# Hudson High School 

## 69 Brigham Street • Hudson, Massachusetts 01749•978.567.6250 https://sites.google.com/a/hudson.k12.ma.us/hudson-high-school/

Course Syllabus 2017-2018

Course: Academic Seminar
Teacher: Ms. Smyth
Email: esmyth@hudson.k12.ma.us
Semester: 1 and 2
Meeting Time: Block
Required Materials: agenda book, pen, pencil, eraser, materials for core content classes
Course Description: Academic Seminar (AS) assists students in developing the language, literacy, and academic skills needed to be successful in content area classes. Students are expected to build independence and motivation as learners by working diligently in and out of class. Students document and reflect on their learning through reflections and maintaining ongoing communication with the instructor through conversations.

Course Evaluation: Grades are calculated using the following percentages. A final grade of at least 60 is required to pass the course.

|  | Assessment | $\mathbf{\%}$ | Description |
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|  | Participation | 30 | Students are expected to contribute to a respectful and safe learning environment for all <br> learners. Participation is composed of classroom behaviors (including organizational skills), <br> ability to work independently, attitude, and effort. |
|  | Agenda | 30 | Students are expected to keep track of their class assignments in an agenda. Agenda books <br> will be graded periodically. |
|  | Progress <br> Monitoring | 40 | Students are expected to monitor their academic goals via graphs, written reflections, and <br> meetings with ELL support staff. This includes the student's progress in meeting the <br> student's Progress Monitoring Goal. |


|  | Assessment | $\mathbf{\%}$ | Description |
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|  | Semester 1 | 40 | Each semester grade is made up of participation, agenda, and progress monitoring as <br> outlined above. |
|  | Semester 1 <br> Final | 10 | Students complete an assessment designed to reflect on their progress, demonstrate learning <br> challenges and achievements, and prepare for future learning plans. |
|  | Semester 2 | 40 | Each semester grade is made up of participation, agenda, and progress monitoring as <br> outlined above. |
|  | Semester 2 <br> Final | 10 | Students complete an assessment designed to reflect on their progress, demonstrate learning <br> challenges and achievements, and prepare for future learning plans. |

## Course Policies:

Food and Drink: Per school policy, no food or drink is allowed in class except for water.
Electronic Devices: No use of cell phones or other personal electronic devices is allowed during class except with specific permission from the instructor. If cell phones are used inappropriately during class, the phone will be kept by the teacher until the end of class or by an administrator until the end of the school day based on the offense.

Attendance: Consequences for tardiness or frequent absences will be applied as outlined in the Hudson High School Student-Parent Handbook. Please note, as per school policy, students who arrive late to class will be assigned detention.

Missed Work: Each student is responsible for his or her own work. Work is due at the beginning of class on the specified due date. As per school policy, an unexcused absence may result in a " 0 " for any in-class work assigned that day.

Please note:

- If you miss class on the day an assignment is given, it is your responsibility to find out the necessary information and pass your work in on the due date.
- If you miss class on the day that an assignment is passed in, your work is due on your first day back to class.
- If you know you will miss a class due to a foreseen excused absence, you should let your instructor know in advance.
- If you have any issue with completing your work according to these policies, you should see your instructor as soon as possible. Exceptions will be made on a case by case basis as determined by the instructor.
- Remember, it is not your teacher's nor your classmates' responsibility to make up your work in a timely fashion. It is your responsibility!

Academic Honesty: All class members are expected to uphold their integrity and the integrity of the class by abiding by strict codes of academic honesty. Individuals are responsible for presenting only their own work and citing appropriately any ideas borrowed from other sources. Any incidents of plagiarism will be taken very seriously. Upon suspicion of plagiarism, the instructor may make copies of the questionable work and will confront the student(s) involved. If this initial confrontation does not reach satisfactory ends for either or both parties and/or there is a repeat offense, the assistant principal will be notified. Any plagiarized work will receive a zero with no opportunity to make it up.

