



SYLLABUS Capstone IV 2017-2018

INSTRUCTOR INFORMATION:

Patricia Herriman, MEd.

Master's - Secondary Education – Arizona State University

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COURSE DESCRIPTION:

College and Career Readiness: In this course students will be working closely with the Academic Counselor to explore their post-secondary options by researching educational and career paths. Students will complete all components of college and scholarship applications.

ASSESSMENT STANDARDS & OBJECTIVES:

The student must demonstrate mastery of these objectives. These objectives will be visible in the student's Power School grade book.

AO1	Research, analyze and evaluate issues and sources. Explore the current situation, the causes and effects, and suggest possible consequences and courses of action.
AO2	Communicating Ideas – effective oral, written, and graphical communication of ideas, problems, and solutions including interacting with clients. Collaborate with others to plan and carry out a project leading to a clear outcome.
AO3	Effective Design – development and delivery of problems, solutions, and prototypes
AO4	Impacts – analyzing the consequences of past solutions, including ethical, social, and political implications. Develop a line of reasoning to support a view, decision, or course of action.
AO5	College and Career Readiness – preparing for next steps after high school, including college applications, application essays and career exploration

*The above information is adapted from the Cambridge IGCSE Global Perspectives Syllabus 0426 and Seed Spot curriculum.

CLASSROOM POLICIES:

- Be in class and ready to work at the official start time for the class. Come to class with all necessary materials for success. Take responsibility for your own learning.
- Be appropriate - Any conduct, which is harmful, obstructive, disruptive, or interferes with the educational process is prohibited. You are expected to respect the educational environment. All Arizona State University Preparatory policies will be enforced in this classroom.
- Be attentive - You are responsible for attaining information given. You are also expected to be present and engaged from the beginning of class to the end. Offer ideas, participate in discussions and group activities, and complete your own work.
- Be positive - Enjoy the opportunity to learn and respectfully listen to ideas and opinions that may differ from your own opinions. Put forth your best effort with every endeavor.

ABSENCE/LATE WORK:

- It is the student's responsibility to keep track of his/her absences and make-up work. In the event that you are absent, visit the teachers' Weebly Webpage where you will find the course's online plan book. You can link directly to the teachers' pages from your child's Weebly web page.
- If you miss a test/quiz/essay, you will need to schedule a time during learning lab to make-up the work. If you need clarification about a missed assignment, please schedule time with me during learning lab or before/after school. Effort assignments are not accepted past the due date. Assessments to demonstrate mastery will be accepted after the due date with penalty as outlined below.

	Homework	Academic Assignments	Assessments
Turn in	<ul style="list-style-type: none"> • On due date in class (when collected) 	<ul style="list-style-type: none"> • On due date in class (when collected) 	<ul style="list-style-type: none"> • On assigned date in class
Retake/ Redo	<ul style="list-style-type: none"> • Effort questions may not be redone • Academic work may be retaken within 5 school days from grade post unless otherwise stated by the teacher. Only one redo allowed. 96% max score on redo. 	<ul style="list-style-type: none"> • In order to redo, students must have turned in a <i>full attempt</i>* • Not all assignments will be eligible for redo, teacher discretion. • Requirements: HW/practice or other assigned study options completed in order to be eligible for retake as well as scheduled tutoring with teacher. (amount of tutoring will be at teacher discretion) • Only 1 redo allowed. • 96% max score on retake • Redo must be completed within 5 school days from grade post unless otherwise stated by the teacher 	<ul style="list-style-type: none"> • Requirements: HW/practice or other assigned study options completed in order to be eligible for retake as well as scheduled tutoring with teacher. (amount of tutoring will be at teacher discretion) • Only 1 retake allowed. • 96% max score on retake • Retake must be completed within 5 school days from grade post.
Late	<ul style="list-style-type: none"> • Not able to turn effort assignments in late unless otherwise stated by the teacher 	<ul style="list-style-type: none"> • Late assignments will be accepted up to 5 days after the day the assignment was due for a 5% reduction each late day. • Max loss of 20% 	<ul style="list-style-type: none"> • Sick/Documented excused absences: Completed within the amount of time absent (1 day absent = 1 day to complete work, 4 days absent = 4 days to complete work) • Planned absences: assessments should be taken prior to absence when possible.

*A *full attempt* means every question/section has been attempted and turned in on original due date.

**Please note students individualized needs will be taken into consideration. Although we have clarified due dates and turn in procedures we will continue to meet each students individualized needs to support their success.

PLAGIARISM:

It is the responsibility of the student to not deceive the instructor in any way in regard to the authorship of the work that he/she presents as his/her own. Consequences for plagiarism will be in accordance with the Arizona State University Preparatory student code of conduct. Plagiarism will be reported to the administration.

CLASSROOM PROCEDURES:

- No food, drink, gum, or candy in class. Closed water bottles only!
- Be prepared to write every day.
- Remain in assigned seat unless directed otherwise.
- Pencil sharpening, throwing away papers, etc. will take place prior to the start of class.
- Once you have entered the classroom, you are in “learning mode” and will begin completing the daily seatwork.
- Socializing/horseplay will not take place within the classroom.
- With a limited number of minutes in the class and many objectives, we must work diligently at all times.
- Passes from class will be limited. Students need to be in class at all times in order to effectively participate.
- In an effort to “go green,” students will be required to participate in online discussions and submit formal essays and typed assignments.

GRADING INFORMATION:

Students enrolled at ASU Preparatory Academy will receive two letter grades in each of their courses. One of the letter grades is an **academic grade** that demonstrates if the student mastered the course objectives. The second grade is an **effort grade** that could reflect attendance, participation, discussions, or completion of practice assignments. Both of the letter grades will adhere to the following grading scale, but only the **academic grade** will be reflected on the student’s final transcript and included in the grade point average.

A*	Exceeds Plus	97 – 100
A	Exceeds	90 – 96
B	Meets	80 – 89
C	Approaches	70 – 79
D	Approaches	60 – 69
F	Falls Far Below	50 – 59

MATERIALS: The following items are suggested for this class:

- Lined Paper
- Pencils
- Spiral Notebook
- Pens (black or blue ink)

Thank you,

Patricia Herriman, M.Ed.

SYLLABUS ACKNOWLEDGEMENT:

Detach the lower portion of this page and turn into Mrs. Herriman by 8/5/2017

Capstone IV– Mrs. Herriman’s class 2017-2018

I _____ have read and understand the content, policies, and procedures as outlined in the above course syllabus. I agree to adhere to the expectations of this course.

Student Signature

Parent Signature