

# **Syllabus for Senior Seminar**

## **2020-2021 School Year**

**Teacher: Mrs. Reaume**

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**Modes of Communication:** Students should check Google Classroom once a day for announcements, check due dates and the class calendar, and submit their assignments. This will be the main mode of communication. I will also be communicating with students and parents through email for any questions or extra help.

**Modes of Instruction:** In addition to in-class instruction, Google Classroom is where students will find all the materials needed for the school year. There may be additional instructional videos on Google Classroom that the students will need to view, and we may be using Google Meet for video conferencing as well. At the end of the syllabus, I go over each part of Google Classroom to ensure that students understand where everything is, so no information is missed. This may be review for a lot of students, but it never hurts to read through it.

**Materials Needed:** Computer access to Google Classroom, as well as Google Docs, Google Drive, and Google Meet. I am going to try using Google Meet since it is connected through my Google Classroom. This could change, however, and we will use Zoom or Microsoft Team for video conferencing if Meet does not work well. All students should have a computer and internet connection. If you do not have access to a computer or internet connection, please let me know, or email Mr. Fuller so that we can get it for you through our IT department.

### **Class Structure:**

- On days when you are in class, you will be receiving direct instruction, working on skills that you may need help with, doing classwork, asking questions, discussing ideas, writing, and presenting. Days when you are working from home you will be completing assignments and working on essays/ projects/ speeches/ presentations. Distance learning days are not days off – you will still need to work on Senior Seminar most days of the week.
- In-class safety preparedness/ expectations: Students are required to wear face masks unless they have a doctor's note on file before school starts. Students are required to wipe down their desk and computer after using it, before the end of class. Students must stay six feet apart to adhere to social mitigation standards.

- Everything will be on Google Classroom, and all due dates will be on Fridays and on in-class days to give students flexibility with their schedule, unless otherwise noted.
- Monthly plans for the school year can be found under the Class Calendar, on the bottom left hand side of the Classwork tab in Google Classroom.
- Even though students are only coming to school two days a week, I am teaching four days a week, with a virtual day on Friday. Please keep this in mind. I will adhere to my normal office hours Monday through Friday, from 8 am to 4 pm. If you have a question or need to contact me for any reason, please email me and I will get back with you as soon as I can.

### **Responsibilities:**

- **Teacher Responsibilities**
  - Provide in-class and distance learning activities for students.
  - Be available to answer student/ guardian questions.
  - Provide timely feedback/ grades on student work.
  - Communicate regularly with students.
  - Provide meaningful learning opportunities that meet the needs of all learners.
  - Provide regular feedback to students on progress related to learning activities.
  - Monitor student progress: student grades will be updated weekly in my gradebook.
- **Student Responsibilities**
  - Log in to Google Classroom every day to review assigned work, announcements, etc.
  - Come to class on in-class days.
  - Complete your assigned work by the due date.
  - Ask clarifying questions when you need help or don't understand
  - Be respectful to yourself, teachers, and peers.
  - Check your grades once a week.
- **Parent/ Caregiver/ Family Responsibilities**
  - Review work assigned to the student.
  - Reserve a space for students to complete remote learning work.
  - Encourage students to get enough sleep.
  - Set sensible time limits for technology use.
  - Talk to students about their work every day.
  - Help students establish and follow regular daily routines
  - Talk to students about their grades, or check their grades, once a week.

