

communication & INTERNATIONAL STUDIES

Crater BIS

TERM 2018-2019

LOCATION Tech Center

INSTRUCTORS Mrs. Sullivan
Mrs. Spranger

DESCRIPTION As one of three humanities options for the School of Business, Innovation and Science, the Communication and International Studies (CIS) block is an interactive class that is both locally and globally focused with on-site learning, real-world experiential activities, and outdoor adventure. All students will create a professional portfolio, have the opportunity to earn college credits, experience multiple internship placements, and participate in a block period with two amazing teachers!

OBJECTIVES Students successfully completing this course will be ready for college or the workplace, use the writing process, develop global awareness and appreciation, produce professional products, and hone both their speaking and writing skills. This course will be taught to Common Core Standards in [English Language Arts](#), [Spanish](#), and [Social Studies](#).

EXPECTATIONS OF TEACHERS We will respect you as an individual. We look forward to getting to know you, your talents and your ambitions.

You may not always agree with how we do things, but we will be fair and consistent regardless of student in both rewards and consequences.

We will be firm. We believe rules and standards of behavior are important and will hold you accountable for your actions and choices if you cannot do so yourself.

We will challenge you to do your best work both independently and as a productive team member when appropriate.

We will make our instructional time as fun, creative and engaging as we can.

TENETS OF CIS *Created by the 2018-19 CIS Students:*

We believe in using common sense.

We believe that everyone deserves help when they don't understand.

We believe that class should be interesting every day.

We believe that there will be no judging of sexuality, race, or religion.

We believe all students should be respected for their opinions.

We believe you should be responsible for your actions.

We believe in having a positive environment.

We believe you shouldn't judge people by the way they look.

We believe in open, constructive criticism.

We believe in using our peers as resources.

EXPECTATIONS FOR STUDENTS

Preparation: We expect you to come to class prepared to work. You should always have your book, binder, libreta and a writing implement. Work smarter, not harder: keep all CIS notes and handouts in a binder.

Maximization of Time: We expect to utilize every minute of our class time to learn as much as possible while we are together. This means you need to be on time to class. Pull up your agenda as soon as class begins and start on the journal entry in your libreta. If you have "free" time in class, please complete outstanding work or read your book.

Food & Drink: Snacks and beverages with lids are allowable in the Tech Center during class when consumed appropriately. In the fish bowl, both food and drink are prohibited with the exception of water unless otherwise indicated by the teacher.

Break: As our class is two class periods long, we will give you a ten minute break (four minute passing period and six additional minutes). This gives you ten minutes to use the restroom, student store, your device (see below), etc. Tardies after break will count toward your total number of tardies.

Mobile Devices & Technology: No cell phones or iPods are to be used during direct instruction or presentations. Phone use is prohibited in the Spanish breakout. During our 10 minute break you are welcome to check your texts, update your statuses, or encapsulate your unique life experiences in 140 characters or less as you wish. School computers and devices are to be used for school-related purposes only. Use your devices

responsibly and respectfully. Multiple offenses regarding technology will result in a referral.

Leaving the Room: One person can leave at a time for an appropriate reason after checking in with the teacher and getting approval. If this privilege is abused, it will be revoked.

Medical Attention: If you need to use the health center, make an appointment or visit before school or at lunch (they're open 7:30-4).

Work: Work is to be turned in on time. Any assignment that you are caught cheating on is a zero for everyone involved—no exceptions. Cheating includes copying another student's work, turning in work completed by someone else, submitting work that has already been turned in for another class, or plagiarizing. Plagiarism involves claiming someone else's creative work as your own. This class uses a standard grading scale: A 90-100, B 80-89, C 70-79, D 60-69, F 0-59

Regular Assignments, Projects, Tests & Quizzes: Almost all of the student's papers are graded on a scale of 1-5. General criteria for each are listed below:

- 5 - Generally a perfect performance that would be acceptable in the workplace.
- 3 - Assignment illustrates knowledge of content but needs revisions.
- 1 - Assignment would be unacceptable in the workplace because of writing errors (grammar, spelling) or lack of effort.
- Assignments that are either complete or not receive either 2 or zero points on a 2-point scale.

Redo Policy

Students may redo certain assignments if the assignment is **completed** and turned in on time. This policy is to reinforce continued improvement of projects as would occur in a successful business environment. The following outlines the two different types of "redos" and general guidelines.

Limited Redo Attempts

Unless specified otherwise, you may submit an assignment up to TWO times. The first submission of an assignment is considered submission ONE, leaving you with ONE additional attempt at submitting an improved assignment for your desired grade.

Unlimited Redo Attempts

For assignments designated as "unlimited redos," students may submit an improved assignment for a higher grade as many times as they wish until they obtain the desired grade.

Tests, Quizzes, and Presentations

The redo policy does **NOT** apply to tests, quizzes, interviews or presentations. However, students occasionally have the chance to improve a test or quiz score if the instructor decides to offer a redo. Presentations are considered a one shot attempt – as we all know, there are no redos in front of a live audience.

Redo Guidelines

Any assignment re-submitted for grading must show significant improvements to be eligible for a re-grade. Furthermore, the assignment must be completely free of spelling errors.

Assignments must be re-submitted before the end of the current term in which the assignment was given.

