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## CC English 3A

### Course Description:

Students will focus on technical writing and presentation. Students will learn skills necessary to communicate effectively both in the written word and spoken communication. In doing this they apply technical writing, editing, and grammar/mechanics guidelines along with critical thinking and analysis skills. Students will develop the skills and knowledge they need to prepare for further education or to step into the world of work. Students will also read a variety of literary works and write academic essays on a range of topics.

### Class Expectations

Students are expected to complete all coursework to the best of their ability. Students must be proactive in seeking assistance with course elements by communicating concerns with instructor (email or in person). All students are expected to be prepared for every class.

### Course Materials

Students will be provided with course materials: textbook, short stories, novels, etc.

### Workplace Skills

In order to prepare for the internship, students will be instructed and assessed on the MTCHS Framework skills. This is done throughout the course and woven into various activities.

### Grading Policy

Students will be graded on the grading scale set forth in the MTCHS Handbook

- A 90-100
- B 80-89
- C 70-79
- NC 69 or less

### Late Work Policy

Students may receive no more than 70% for any late assignment. Any missing or late assignment may be submitted up to two (2) school business days after the assignment is marked missing in PowerSchool. Exceptions to this policy may be requested by the student in writing or email. The instructor will make the final determination on extension requests and will inform the student of the decision in writing or email. The individual teacher will determine due dates on make-up/redone assignments.

**All late work submitted for grading must be accompanied by an email to the instructor, stating the name of assignment submitted.**

### **Redo Work**

If a student receives below a 70% on an assignment, a student may redo that assignment for a grade up to 70%. The instructor will determine due dates on make-up/redo assignments and which assignments can be made up. Incomplete work may not be redone for credit.

### **Competencies**

Competencies must be passed in order to receive credit for the course. A student who fails a competency must pass the competency within two weeks of the failed attempt. A maximum of two retakes for a total of three attempts will be allowed to pass the competency. Course competencies will be identified to students.

### **Content Clarification/Extra Help**

Students are strongly encouraged to attend before and/or after school labs for extra help or enrichment activities.

### **Plagiarism**

Distinguishing your words and ideas from those of someone else is an important skill for this class. Any plagiarized material, even a key word in a sentence or someone else's published idea which is not properly documented could result in a failing grade for the assignment. A case of extensive plagiarism (full paragraphs lifted from someone else's work), repeated plagiarism or "recycling a paper" will result a zero. No exceptions will be made. If you are ever uncertain about the rules for using a source, please ask me! Some examples of plagiarism are the following:

- Using a phrases or a sentence from a book or magazine article in your essay without acknowledging your source (without putting quotation marks around the quoted material and without mentioning the author)
- Borrowing specific ideas from another writer without acknowledging your source, even if you write the ideas in your own words
- Cutting and pasting into your own paper information from the internet, without acknowledging the source
- Submitting a paper someone else has written

(During ALL research, automatically put quotation marks around any information you copy AND make a note of the title and author.)

### **Artificial Intelligence**

Unless stated directly by teacher, Artificial Intelligence (AI) is not to be used for classroom work or projects.