Plagiarism means copying ideas from another source without crediting the original source. It includes, but may not be limited to, the following:

1. Copying ideas (written or spoken) from another source, word for word or paraphrased, and representing them as your own.
2. Copying the work of another student, word for word or paraphrased, and representing it as your own.
3. Allowing another student to copy verbatim or paraphrase your work and represent it as his or her own.

Extra Help: Extra help is available to all students who seek it. Your instructor will be in F211 until 3:00 PM on Mondays. However, to be sure of this, it is recommended that when possible you make an appointment. Stay on top of your schoolwork. If you need help, seek it right away. If you let yourself get behind, it will be much harder to catch up later.

Disclaimer: This syllabus is subject to change at the discretion of the instructor. In the event of change, every effort will be made to inform the students.

| Our Responsibilities |  |
| :--- | :--- |
| Respect | Work Hard |

Name $\qquad$ School Year 2017-2018
Directions: Your participation will be assessed each marking period.

| Criteria |  | Point Descriptions |  |  |  | Evaluation |  |  |  |
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|  |  | Date: |  |  |  | Date: | Date: | Date: |
| $\begin{aligned} & \overleftarrow{U} \\ & \tilde{0} \\ & \tilde{N} \\ & \text { む } \end{aligned}$ | Timeliness |  | Student is frequently (more than 6 times) absent or late to class. | Student is occasionally (4-5 times) absent or late to class. | Student is rarely (2-3 times) absent or late to class. | Student always comes to class and is on time. |  |  |  |  |
|  | Preparation |  | Student is frequently (more than 6 times) unprepared for class. | Student is sometimes (45 times) unprepared for class. | Student is rarely (2-3 times) unprepared for class. | Student is always prepared for class. |  |  |  |  |
|  | Behavior | Student rarely displays positive behavior. | Student sometimes displays positive behavior. | Student usually displays positive behavior. | Student always displays positive behavior. |  |  |  |  |
|  | Engagement In Class | Student rarely stays focused. This includes working and problem solving independently. | Student sometimes <br> stays focused. <br> This includes working and problem solving <br> independently. | Student usually stays focused. This includes working and problem solving independently. | Student always stays focused. This includes working and problem solving independently. |  |  |  |  |
|  | Language | Student rarely makes an effort to practice English. | Student sometimes makes an effort to practice English. | Student usually makes an effort to practice English. | Student always makes an effort to practice English. |  |  |  |  |
| Total Points (20 points possible) |  |  |  |  |  |  |  |  |  |
| Final Grade |  |  |  |  |  |  |  |  |  |


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|  | S1-T2 | S2-T2 |

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| Criteria | Point Descriptions |  |  |
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|  | Chart | Chart is not updated. | 1 |


| Date | Start of <br> Year | End of Term 1 | End of Term 2 | End of Term 3 | End of Term 4 |
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| Chart |  |  |  |  |  |
| Goals and <br> Action Steps |  |  |  |  |  |
| Student <br> Reflections |  |  |  |  |  |
| Total Points <br> (10) |  |  |  |  |  |

Name $\qquad$ Block $\qquad$ Date


| Criteria | Point Descriptions |  |
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| Action Step | Student does not meet action step. | Student meets or exceeds action step. |


| $\text { Term } 1$ Goal |  |  |  |  |  |  |  |  |  |
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| Date |  | 9/15 | 9/22 | 9/29 | 10/6 | 10/13 | 10/20 | 10/27 | 11/3 |
| Action <br> Step \#1 |  |  |  |  |  |  |  |  |  |
| Action Step \#2 |  |  |  |  |  |  |  |  |  |
| Term 2 Goal |  |  |  |  |  |  |  |  |  |
| Date |  | 11/9 | 11/17 | 12/1 | 12/8 | 12/15 | 12/22 | 1/5 | 1/12 |
| Action <br> Step \#1 |  |  |  |  |  |  |  |  |  |
| Action Step \#2 |  |  |  |  |  |  |  |  |  |

