

## Writing Lab Syllabus

Ms. Winters

Room 126

Welcome to Writing Lab and room 126. This syllabus will outline the course and the rules/procedures of our class. In Writing Lab, we will strengthen test taking skills, reading and comprehension skills, and writing skills. Please remember that you will get out of this class what you put in to it. That means that if you work hard, take the class seriously, and participate, you will do that much better on the GEE retake. I expect you to come to class prepared.

### GRADES:

25% Final Exam

25% Attendance, Participation, Class work, and Homework

50% Written Assignments

### MATERIALS:

1. Manila folder for your graded assignments

2. Regular folder for class materials

3. Notebook

4. Pens and pencils

(Please note that Walmart has specials on all school items. Notebooks cost as little as 5 cents.)

### PROCEDURES:

1. When you enter the class, begin your Do Now. Students who are tardy will receive a School Wide Detention (SWD). I will take roll and check assignments/ homework/ Do Now. The Do Now will be graded periodically.

2. Restroom breaks: please use the restroom before or after class. This is school policy. Please only ask to use the restroom if it an emergency. Pausing to write passes only interrupts our learning time together.

3. If you have finished your class work early, please use your time wisely, by reading or doing homework.

### RULES:

1. Be respectful of your classmates and teacher.

2. Get to class on time.

3. Ask permission to be excused.

4. Come prepared with all supplies daily.

5. Raise your hand to speak.

6. Follow all school policies.

### ABSENCES:

1. Check with me to make up work.

2. Bring excusal notes the day after you are absent.

3. In order to make up a test or quiz, you must provide legitimate proof of why you were absent.

If you cut class and miss a quiz/test, you will not be allowed to make it up. In addition, I will turn in a cut slip to the disciplinarians.

### LATE WORK:

Each late assignment will lose one letter grade per day that it is late.

### HOMEWORK:

You will receive homework on a regular basis.