**Welcome to Portfolio I**

**Ms. Whisler**

**2015-2016**

**Global Vision**

You will prepare to be lifelong writers and move beyond traditional academic writing by practicing authentic writing and revision for a variety of purposes and audiences. You will learn hands on through extensive teacher and student modeling and the study of mentor texts.

**Course Overview**

Portfolio I focuses on the study and modeling of published writers. Throughout the course you will learn to write with purpose and for specific audiences. You will participate in Membean--a web-based vocabulary acquisition program that will be individualized to your needs. Much of the year will also be devoted to honing your sentence composition skills by practicing various sentence structures. Most of the writing we will do will be directly applicable to your lives outside of school. We will research a career that interests you, create a resume, practice business writing, and research and compare college opportunities. In Portfolio I we will emphasize the importance of the revision process. By the end of the course you will have a portfolio that contains samples of your best writing.

**Expectations**

Students are expected to be in class on time, prepared for every class period, and to abide by the rules outlined in the CCS Student Code of Conduct.  Students are expected to act respectfully towards fellow classmates and in a manner that reflects their standing as juniors and young adults.

Students are expected to keep up with the nightly reading, and accomplish assigned essays and other work in a timely manner. Making up work missed due to absences is the student’s responsibility. Whenever possible, please email me on the day you are absent to ask what you’re missing. Students have the number of days absent plus one to turn in missed work. **If you are absent on the day an assignment is due and you were given the due date before your absence, the assignment will be due on the day you return.** Students will be held to the same late policy as dictated in the CCS Student Code of Conduct: 10% off for every day that work is late up to a maximum of 50%. Cheating will result in an automatic zero for all parties involved.  **Plagiarism is considered cheating.**

Students will need a composition book to use as their writer’s notebook.  For each class period, students are expected to have a suitable writing utensil, (a pen or a pencil), a notebook with college-ruled, loose-leaf lined paper, and any other work that is required for the day’s class.  All handwritten assignment must be done in blue or black pen. Investing in a folder or some other kind of method of filing is strongly urged, as there will be many handouts given over the course of the year.  Assignments will be posted on the board, on the website and students will be reminded what is needed for the next day’s class.

Written assignments (except those completed in class) are to be typed using MLA format. I strongly encourage you to use Google Drive for all assignments so you do not have to rely on access to your H-drive or worry about losing a thumb drive. Unless told otherwise, all assignments must be *printed out* and *handed in* at the *beginning* of class on the date they are due. It is not acceptable to use class time to print your assignments from the classroom computers.

**Resources**

* Vwhisler.weeble.com
* Assignment Calendar: <http://vwhisler.weebly.com/portfolio-i-assignment-calendar.html>
* Membership in Membean: Class Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Plagiarism Policy**

Plagiarism of any kind is unacceptable.  Plagiarism is defined as, “The practice of taking someone's work or ideas and passing them off as one's own” (Dictionary.com).  We will discuss what constitutes plagiarism early on, and I expect that all students are honest with their writing.  If a student is caught plagiarizing, no matter how big or how small, they will be punished as outlined in the CCS Student Code of Conduct.

**EXPECTATIONS OF ACADEMIC WRITING**

Unless otherwise specified, all written work must meet the following expectations

* Follow MLA format
* Documents must be properly named (Your Last Name and Name of Assignment: i.e. Whisler.Resume.docx)
* Follow an Academic Essay Structure (Intro, Body, Conclusion)
* Contain Thesis Statements and Topic Sentences
* Written in the third person
* Avoid Contractions
* Written in Active Voice
* Written in Standard American English
* Use concise, specific language
* Properly documented and cited
* Tone is reflective of purpose, audience
* Tightly focused and organized
* Shows understanding of content and assignment
* Written with attention to sentence structure and variety
* Final copy is error free
* Crafted through recursive writing process