## Curriculum:

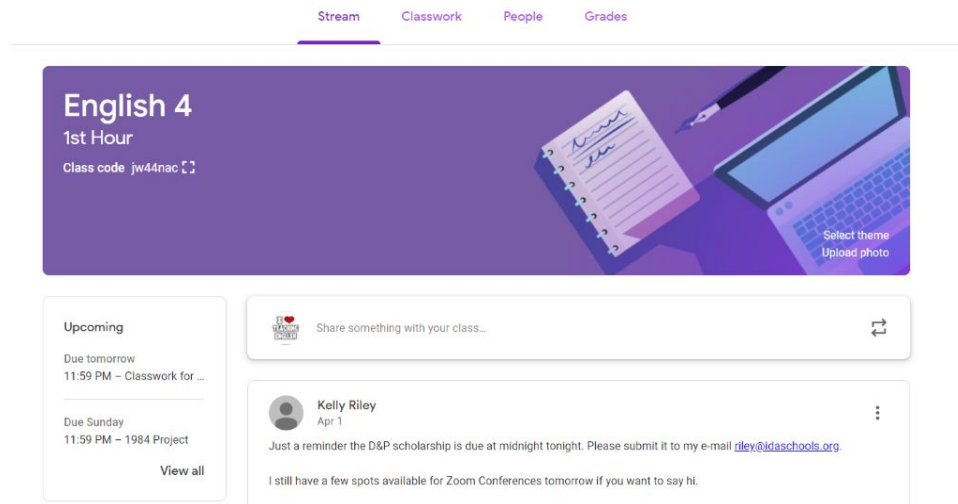
- The curriculum for this grade level/content area is no less than our established curriculum for our traditional 180 days face to face of instruction.
- This class is a graduation requirement that is partnered with Financial Literacy. This semester class will help prepare you to become productive members of society as well as prepare you for success in the real world. By using a variety of approaches such as writing tasks, organizational skills, creativity, applied math, and communication, you will learn what it takes to achieve your dream after graduation. Whether college bound or going straight into the job market, this class is beneficial to all by giving you the skills and information to make informed decisions about your future.
- All the materials covered in this course will be based on the Common Core State Standards for twelfth grade. You can access these standards at the following website: [http://www.corestandards.org/assets/CCSSI\\_ELA%20Standards.pdf](http://www.corestandards.org/assets/CCSSI_ELA%20Standards.pdf)
- The writing components for this class include writing a resume, cover letter, and various essays. In addition to writing, you will be researching and implementing a plan for your future. This plan includes budgeting, finding a job, and schooling. Once you have found your desired career path, you will be required to job shadow in that field.
- Each student will also be compiling necessary materials throughout the course. Letters of recommendation, transcripts, and pictures of you doing community service will be included. Career Cruising will be used in this class, as well as EverFi. These websites will prove to be beneficial to creating your plan and presentation.
- The major grade in this class is the culminating presentation at the end of the semester. Each student will compile everything they have worked on in this class and present their life plan to a panel of teachers and administrators, as well as their friends and family. Presentation skills will be a focus of this class as well, and we will do mini speeches in class to prepare.
- Grading is based strictly on a point system, not percentages. Each assignment will be labeled with the total possible number of points.
- Late work will not be accepted, so it is very important that each student use their class time efficiently. If you have an excused absence, it is your responsibility to get the work that you missed and turn it in on time. Most of the assignments will be completed in class, but it is extremely important that you make arrangements for your community service and job shadowing early on. Procrastinating on an assignment this big is not a good idea, so be proactive.
- Most assignments will need to be submitted on Google Classroom. Failure to submit on a due date will cause you to lose points. **Even if you are absent on a due date,**

**you still need to submit on Google Classroom. If you do not turn in an assignment on a due date, you will receive a zero.**

## Google Classroom Explained in Detail:

### Stream

This is what the class looks like when you enter. The stream shows announcements made by me. On the left it shows you what is due next, usually a week out from the due date. You can add a class comment to content on the stream if you have a question or email me.



## Classwork

When you click on the Classwork tab at the top of your class, it brings you to the screen shown below. I have each unit broken up by book title, with each assignment or material for that unit in subcategories. You can see in the below example that the unit is *1984*, and there are subcategories for the project, classwork assignments by week, and notes.

The screenshot displays the Canvas LMS interface with the 'Classwork' tab selected. On the left is a sidebar with 'All topics' and a list of units including '1984', 'IEA Scholarship', 'Nonfiction Unit', 'Frankenstein', 'Hamlet Exam Essay', 'Hamlet Extra Credit', 'Hamlet', 'Research Paper', 'Purdue OWL', 'All Quiet on the Wes...', and 'Notes'. The main content area shows the '1984' unit selected, with a list of assignments:

| Assignment              | Due Date               |
|-------------------------|------------------------|
| 1984 Project            | Due Apr 5, 11:59 PM    |
| Classwork for 3/30-4/3  | Due Tomorrow, 11:59 PM |
| Classwork for 3/23-3/27 | Due Mar 27, 11:59 PM   |
| Classwork for 3/16-3/20 | Due Mar 20, 11:59 PM   |
| Classwork for 3/16-3/20 | Due Mar 20, 11:59 PM   |
| 1984 Notes              | Posted Mar 2           |

Below the '1984' unit, the 'IEA Scholarship' unit is also visible, showing an assignment 'Ida Education Association Scholarship' due on Mar 27, 11:59 PM.