Procedure for Re-grade

To submit a digital assignment for a re-grade, do the following:

1. Send an email to the teacher who initially graded the assignment
2. Attach the assignment to the email
3. In the subject line, insert "Please Regrade *insert assignment name here*"
4. Please use the body of the email if you have any questions or concerns about the

assignment; otherwise, leave the body blank

To submit a hardcopy of an assignment for a re-grade, do the following:

1. Attach ALL previous drafts of the assignment to the BACK of the re-submitted draft
– NEW draft needs to be on top
2. Place the assignment in the turn-in box

Incomplete Policy

ALL assignments must be turned in to receive a grade.

- Missing assignments at the end of any grading period will result in an incomplete.
- Incompletes that are not made up in the specified time for each grading period will turn to F's.
- The incomplete policy is designed to reflect the same requirement that all tasks be completed in the workplace, as well as enhance student success in this program.

Late Work

Assignments turned in late are a detriment to a student's success in any subject. Due dates are assigned to hold students accountable for their work and to teach time management skills that are valuable in any career.

- For a regular 5 point assignment turned in late, the most points received will be 3/5
- Assignments graded for completion will receive a 1/2 score if turned in late

GRADE WEIGHTING Grades are weighted in CIS in the following categories and quantities:

- 20% Practice
- 10% Workplace
- 20% Technology
- 50% ELA/ SS Essential Skills

Grades are weighted in Spanish in the following categories and quantities:

- 10% Learning Community Contribution
- 25% Written Proficiency
- 25% Oral Proficiency

communication & INTERNATIONAL STUDIES

Crater BIS

TERM 2018-2019

LOCATION Tech Center

INSTRUCTORS Mrs. Sullivan
Mrs. Spranger

- 40% Final Assessments

COURSE ATTENDANCE AND PARTICIPATION

Absences: If you are absent, check the CIS website for our daily agenda, handouts, and homework. Handouts will also be available in the classroom. You have the amount of days you were absent to turn in your work (i.e. if you were absent Monday, Tuesday and Wednesday, you'd have three additional days to submit assignments due and assigned during those days). Be proactive regarding your absences. If you miss a test or quiz due to an absence, you have one week to make it up on your own time. Make sure to sit in your self-selected seat at the start of class to avoid mistakes in attendance.

Tardies: If you arrive to class after the bell rings, you will be considered tardy. You must get a note from Michele to attend class. Three or more tardies will result in lunch detention referrals. For detailed school rules, please also review the Student Handbook.

TAG/HONORS OPTIONS

If you intend to earn honors credit in CIS, ensure that you are enrolled in Mrs. Sullivan's honors mini for honors English credit. This is how you become eligible for WR121/122 college credits. For honors Spanish credit, enroll in Mrs. Spranger's honors mini to earn an honors credit and receive advanced coursework.

communication & INTERNATIONAL STUDIES

Crater BIS

TERM 2018-2019

LOCATION Tech Center

INSTRUCTORS Mrs. Sullivan
Mrs. Spranger

SPANISH

Spanish will be taught in the OWL (Organic World Language) method, which is 100% immersion style. This means that both students and the teacher are to participate in all classroom activities using only Spanish. The most important rules are Risk, Respect, and Responsibility. Students must take risks when trying to communicate in an unfamiliar language, be respectful of others in the class, and take responsibility for their own learning and behavior both in the classroom and when doing homework. Grades are based on participation, language use, and the demonstration of proficiency level advancement. Perfection is NOT required! By the end of the year, second-year Spanish students will be able to communicate at the ACTFL proficiency level of Novice-High and third-year Spanish student will be able to communicate at the Intermediate-Low level.

communication & INTERNATIONAL STUDIES

Crater BIS

TERM 2018-2019

LOCATION Tech Center

INSTRUCTORS Mrs. Sullivan
Mrs. Spranger

STUDENT / GUARDIAN INFORMATION AND CONTRACT

(Please return this form by Friday, September 14th.)

Student Name (print): _____

BOOKS	MOVIES
<ul style="list-style-type: none">• <i>Cajas de Carton</i>• <i>A Raisin in the Sun</i>• <i>Into Thin Air</i>• <i>Freakonomics</i>• <i>Ashes of Roses</i>• <i>They Poured Fire on Us From the Sky</i>• <i>Girl in Translation</i>• <i>The Kite Runner</i>• <i>What Is the What</i>• <i>The Jungle</i>• <i>I Am Malala</i>• <i>Kaffir Boy</i>• <i>American Street</i>• <i>Behold the Dreamers</i>	<ul style="list-style-type: none">• <i>A Raisin in the Sun</i>• <i>Everest</i>

Parents: I have read over the course outline passed out in class with my student. I also approve my student to read the listed books and watch the listed films over the course of the year:

Other films may be shown, but a separate slip will be sent home in accordance with district policy. Several additional short stories, articles, essays, and poems will be used throughout the year

Parent/ Guardian Name: _____

Signature: _____ Date: _____

Parent Contact Phone Number: _____

Parent E-mail Address: _____

If you have questions after reviewing this material and you wish to receive follow-up contact, please write them below:

How would you like to receive a response (circle one): e-mail phone call

Students: I have read and understand the rules, procedures, expectations, and guidelines that I received in class.

Student Signature: _____ Date: _____