Name $\qquad$ Block $\qquad$ Date


| Criteria | Point Descriptions |  |
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|  | $\mathbf{0}$ | $\mathbf{1}$ |
| Action Step | Student does not meet action step. | Student meets or exceeds action step. |


| Term 3 Goal |  |  |  |  |  |  |  |  |  |  |  |
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| Date |  | 1/26 | 2/2 | 2/9 | 2/16 | 3/2 | 3/9 | 3/16 | 3/23 | 3/29 | 4/6 |
| Action <br> Step <br> \#1 |  |  |  |  |  |  |  |  |  |  |  |
| Action Step \#2 |  |  |  |  |  |  |  |  |  |  |  |
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| Date |  | 4/13 | 4/27 | 5/4 | 5/11 | 5/18 | 5/25 | 6/1 | 6/8 | 6/15 | 6/22 |
| Action Step \#1 |  |  |  |  |  |  |  |  |  |  |  |
| Action <br> Step <br> \#2 |  |  |  |  |  |  |  |  |  |  |  |

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| Criteria |  | Point Descriptions |  |  |  |
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|  | Daily Usage | Assignments (or other indications) are rarely written. | Assignments (or other indications) are written some days. | Assignments (or other indications) are written most days. | Assignments (or other indications) are written every day. |
|  | Indication of Completed Assignments | Assignments are rarely checked off to indicate completion. | Assignments are sometimes checked off to indicate completion. | Assignments are usually checked off to indicate completion. | Assignments are always checked off to indicate completion. |


| Semester 1 | Semester 2 |  |  |  |  |  |  |
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| Date | Daily Usage | Completed <br> Assignments | Total Points | Date | Daily Usage | Completed <br> Assignments | Total Points |
| $9 / 8$ |  |  |  | $1 / 26$ |  |  |  |
| $9 / 15$ |  |  |  | $2 / 2$ |  |  |  |
| $9 / 22$ |  |  |  | $2 / 9$ |  |  |  |
| $9 / 29$ |  |  |  | $3 / 16$ |  |  |  |
| $10 / 6$ |  |  |  | $3 / 2$ |  |  |  |
| $10 / 13$ |  |  |  | $3 / 9$ |  |  |  |
| $10 / 20$ |  |  |  | $3 / 16$ |  |  |  |
| $10 / 27$ |  |  |  | $4 / 23$ |  |  |  |
| $11 / 3$ |  |  |  | $4 / 6$ |  |  |  |
| $11 / 9$ |  |  |  | $5 / 27$ |  |  |  |
| $11 / 17$ |  |  |  | $5 / 4$ |  |  |  |
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Notes

Assignment: Write a letter to the Progress Monitoring Team about how you are doing in accomplishing your academic goal.
$>$ Purpose: To reflect on and inform us about how you are doing so far in the term in reaching your academic goal. What do you have to cheer about? What obstacles are getting in your way of accomplishing your goal?
$>$ Audience: Ms. Ansara-Stachowski, Ms. Goldstein, and Ms. Smyth
$>$ Text Type: Narrative Reflection
> Genre: Friendly Letter
Process: Here are the steps you will follow to write your letter. Check off each step as you go.
Prewrite

1. Study the model letter.
2. During Academic Seminar time, record your current grades in Mid-Term Check In.
3. During Academic Seminar time, review your chart, goal, action steps, grades, student reflections, and teacher/parent comments. You may take notes.
4. Brainstorm yours ideas.

Write Your Draft
5. Write or type your draft.
6. Revise for ideas, organization, and clarity.
7. Revise for spelling, grammar, punctuation, and formatting.
8. Type your final draft.

## Publish

9. Print your letter and give it to Ms. Smyth.
10. Share your letter in Google Docs with Ms. Ansara-Stachowski and Ms. Goldstein.
$\square$ eegoldstein@student.hudson.k12.ma.us
$\square$ kmansarastachowski@student.hudson.k12.ma.us
*Your letter should be no more than two pages in length and should demonstrate honest and thoughtful reflection.

