

Career Prep English 12 Syllabus  
Mrs. Burhenn  
kaburhenn@olatheschools.org



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**Expectations:**

- Be here- Attendance is crucial to your success at any stage of life. If you are absent, check Google Classroom to get any make up work.
- Be present- More than just being in the room, it is important for you to be involved in the work/discussion at hand.
- Be respectful- Treat everyone and everything with respect and dignity.

**Course Information and Objectives**

This course will address the standards in the Olathe senior English curriculum, surveying a variety of non-fiction with some literature and practicing multiple forms of real-world reading and composition. Students will develop and enhance skills in active close reading and listening, critical thinking, and effective communication with an emphasis on career readiness.

**Grading:** 30% Reading Comprehension  
30% Composition  
25% Speaking and Listening  
15% Final

**Late Work:**

- All work will be accepted until the end of the quarter in which it was originally assigned. It is the expectation that if you miss an assignment, you turn it in as soon as you are able.
- Once a late assignment is submitted, it goes to the bottom of the grading "pile".

**Supplies:** Aside from bringing the basic necessities, pen/pencil, laptop, etc, it is a good idea to bring your laptop charger with you as well.

**Revisions and Retakes:** I allow students to revise and retake assignments until the end of the unit so long as they communicated with me in advance. Summative assessment revisions will be allowed ONLY at the discretion of the teacher.

**Substitute Policy:** On days where I have to be gone, you must do the assignment on the day with the sub (provided you are present), or you will not receive credit. I will not take late work for days in which a substitute was here for me.

**Final:** The final will be a multiple choice exam with a potential writing assignment.

**Tardy Policy:** You will be given a grace of two tardies. The third and fourth tardies will result in a call home, and any over 5 will result in a detention and a call home.

## **Academic Dishonesty**

Plagiarism, the taking of another's ideas or words and using them as your own, will not be tolerated in any format. There are many forms of plagiarism ranging from cutting and pasting sources from a book/the Internet to copying a classmate's work, and using artificial intelligence to generate parts or all of your writing. Please note the difference between working collaboratively (resulting in interaction and thinking) and copying (which replaces interaction and thinking). In this class, if a student engages in academic dishonesty, the following consequences will go into effect:

- The student will conference with Mrs. Burhenn
- Guardians will be contacted, either by the student during the conference or by Mrs. Burhenn.
- In cases where it is apparent that a student has copied all or part of an assignment from another student, from a printed source, or from electronic media, the student will receive severe academic consequences such as a grade of zero, parent notification, and administration notification.
- In cases of plagiarism multiple times, the student will receive a zero as well as be subject to administrative disciplinary consequences.
- Students involved in plagiarism may be removed from or disqualified for candidacy to National Honor Society and/or other organizations.