

# Vocational English Syllabus

**Rationale:** Upon completion of Vocational English, the student will be aware of how English can affect one's success at school, at work, and in the outside world by developing stronger speaking, listening, reading, vocabulary, and writing skills.

**Course Description:** Vocational English is a class for students who do not plan to attend a traditional four-year university upon graduation. The course covers practical English skills that help students prepare for high school graduation and beyond.

**Objectives:** The learner will

- develop a broader vocabulary
- demonstrate a command of the conventions of standard English grammar, usage, spelling, and punctuation.
- develop stronger writing skill for formal situations.
- be able to fill out forms and documents completely.
- demonstrate verbal and nonverbal skills through oral presentations.
- continue to develop critical thinking skills.

**Primary Resources:**

400 Words That Work by Jean Bunnell

*Unbroken* by Lauren Hillenbrand

*The 7 Habits of Highly Effective Teens* by Sean Covey

Various software, PowerPoint Presentations, DVDs, worksheets, and Internet sites

**Behavior Policy:** The classroom should be a learning environment, and behavior which disrupts the learning process is not acceptable. Possible consequences for disruptive behavior may include detention, notification of parents, conferencing with principal, or other appropriate action. Students should read and be familiar with the Stanberry R-II handbook, which sets forth many guidelines for behavior.

**Grading:** Quarterly grading will be weighted as follows: Tests - 60%; Homework/Classwork - 40%

**Other assessment issues include:**

- Written assignments are due at the beginning of the hour on the date requested. Homework turned in within 24 hours of being due will receive 75% credit. Homework that is turned in after 24 hours of being due will receive 50% credit.
- Assignments given before a student's absence and due on the day of the absence, are to be immediately submitted when the student returns to school.
- Students are allowed 2 days to make up work for each day missed, should an assignment be given during their absence.
- Students will not be given credit for assignments on which they cheat or help others cheat. Cheating includes plagiarism.

**Classroom Rules:**

- No candy or food in the classroom unless you have permission from Mrs. Kelley and have brought enough for everyone.
- You may bring a drink to class as long as it is in a container with a lid. Remember, if you make a mess, you clean it up.
- You will NOT be leaving the room during regular class time. The only exceptions to this rule are to see the nurse or go to the office. This rule is for your own good, my friend!
- The classroom door will remain locked at all times. KNOCK if you need to enter. Do not jiggle the door knob.
- You must be in your seat when the bell rings to end class.
- When a student knows in advance that he or she is going to be late or absent, whether for an appointment or a field trip, it is THE STUDENT'S responsibility to let the teacher know and THE STUDENT'S responsibility to get the assignment BEFORE the event. If an assignment is due on the day of a prearranged absence, it should be turned in BEFORE leaving school. (This courtesy helps both the student and the teacher.)

**Tardy Policy**

A student arriving late to class disrupts the educational process. For every three tardies accrued during a quarter, a student is subject to a 30-minute detention.

I have read and understand the information outlined in Mrs. Kelley's Vocational English Syllabus. This syllabus can be found by visiting Mrs. Kelley's homepage via the Stanberry R-II District website.

Student Signature & date	
Student cell phone number	
Parent Signature & date	
Parent email address	
Parent cell phone number	