**Syllabus: Elements of Style**

Ms. Bundy

Room 50

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Course Description

This freshman writing course emphasizes essay writing as well as language rules and conventions. Students learn standard usage principles and the logic of grammar and diction. Students become critical editors of their own work and the work of others, while also experimenting creatively with style, voice, and their own personal narratives.

This course has the added advantage of helping students to prepare for the Advanced Placement Language and Composition course as well as standardized tests such as the PSAT, SAT, and ACT.

Course Content

Crafting creative essays (personal narrative, research, observation)

Grammar

Diction

Punctuation

Revision and editing strategies

Research strategies and formatting

Required Materials––bring with you every day!

Notebook

3-ring binder (2 inch) with college-ruled paper

Folder(s) (ideally sturdy plastic ones you can clip into your binder)

USB drive

Grading

Grades are based on a point value system. Points will be assessed for participation in discussion, use of class time, classwork, homework, quizzes, and exams. Students are also graded on portfolio work, including workshops, peer feedback, drafting process, and final portfolio packets.

Homework Policy

Unless a student has an *excused absence validated by the school*, late work cannot be accepted. Assignments are due at the beginning of class and must be completed/printed beforehand. Printer issues and other setbacks must be discussed with instructor (even via email) before the class in which the assignment is due. **Homework and other announcements are posted on the website. It is each student’s responsibility to check the website or get in touch for makeup work.**

Class Expectations

All Creative Writing department policies and Duval County rules will be observed in this class. Cell phones must be silenced and put away. The success of this class relies heavily on meaningful discussion, which requires everyone to be present, attentive, and respectful. Attendance is imperative! See department policies for attendance details. (It’s easier in the long run to *just show up*.)

Each student will complete a series of essay portfolios every quarter, some of which will be used in their end-of-year portfolios (jury binders). Students are expected to make significant changes in each revision. Portfolios are a major part of each student’s grade and will be referenced in end-of-year interviews.

Cell phone/ Technology Policy

Laptops: students are allowed to bring and use their own personal laptops for classroom assignments or may use one of the school provided ones during class time.

Cell phones: Students are not permitted to have a cell phone out during class time. Their phones should be placed on silent and in their backpacks. Below is the procedure if a student is caught with their phones out during class:

Verbal warning: The student will be asked to silence their phones and put them away

Removal of cell phone: On a second occurrence during the same class period the student will be asked to hand me their phone and I will keep it at my desk for the remainder of the class period.

If a student’s cell phone has to be taken from them more than once within a week, a phone call will be made home to address the issue of its use during class.