



**Grades**

20%--Participation (discussions, question & answer sessions)

30%--Quizzes and Assessments

50%--Daily Classwork and Homework Assignments

**Late Grades**

As per HISD Policy, you have three days to turn in assignments that are late due to absence.

Students that do not have absence for some other excuse will be docked 10 points for each day its turned in late.

1 Day late=90

2 Days late=80

3 Days Late=70

4 Days Late=60

5 Days Late=50

The lowest grade a student can receive on an assignment they turn in is a 50.

**Class Overview**

Over the course of the year, students will write a research essay and presentation from the ground up. Starting with how to use Microsoft Office Word and Powerpoint. They will then decide on the topic of their research project and over the course of the year write it paragraph by paragraph and slide by slide.