hours. If not, a student will receive zero credit on work.

**Making up work**

According to the student handbook: “The responsibility of initiating make-up work and turning in assignments rests with the student.” If you are absent, carefully read the log as soon as you return to find out what you have missed. There will never be a class where we don’t do *something,* so if there is no logger sheet, ask me about it. Please plan to give yourself time after school or make an appointment to check on your work since there may not be in-class time to do this. You are expected to complete any and all in-class activities you missed and turn in that work. Failure to do so would result in a zero, even if the rest of the class did not receive a grade for the work. In this class, I expect you to *make arrangements* for making up work missed due to unexpected absences on the day you return to class. **A complete, well-maintained notebook *for the entire year* will be a necessary part of your grade for this class.**

It is a matter of school policy and of courtesy to inform a teacher if you are going to be absent from class. You are responsible to make arrangements *ahead of time* for planned absences—appointments, vacations, field trips, early dismissals for sports. Please inform me *and the logger* of upcoming absences *and make sure the logger records the information on the log sheet***. If you are in school *at all* on the date an assignment is due, I expect you to turn that assignment in on the date due** (in my mailbox, in 228 before school, or *somehow)*. You don’t get an extra day because you have an appointment during my class. I expect you to have the integrity to clarify such absences without my asking.

**Response groups**

Because this is a workshop class, we spend about 25% of our time together in response groups, an integral part of the writing process. Students are expected to bring ***multiple copies*** of their work, and to take notes on the response they receive from others. Copies must be made ***before*** class begins, either at home or at school. Plan ahead. Failure to bring the required copies will result in a zero for preparation.

**Guidelines for work submitted (portfolios and/or *some* pieces may differ)**

Type and double space all work (poetry may be an exception to this) unless told otherwise

Use Times New Roman 12 point font with 1” inch margins all around

Include a typed, single-spaced heading in upper right corner (see below)

Do **not** put your own title in quotation marks or underline it unless you are discussing it in an essay

**Headings**

All papers that are turned in for credit need to have complete headings in the upper right-hand corner. For full credit, headings on typed work should be typed and **single-spaced.**

**Heading if your work is on time**: **Heading if your work is late:**

First name Last name First name Last name

CW – hour CW - hour

Assignment title Assignment title

Draft # (if it’s a draft) Draft # (if it’s a draft)

Date the assignment is due **Assignment due date**

 **Date submitted, followed by “excused” or “late”**

**Timeliness**

Assignments will be considered on time when they are submitted in their entirety. If you do not have your assignment (complete, with copies if assigned) at the beginning of class on the day it is due, it is late. You may receive more than half credit if the assignment is turned in later in the day; the next day, the assignment may be turned in for 50% credit, sometimes more. However, not all assignments will be accepted for late credit.

**Grading**

Everything is on a point system. Daily work, drafts, homework, and quizzes equal 70% of the quarter grade. When first drafts are due, they may or may not be picked up. It is up to the student to complete every draft, even if it does not receive a draft grade. **Do not expect every assignment to be collected and graded**. College doesn’t work that way, and neither does College Writing. However, you are expected to complete all work assigned. Portfolios equal 30% of the quarter grade. Portfolios also count for both Quarterly Assessments, which all students must take, and will comprise 20% of the semester grade.

**Logging**

We will work together this year as a community of writers. As such, we will all have roles to fulfill to help ensure our success, and one of these roles is that of logging. Each day one student will have the responsibility of taking notes, or logging, for the class. This responsibility passes through the class alphabetically. For the job of logging *successfully*, a student receives a log grade. The individual point total for the log will be determined at the end of the marking period, depending on the total

number of points available that quarter. It is up to the loggers to take complete notes, put them in the log so the most recent day’s notes are always on top, correctly enter handouts, and make sure that they check in with me each day they log. Failure to log or to make a good faith effort may also be reflected in a grade that affects the quarter average.

**Managing your files**

Keeping your work organized and having access to what you need when you need it is a life skill that will serve you in many more situations than just writing classes. To help keep yourself organized in this class, here are some tips and expectations.

On your computer, create folders for assignments with more than one draft.

Label folders and files with names that tell you immediately what each contains—not “CW Draft.”

Save each draft as a separate file. Don’t just open your first draft, make changes, and save over the previous draft. If you do, **your first draft ceases to exist**.

Be sure you have access to hard copies and electronic files of your work in the places where you need them at the times when you need them. Develop a system for transporting files between school and home. I strongly suggest you use a flash drive, Google Docs, or an online file storage program—or all three.

Check the compatibility of different programs and platforms you have access to. *It is your responsibility to understand file compatibility and to be sure your files can be opened and/or printed at school* (see technology handout)

Work is considered on time for full credit when it is submitted in hard copy with the required number of copies—plan and manage your printing accordingly.

**The Final Word(s)**

Take responsibility for your own learning. **Ask questions.** Doing something—even if it’s not exactly “right”—is better than doing nothing, but even better—being a mature learner—is getting the answers you need. I wouldn’t have given you my phone number if I didn’t *want* you to use it if you need to.