

Mrs. Duncan Ms [REDACTED] 2006-2007	[REDACTED] Keep this in your notebook!
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Instructions for assignments

****English I****

√ All assignments must be completed in **Blue** or **Black** ink, or typed if applicable, and LEGIBLE. This reduces eyestrain for us as we actually read your work. It also demonstrates maturity on your part. (*We will expect you to type some major assignments. We will give more details with these assignments.*)

√ All papers must have the proper heading in the top right corner. Your heading is as follows:

first and last name	Jane Doe
block	1st block
date	2/20/2020
assignment	p25 #1-10

√ You should ALWAYS use your best spelling, writing, and grammar. Even though we may not be grading for those things in that particular piece, they do affect the meaning and intelligibility of your work. Assignments that clearly lack effort and thought will earn a grade that reflects such. Just because you turn something in doesn't not guarantee it is an automatic "A". We do not expect you to achieve perfection on everything, but we do expect you to try. The only way you will earn a zero is if you do not complete an assignment or follow directions.

√ Assignments must be handed in **WHEN WE COLLECT THEM**. They will NOT be accepted at the end of class or later in the day. The only exception to this will be major projects or assignments, and those will have a percentage deducted from the overall grade according to lateness.

√ We will collect RAQ and DOL periodically and without warning. Therefore, you **MUST** have these with you every day and complete them when assigned. If you do not have it on the day we ask for it and turn it in the next day (**only**), you will receive 50% of the original grade. We will not accept them after that. You may not make these up after they are graded.

√ You must take a test on the day it is scheduled, even if you were absent the day before or "forgot". If you are absent on a test day, then you must follow proper make-up procedures.

√ All work that you turn in must be YOUR own. If we see you copying another student's work or catch it during grading, both of you will earn zeroes for that assignment. If you copy during a test, you will not only earn a zero, but you will also be given a referral. You will **Not** be able to make up these assignments/ tests/ or papers. In other words, save yourself the time and grief, and do not insult our intelligence. Do your own work!

! If you have questions about assignments, need help, or have a personal situation, we hope that you will take the initiative to come to us outside of class or email us. We have very strict policies, but we are also here to help you be a successful student. We cannot read your mind, know your situation, or help if you do not ask. We can only assume otherwise. Nevertheless, do NOT wait until it is too late or one day before an extensive assignment. In that case, it will be beyond our capacity to help or understand. Poor planning on your part does not constitute an emergency on our. (Please realize that "My printer ran out of ink" is not a personal emergency).

RAQ and DOL

We will collect these items periodically, so you will not have access to these papers during that time. **You will need to have them with you every day.**

RAQ Requirements

- ♣ Restate the question in your answer. Merely copying it from the board will not suffice.
- ♣ Always use complete sentences. A sentence should have a subject and verb. At the very least, it should express a complete thought.
- ♣ Provide **TWO** or more examples to support your answers. Many times the RAQ prompts will not have a “right” or “wrong” answer, and we will ask you to provide your opinion. You need to be sure to explain and support it. (For full credit, you should punctuate direct quotations correctly and provide the page or paragraph number of your reference.)
- ♣ Use your best grammar, spelling, and mature vocabulary. Although we do not grade for this in your RAQ unless specifically noted, it does affect the overall quality of your work.
- ♣ Normally we will give you class time to complete these. Use your time wisely! You do not want to be short-handed when we collect them. You **CANNOT** make these up!! If you are absent, take responsibility and get the RAQ from someone else in class, or see one of us outside of class.
 - You can earn up to **5 points per RAQ** for completing the assignments. These will be the **daily points**. You will lose points if you are late to class, not completing the assignment in class during the appropriate time, or if you are talking. You cannot make these points up.
 - You will earn **5 points per RAQ** for content. This is where we will look at your answers to see whether or not you have answered the question and the quality of your answer.
 - On some occasions, your RAQ for the day might be a test. In that case, you will earn points for completing it and the test grade will be separate.

DOL Directions

- ♠ Separate each entry with the number and date. Make sure this is clearly marked.
 - ♠ Copy these **EXACTLY** as we present them to you. You will then correct them for errors. You may use a colored pen for the corrections if you so choose. However, we need to be able to see the corrections. We prefer that you use the correct proofreading symbols, which you should have copied down before the first entry!
 - You can earn up to **5 points** per entry. This will be dependent upon whether or not you have copied the entry correctly, corrected it, and used proofreading symbols.
 - You **cannot** make these up after we have graded them. So, be sure to keep your work up to date and organized.
 - You cannot make up DOL if you are **absent or late**. We drop a certain number of grades so that students with one or two absences will not be penalized.
- ★ **Keep these guidelines in a convenient place until you become accustomed to the format. We will not have extra copies for you, so do not lose these papers!**
- ★ **In order to be successful and do well, you only need to be organized, to give your best effort, and to pay attention to details. If you are responsible and attentive, then you will not only be a successful student, but you will also be a successful adult.**