**COURSE INFORMATION**

**English, Grade Twelve University Preparation**

**Ms. Cosgriffe**

**Units of Study:**

1. Essays and Grammar
2. Shakespearean drama: Measure for Measure
3. Novel Study: The Great Gatsby
4. Independent Study

**Assessment, Evaluation and Reporting**

Each assignment listed below is considered a major, summative evaluation. Each assesses a student’s learning of components of the course’s essential knowledge and skills as prescribed in The Ontario Curriculum (2007). As such, each of these assignments MUST be completed successfully in order for a credit to be earned.

Informal Essay and Sight Essay Test 15%

Secondary Source Essay Outline 10%

Primary Source In-class essay 10%

Final Literature Exam 20%

Communication, thinking and inquiring, application, and knowledge and understanding will be evaluated in these activities.

**Independent Study:**

Final Written Component 20%

Oral Presentation 10%

In the event that the deadline for a major assignment has passed and no assignment has been received, the teacher may,

a) discuss the reasons for lateness and determine a completion date with the student;

b) communicate with the student’s parent/guardian about the outstanding work;

c) provide an alternate opportunity to demonstrate the required knowledge and skills to be eligible to earn the credit.

Major assignments not handed-in after the completion date will receive an incomplete mark (I) and the result will be reflected in the Learning Skills section of the report card. The teacher will not assign a grade of 0 for a missed major, summative evaluation, nor deduct marks for a late assignment. The teacher will exercise his or her professional judgment when entering a mark at report card time if major assignments are incomplete.

**If a student has an incomplete mark on any major assignment one week before the university and college reporting deadlines (a week is necessary to give the teacher sufficient time to evaluate all work) a mark of 45% will be reported to the universities and colleges.**

The teacher will determine a date when the assignment will no longer be accepted for marks. The essential knowledge and skills that the missing assignment was designed to assess must still be demonstrated in order for a credit to be earned.

**If all essential knowledge and skills have not been successfully demonstrated by the end of the course, the student will earn a failing mark.**

Assignments do not need to be typed. However, any typed assignments must be submitted in a minimum font size of **12 points and must be double spaced**, otherwise they will be returned unmarked and considered incomplete.

**Notebooks**

It is recommended that you have a three ring binder for your notes, which should be with you every class, and should contain all of your notes for the subject in an organized manner. English notes should be kept together, separate from your other subjects. You may find it helpful to divide your English book into three separate sections:

- literature notes and homework

- grammar notes and exercises

- writing assignments

Students will be assigned a text at the beginning of each unit. Texts must be brought to every class. A student who forgets his book may borrow a copy from the teacher on a first-come first-served basis, and only with collateral.

**Plagiarism**

It is most important that submissions be your own work and creative effort. Using the words and *thoughts* of others, without giving them proper credit, is called plagiarism and the penalty is severe. Students suspected of committing plagiarism will be required to complete an alternate assignment on a different subject in order to demonstrate their knowledge and skills.

Make sure that all work you submit is your own, and any ideas you present that are not your own have been cited appropriately. **If you consult any outside sources you MUST include proper MLA citations.**

Do not have someone else edit your written work to the point that it no longer sounds like your writer's voice or looks like your customary writing.

Never lend your assignment to a fellow student so that he/she may copy it.

**Extra Help**

Extra help is available whenever you need it. I will be in the school for at least an hour before classes begin and after classes end, often longer, and I am willing to make arrangements with you for other times. I can usually be found in the English Office; it is located in the 300 wing across from the stairs to the bleachers.

You can check for information about major assignments and download copies of major handouts at my school website. Visit the W-O homepage and follow the links for Academics.

You can e-mail with questions and concerns. My address is **kathleen\_gundy@wrdsb.on.ca** Try to ask for help on major assignments in advance. Do not assume that I will be available to help everyone the night before an assignment is due.

**Lateness**

Class begins the moment the bell rings; you are to be in your seat prepared to begin. Any student who is late MUST present a note from a teacher or secretary upon entering class.

Please remain in your seat until the bell rings.

**Plagiarism**

It is most important that submissions be your own work and creative effort. Using the words and *thoughts* of others, without giving them proper credit, is called plagiarism and the penalty is severe - a zero on your assignment. The following will be considered plagiarism:

- copying another students assignment

- copying passages, sentences, phrases from another source ie. book, magazine, CD,

website

- taking ideas from another source and presenting them as original even if they are

reworded **(If you consult any outside sources -including Coles Notes or**

**sparknotes.com- you MUST include a bibliography and**

**footnotes/endnotes.)**

**-** having someone else edit your written work to the point that it no longer sounds like

your writer's voice or looks like your customary writing.

- lending your assignment to a fellow student so that he/she may copy it

- completing independent work with another student

- submitting the same assignment for credit in more than one course

- doing any of the above in an oral presentation

*I have read and understand the definition of plagiarism as it will be enforced in this class.*

Print Name Signature

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