Due Date: The final draft of your friendly letter is due by the end of the day on the day it is due. A letter handed in after this date will be reduced by $1 / 3$ of a letter grade for each day it is late. Letters passed in after 5 days, including weekends, will receive a grade of a " 0 ". Your work should be double-spaced, in Times New Roman 12 font, and with 1 inch margins on all sides. You may use Academic Seminar classes to complete this assignment and/or complete it for homework.

| Term | Letter Due Date | Late Letters Due No Later Than |
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| Term 1 |  |  |
| Term 2 |  |  |
| Term 3 |  |  |
| Term 4 |  |  |

Assessment: Your work will be assessed using the Academic Writing Rubric.

Dear Ms. Ansara-Stachowski, Ms. Goldstein, and Ms. Smyth,
This year in Academic Seminar, the goal I set for myself is to improve my English grade to a "B+". Currently, I think I am doing okay in reaching this goal because my English grade is an $83 \%$.

One of my action steps is to visit the Writing Center at least once during the writing process. In English, I wrote an essay on Lord of the Flies. I struggled with getting the essay started, so I went to the Writing Center. A student helped me brainstorm ideas. A week later, I returned to the Writing Center to get help editing my essay. Because of this effort, I received a B on the essay. While I worked through the writing process for The Lord of the Flies essay, I was not as thorough when it came to my Romeo and Juliet essay. I chose not to brainstorm my ideas, which made my paragraphs unclear and confusing. I did not go to the Writing Center. Therefore, my essay lacked a coherent thesis and weak supporting paragraphs and I received a D-. This shows that when I take the time to receive extra help, I do better in my writing.

My second action step is to stay after once a week to work on English assignments. So far this term, I have stayed after 8 out of 8 weeks. This means I have accomplished $100 \%$ of this action step. One time I stayed after with Mrs. Wallingford to study for my vocabulary quiz. When I stayed after, I got an $83 \%$ on it. By staying after with Mrs. Wallingford, it helped me get a better grade because she sat with me and showed me how to study for the quizzes. One method she showed me was how to make and use flashcards to help me better learn the words. She also introduced me to Quizlet. She showed me how I could make my own Quizlet study sets by myself and then I play the games using my phone. A third method she showed me was making T-charts and sorting the words into categories. Earlier this term, I did not stay after with Mrs. Wallingford and I received a $64 \%$ on a vocabulary quiz. Staying after confirmed to me that it improves my grades and studying skills too.

During the second half of term 1, I will continue to improve my English grade by staying after regularly and going to the writing center when I need help with writing. I need to brainstorm, write my draft, edit it, and proof read. Do you have any suggestions about how I can speak more in Mrs. Wallingford's class? I am struggling with this.