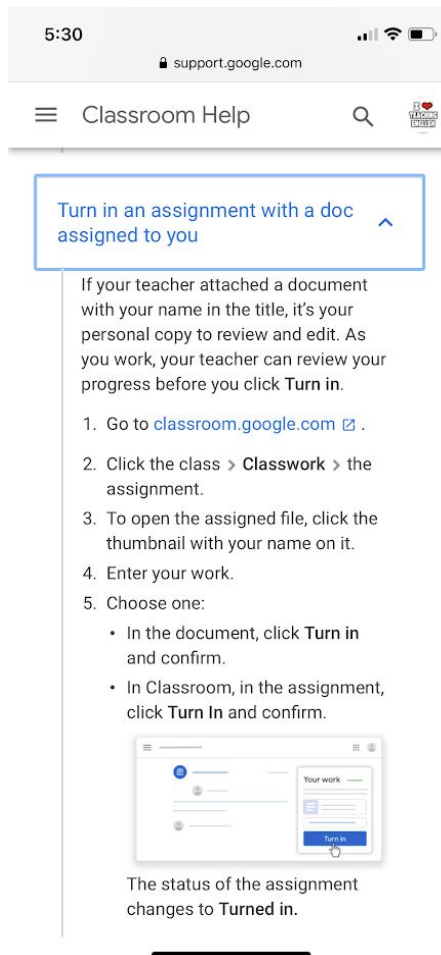
When you click on a subcategory it opens more information, as shown below.

The screenshot displays the Google Classroom interface. At the top, there are tabs for 'Stream', 'Classwork', 'People', and 'Grades', with 'Classwork' being the active tab. Below the tabs, there is a '+ Create' button and links to 'Google Calendar' and 'Class Drive folder'. On the left side, there is a sidebar with 'All topics' and a list of topics including '1984', 'IEA Scholarship', 'Nonfiction Unit', 'Frankenstein', 'Hamlet Exam Essay', 'Hamlet Extra Credit', 'Hamlet', 'Research Paper', 'Purdue OWL', 'All Quiet on the Wes...', and 'Notes'. The main content area shows the '1984' assignment page. It has a title '1984' and a due date 'Due Apr 5, 11:59 PM'. Below the title, there is a section for the '1984 Project' with a description: 'Pick a project option for 1984. Then open up the specific rubric for that project and work on it. You will submit this on Google Classroom when you are finished. If you are creating something physical, like a poster board or something, you can take pictures of your creation to turn it in that way. Just make sure I get all parts of the project that you pick.' To the right of the description, there is a progress bar showing '0 Turned in' and '18 Assigned'. Below the description, there are four document thumbnails: '1984 Project Options.do...', '1984 Pledge Project.docx', 'Hate Week! Rubric.docx', and '1984 Project - Influence ...'. At the bottom of the assignment page, there is a 'View assignment' link and a section for 'Classwork for 3/30-4/3' with a due date 'Due Tomorrow, 11:59 PM'.

As you can see, there are multiple files attached under this subcategory that relate to the project.

## How to Turn in Work

To turn in classwork questions that were **assigned to you**, follow the directions below.



The screenshot shows a mobile browser interface. At the top, the status bar displays the time 5:30, signal strength, Wi-Fi, and battery icons. The address bar shows 'support.google.com'. Below the address bar is a navigation bar with a hamburger menu icon, the text 'Classroom Help', a magnifying glass search icon, and a 'Help' icon with a heart. The main content area features a blue-bordered box with the title 'Turn in an assignment with a doc assigned to you' and an upward-pointing arrow. Below this box, a paragraph explains that if a teacher attached a document with the student's name in the title, it's their personal copy to review and edit. This is followed by a five-step numbered list: 1. Go to [classroom.google.com](\"http://classroom.google.com\"). 2. Click the class > **Classwork** > the assignment. 3. To open the assigned file, click the thumbnail with your name on it. 4. Enter your work. 5. Choose one: • In the document, click **Turn in** and confirm. • In Classroom, in the assignment, click **Turn In** and confirm. Below the list is a small screenshot of the Classroom interface showing a 'Your work' section with a 'Turn in' button highlighted by a cursor. The final text states that the assignment status changes to 'Turned in'.

