



English IV Syllabus

Mr. Austin Gilkeson

Room N133 | austin.gilkeson@houstonisd.org | 281.920.8000 ext. 036292

Tutorial Times: TBD

Course Description: Students in English IV study the author's craft of literary and informational genres, compare genres, and use textual analysis to improve their own writing. Students integrate reading, writing, speaking, and listening skills to produce a variety of compositions. Students will use technology to aid in revising, editing, and publishing their work.

Materials:

Folder
Composition Notebook
Blue or Black Pens
Pencils
Highlighter

Expectations:

- Students will arrive to class prepared, in dress code, with ID around neck, and laptop charged.
- Students will place phones and AirPods/Headphones in bags/pockets for the duration of class.
- Students will stay on task and put forth their best effort in their work.
- Students will encourage others to participate.
- Students will use independent work time to complete class work.
- Students will be respectful of the time, the teacher, their classmates, and themselves.

Grading Policy:

Major Grades: 70%
Minor Grades: 30%

Failed major assignments can be corrected or retaken for a 75. Corrections and retakes must be completed within a week of the original grade posting. Speak with me so that I may let you know which plan of action you must take. Minor assignments like quizzes and daily work **cannot** be retaken or corrected for credit.

Cell Phone Policy:

Cell phones are not permitted during class time under any circumstances. Phones should be placed in your bag or pocket during class. If you are aware of an emergency situation in which you'll need to be contacted during the school day, have the caller contact the front office. They will pass the message along to you. Under no circumstances should you charge a phone using a laptop. **Students found using their phone in class will experience the consequences below, as mandated by school and district policy:**

-Offense 1: Warning.

-Offense 2: Confiscation of device until the end of the class period.

-Offense 3: Meeting with administration and parents.

Tutoring:

If you feel you need help, please do not hesitate to come to tutorials. It's okay to not know, but it's not okay to not try. I want to be able to help you do your absolute best.

Help with Application Essays/Resumes/Cover Letters/Etc.:

I am happy to help you with essays for college and scholarship applications, as well as resumes, cover letters, and other writing you need to do outside of class. I am usually in my room and available at lunch and during 8th Period. However, you **MUST ask me ahead of time** and we can work out a time to work on them.

Letters of Recommendation:

I am happy to write you a letter of recommendation for college applications, scholarships, internships, jobs, etc. For me to write you a letter, you **MUST email** me and include the following information:

1. Your name.
2. Name of the college, scholarship, internship, job, etc.
3. Due date.
4. How I submit the letter (examples: send to you the student, send to a college, upload through Naviance, etc.)
5. Specific information about you that you want me to include (examples: jobs you've had, comments on your class work, etc.)

Letters of Recommendation **MUST** be requested **at least 2 weeks before the due date**.

Communication:

My email is open 24/7. However, this does not mean that I will respond right away. Allow at least 24 hours for a response. I DO NOT check email over the weekend or during holidays. Do NOT wait until the last minute to ask a question through email. When emailing me, please use your school email. In the subject of your email, include your first and last name, class period, and a brief mention of the topic. For example: "John Doe 4th Period- Literary Criticism Essay."

"Handle with Care":

If you are having a bad day and do not feel like you can participate in class, please email me ahead of time, or speak to me personally, and let me know so I can adjust my expectations for your participation in class that day. Please note I will only accept "handle with care" emails for an individual student **once per cycle**. I understand that we often have more than one bad day, but it is important that you participate in class so you do not fall behind.

Cheating/Plagiarism:

By cheating, you are doing a disservice to yourself and giving up opportunities to learn. Cheating/plagiarism will not be tolerated. Using ChatGPT or other A.I. programs is considered cheating. If you choose to cheat or plagiarize, you will receive a '0' on the assignment and a 'U' in conduct. Repeated cheating will result in a call home and a report to your dean. Further information about Westside's cheating/plagiarism policy can be found in the Westside Honor Code.

Classwork/Homework:

Work done in class is expected at the end of the period or on the date and time specified. Students may attend tutorials for extra assistance or to complete work that was not completed in class.

Late Work:

- Minor and major assignments **will** be accepted, **but you cannot receive more than a 70 unless you have requested an extension**. Late work will not be accepted after the end of the cycle in which it was assigned.

Extensions:

Extensions will be granted on a case-by-case basis. If you need extra time on an assignment, please **email** me ahead of time. You must include **all of the following information** in the email or the extension will not be granted:

1. Your name.

2. Assignment name.
3. Reason for extension.
4. Date you will turn in the assignment.

Students can only request one extension per semester. Please note **assignments cannot be turned in after the cycle ends** under any circumstances.

Absent Work:

If you are absent the day an assignment is due, the assignment is due the day you return. If you are absent the day an assignment is given, you will have one week to complete the assignment after you return. This will give you time to catch up with all of your teachers. Long term absences will be handled on an individual basis.

Hall Passes:

Students using a hall pass must write their name on the board and erase it when they return. One man and one woman are allowed out at a time. You must take the hall pass with you and return it to the designated spot. Failure to return the hall pass will result in disciplinary consequences.

Other Passes:

If you need to see the nurse, Wrap-Around, your dean, or a social worker, please let me know and I will write you a pass.

Tutorials/Lunch Pass:

If you need to see me during lunch, please ask and I will email you a PDF that you can show on your phone to the teacher on hall duty. The PDF is also available on Canvas in the "Files" section for English IV.