Sincerely,
Bruna Garcia




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|  | January 18 THURSDAY | January 19 FRIDAY | January 20 \& 21 SATURDAY/SUNDAY |
| $\begin{aligned} & \frac{T}{N} \\ & \frac{N}{J} \\ & \underset{W}{0} \end{aligned}$ |  |  |  |
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|  | January 29 MONDAY | January 30 TUESDAY | January 31 WEDNESDAY |
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| $\underset{\substack{I \\ \Sigma}}{\substack{2}}$ |  |  |  |
| $\begin{aligned} & \underset{U}{U} \\ & \underset{\sim}{u} \\ & \underset{U}{0} \end{aligned}$ |  |  |  |
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| 으픈 |  |  |  |
| $\begin{aligned} & \text { Nu } \\ & \text { N } \\ & \text { 岂 } \\ & \underset{3}{4} \\ & \stackrel{y}{3} \end{aligned}$ |  |  |  |
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| $\begin{aligned} & \text { 煎 } \\ & \text { O} \\ & \text { 药志 } \end{aligned}$ |  |  |  |
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|  | February 12 MONDAY | February 13 TUESDAY | February 14 WEDNESDAY |
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| $\frac{I}{\frac{1}{\Sigma}}$ |  |  |  |
| $\begin{aligned} & \underset{U}{U} \\ & \underset{\sim}{u} \\ & \underset{U}{0} \end{aligned}$ |  |  |  |
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| $\stackrel{\text { 口 }}{\text { u }}$ |  |  |  |
| $\begin{aligned} & \text { Nu } \\ & \text { N } \\ & \text { 岂岂 } \\ & \underset{3}{山} \\ & \stackrel{u}{山} \end{aligned}$ |  |  |  |
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|  | February 19 MONDAY | February 20 TUESDAY | February 21 WEDNESDAY |
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| $\frac{I}{\underset{\Sigma}{\Sigma}}$ |  |  |  |
| $\begin{aligned} & \underset{U}{U} \\ & \underset{\sim}{u} \\ & \vdots \\ & 0 \end{aligned}$ |  |  |  |
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| $\stackrel{\text { 근 }}{ }$ |  |  |  |
| $\begin{aligned} & \text { Nu } \\ & \text { N } \\ & \text { 岂岂 } \\ & \underset{3}{山} \\ & \stackrel{y}{山} \end{aligned}$ |  |  |  |
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|  | February 22 <br> THURSDAY | February 23 FRIDAY | February 24 \& 25 SATURDAY/SUNDAY |
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| $\begin{aligned} & \text { 首 } \\ & \stackrel{0}{4} \\ & \text { 논 } \\ & 0 \end{aligned}$ |  |  |  |
| :---: | :---: | :---: | :---: |
|  | February 26 MONDAY | February 27 TUESDAY | February 28 WEDNESDAY |
| $\begin{aligned} & \frac{T}{N} \\ & \frac{N}{J} \\ & \underset{W}{0} \end{aligned}$ |  |  |  |
| $\frac{I}{\stackrel{I}{\Sigma}}$ |  |  |  |
| $\begin{aligned} & \text { 山 } \\ & \text { U } \\ & \underset{U}{u} \\ & 0 \end{aligned}$ |  |  |  |
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| :---: | :---: | :---: | :---: |
|  | March 26 MONDAY | March 27 <br> TUESDAY | March 28 WEDNESDAY |
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| $\frac{I}{\frac{1}{\Sigma}}$ |  |  |  |
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| $\begin{aligned} & \text { Nu } \\ & \text { N } \\ & \text { 岂岂 } \\ & \underset{3}{山} \\ & \stackrel{u}{山} \end{aligned}$ |  |  |  |
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| $\begin{aligned} & \stackrel{\rightharpoonup}{u} \\ & \stackrel{\rightharpoonup}{4} \\ & \stackrel{0}{4} \stackrel{1}{U} \\ & 0 \end{aligned}$ |  |  |  |
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|  | April 26 THURSDAY | April 27 FRIDAY | April 28 \& 29 SATURDAY/SUNDAY |
| $\begin{aligned} & \frac{T}{N} \\ & \frac{N}{J} \\ & \underset{W}{0} \end{aligned}$ |  |  |  |
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| :---: | :---: | :---: | :---: |
|  | May 7 MONDAY | May 8 TUESDAY | May 9 WEDNESDAY |
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| $\frac{I}{\frac{1}{\Sigma}}$ |  |  |  |
| $\begin{aligned} & \underset{U}{U} \\ & \underset{\sim}{u} \\ & \underset{U}{0} \end{aligned}$ |  |  |  |
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|  | May 21 MONDAY | May 22 TUESDAY | May 23 WEDNESDAY |
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| $\begin{aligned} & \stackrel{\rightharpoonup}{u} \\ & \stackrel{\rightharpoonup}{4} \\ & \stackrel{0}{4} \stackrel{1}{U} \\ & 0 \end{aligned}$ |  |  |  |
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|  | June 7 <br> THURSDAY | June 8 FRIDAY | June 9 \& 10 SATURDAY/SUNDAY |
| $\begin{aligned} & \frac{T}{N} \\ & \frac{N}{J} \\ & \underset{W}{0} \end{aligned}$ |  |  |  |
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|  | June 21 THURSDAY | June 22 FRIDAY | June 23 \& 24 SATURDAY/SUNDAY |
| $\begin{aligned} & \frac{T}{N} \\ & \frac{N}{J} \\ & \underset{W}{0} \end{aligned}$ |  |  |  |
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