5:30 support.google.com

Classroom Help

Turn in an assignment with a doc assigned to you

If your teacher attached a document with your name in the title, it's your personal copy to review and edit. As you work, your teacher can review your progress before you click **Turn in**.




1. Go to [classroom.google.com](\"http://classroom.google.com\").
2. Click the class > **Classwork** > the assignment.
3. To open the assigned file, click the thumbnail with your name on it.
4. Enter your work.
5. Choose one:
  - In the document, click **Turn in** and confirm.
  - In Classroom, in the assignment, click **Turn In** and confirm.

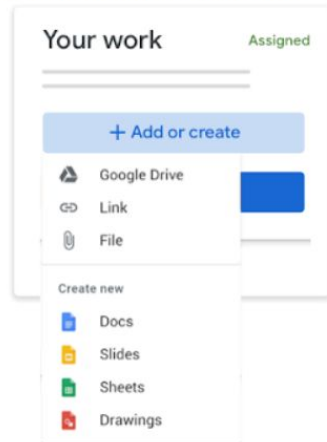
The status of the assignment changes to **Turned in**.





To turn in projects or essays that **you created a document for**, follow the directions below. This is what you have been doing all school year.

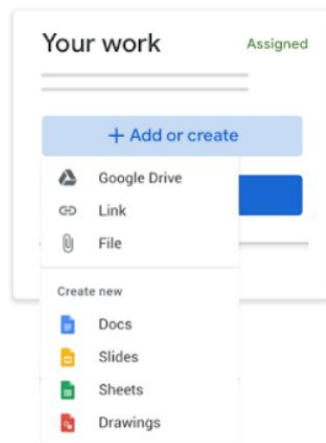
#### Turn in an assignment





1. Go to [classroom.google.com](https://classroom.google.com) .
2. Click the class > **Classwork** > the assignment.
3. To attach an item:
  - a. Under **Your work**, click **Add or create** > select Google Drive , Link , or File .

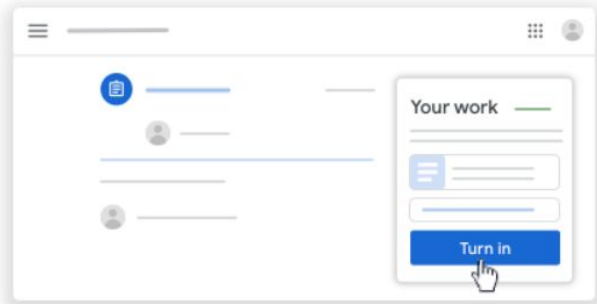


- b. Select the attachment or enter the URL for a link and click **Add**.  
**Note:** You can't attach a file you don't own.
4. To attach a new doc:
    - a. Under **Your work**, click **Add or create** > select Docs , Slides , Sheets , or Drawings .A new file attaches to your work and opens.



- b. Click the file and enter your information.  
**Note:** You can attach or create more than one file.
5. (Optional) To remove an attachment, next to the attachment's name, click Remove .
  6. (Optional) To add a private comment to your teacher, under **Private comments**, enter your comment and click Post .
  7. Click **Turn In** and confirm.  
The status of the assignment changes to **Turned in**.





## Google Forms

There could be a few quizzes and tests to take. These will be posted on Classroom with due dates and will be in Google Forms.

### Turn in a quiz assignment

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class > **Classwork** > the assignment.
3. Click the form and answer the questions.
4. Click **Submit** > **Mark as done** and confirm.  
If the form is the only work for the assignment, the status of the assignment changes to **Turned in**.
5. (Optional) If there's more work to do for the assignment, click **Open assignment**.

