

Comm 110 Syllabus

Fall 2023

Instructor Information

Professor

Kelsey Johnson
(she/her)

Contact Info (Email is BEST method)

kelseyjohnson@west-fargo.k12.nd.us
Phone: 701-356-2050 ext. 9317

Classroom & Office

Classroom 211H
Office 205H (Prep 4a; 3b)

General Information

Required Materials

- iPad and Logitech Crayon (charged and ready for class)
- Organizational Tools – Folder? Binder? Notebook? Writing utensils? You do you here.
- Book/Material for unit we're working on
- Your Login Information for apps and iPad
- 3x5 notecards (a white, lined 100 pack is likely more than enough)

Logistics & Communication

Course Communication

- **Class Updates/Changes:** If circumstances change, I will post updates for assignments and due dates on Schoology and via email. I will also send a whole-class email (which will include parent/guardian emails).
- **Email** is *the number one way* to communicate with me (I prefer it over Schoology msg!)
 - kelseyjohnson@west-fargo.k12.nd.us
 - Use professional email protocol, which will be taught and practiced in class.
 - Allow for 24 hours to respond during the work week.
- **PowerSchool:** My goal is to always keep grades updated on a weekly basis. Larger projects may take me longer to grade (I usually communicate that to students).
 - If an assignment is marked with a late indicator (red) – it was turned in late.
 - If an assignment is marked with a missing indicator (orange) – I'm missing it and it needs to be turned in. I'll clear the indicator soon after being turned in.
 - If an assignment is marked with a collected indicator (green) – I have the assignment, I just haven't been able to grade it.
 - If an assignment is marked late/missing/incomplete PLUS a 0 for the grade – I haven't received the assignment and I still need it. Zeros get student/family attention faster than just a missing/late indicator so I'm likely to get the work faster. *In most cases, a zero for missing/late work will be adjusted to the actual grade! I reserve the right to dock points for late work.*

Classroom Expectations

- Everything can be boiled down to: ***Don't be a clown.***

- Clown behavior can be described as:
 - Being disrespectful to others in the room (interrupting, ignoring, etc.).
 - Being distracting and obnoxious to other people in the room. Remember, no one has the right to ruin someone else's ability to learn.
 - Using exclusionary, racist, gendered, able-ist, or other belittling language.
- Let's use our time productively from bell to bell: be in desk ready to learn when bell rings and participate throughout class by not packing up early.
- Follow professional emailing protocol
- Strive to be a better human than you were the previous day.
- There's no need for Comic Sans, excessive exclamation points, or excuses.

Special Note

I expect everyone in our classroom (including me) to be open-minded, curious, and respectful to everyone in the space. Our classroom is a safe space, and basic human decency is expected. We can challenge and disagree with each other, but we will model respectful communication and negotiation. Respectful communication means both **listening** and **speaking**.

Lastly, we must all be open to praise and criticism, so I do welcome any direct feedback from learners and parents/guardians (via email preferred).

Additional Help & Resources

- Details will be shared once the year gets going and things are shared with teachers. Possible resources would be things like Homework Room, Content Area Help in Library, WIN sessions, and other opportunities.

WFHS Attendance, Cell Phone, and Food/Drink Policy

- Details for all the school-wide policies can be found on our WFHS website. I have also put the ones learners are most concerned about in our Welcome Folder from Ms. Bachmeier's back-to-school message in early August.

English Department Cheating Policy:

****NOTE: For those of you taking this for college credit, this is a college course. Read this carefully. Read the NDSCS policy carefully. You can and will face steep penalties for cheating and plagiarism in this course, up to and including getting kicked out of the class (with no refund!). Do your work.**

The cheating policy follows the WFHS learner handbook. This includes a zero for the assignment, a SWIS referral (formerly called PACK referral), and notification of the parent/guardian and administrator/counselor.

If caught cheating on a critical and/or common assessment, the critical and/or common assessment still must be successfully completed in order to have the opportunity to pass the class for the semester. In this instance, a zero will be given for the work; however, the work must be successfully completed in order for the teacher to evaluate the student's skills and readiness to move onto the next course. The timeline for successful completion will be arranged between the student and teacher and will be communicated with the parent/guardian and administrator/counselor.

If caught accidentally plagiarizing an assignment (i.e. an essay or research paper), the student will have the opportunity to learn from the mistakes and receive credit for the assessment. Should accidental plagiarism occur, the critical and/or common assessment will be returned to the student for resubmission. The critical and/or common assessment will not be graded until the student has made the appropriate revisions. The timeline for successfully resubmitting the assessment and demonstrating mastery of the skills will be arranged between the student and teacher and will be communicated with the parent/guardian and administrator/counselor. Failure to successfully resubmit the assignment and demonstrate skill mastery will result in a percentage deduction.

The English department recognizes a difference between intentional cheating and accidental plagiarism. Our common definition includes:

- Cheating is the intentional use of someone else's work being presented as one's own work (i.e. submitting another student's essay).
- Accidental plagiarism is the misrepresentation of another's work as one's own (i.e. forgetting a works cited page; not attributing a quotation to the author; not understanding the correct method of paraphrasing a quotation).

With regard to cheating, school policy will be enforced. Remember that cheating is as much a character issue as it is a policy issue.

Kelsey Johnson's AI/ChatGPT Policy:

AI (artificial intelligence) is an evolving and growing space as I type this. I recognize the tools available to us right now will evolve as the school year progresses. And, I fully recognize that it's ridiculous for teachers to believe technology like this won't be available to people in the future. Yes, I was once told that I wouldn't have a calculator in my pocket by my math teachers when I was in middle and high school – and look how true *those* threats were.

However, and this is the important part here, the students in my classroom are still needing to understand the *why* and *how* behind grammatical structures, spelling, sentence variety, and the myriad of other things real writing does. This happens by *doing the work* and getting "messy" with writing, drafting, and revising. And yes, this is a speaking class, but effective communication requires time with word choice, pacing, and structure – things the students in my classroom are still *learning to do*, which is why we will be writing our own speeches.

Therefore, the use of AI in my courses will be considered cheating and will have the same consequences as listed above plus any additional consequences from NDSCS for dual credit students.

This AI/ChatGPT policy is new territory and is evolving. It may change to align with English Department, WFHS, WFPS, and/or NDSCS policies. Any changes will be announced.