## Class Calendar

English 4  
1st Hour

Stream Classwork People Grades

|                         |                                       |            |
|-------------------------|---------------------------------------|------------|
| Frankenstein            | Classwork for 3/23-3/27               | Due Mar 27 |
| Hamlet Exam Essay       | Classwork for 3/16-3/20               | Due Mar 20 |
| Hamlet Extra Credit     |                                       |            |
| Hamlet                  | Classwork for 3/16-3/20               | Due Mar 20 |
| Research Paper          | 1984 Notes                            | Po         |
| Purdue OWL              |                                       |            |
| All Quiet on the Wes... | IEA Scholarship                       |            |
| All Quiet on the Wes... |                                       |            |
| Notes                   | Ida Education Association Scholarship | Due Mar 27 |
| Remind App Instruc...   |                                       |            |
| Class Calendar          | Nonfiction Unit                       |            |
|                         | Nonfiction Notes                      | Pos        |



When you open it up, it will look like this. Then click on the calendar to see what is due.

Stream Classwork People Grades

### Class Calendar

Kristin Reaume posted a new material: April Calendar

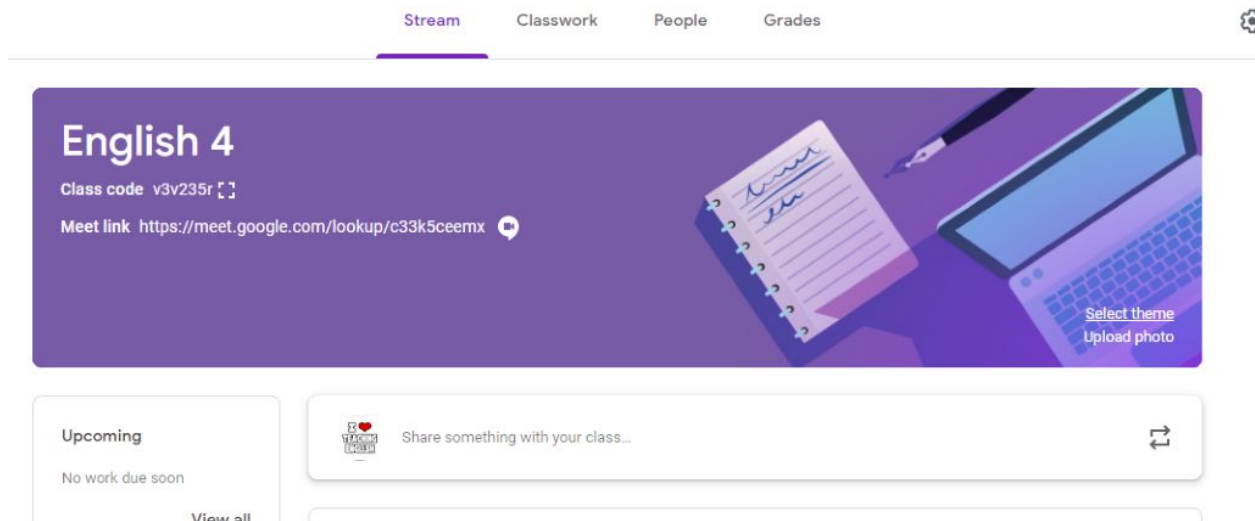
Posted Mar 16 (Edited Mar 16)

April - English 4.docx  
Word

Add class comment...

## Google Meet

To join a Google Meet meeting, you will click the Meet Link in the banner section of English 4. It will then open a meeting, like Zoom or Microsoft Teams, but only our class members are invited.



## Final Thoughts:

This class will be a lot of work, but it is work that is directly applicable to life after high school no matter which path you choose. I look forward to helping you make an informed decision on the direction that your life will take after high school! If there are ever any questions, do not hesitate to contact me through Google Classroom or my email. I want everyone to be successful, and I believe that each student is more than capable of successfully passing this class. It is time to take responsibility for your learning and ask questions when you have them, do the work that you are assigned, and graduate from Ida High School!

If school is closed due to going back to Phase 3, or if we must quarantine due to an outbreak of Covid 19, we will be using Google Classroom for everything. Some of the information in this syllabus might change, and I will update everything as necessary.

