



Class Syllabus

2022-2023

Ms. Jessica Lee

Email: LEEJ@UNIVSCHOOL.ETSU.EDU

Welcome!

My name is Ms. Jessica Lee and I will be your World History teacher this year. Please carefully read this document and let me know if you have any questions!

Expectations:

We will be learning by using a blend of paper and pencil assignments and online/ digital assignments.

There are some basic expectations that will remain through the year:

- 1.) Our classroom will be a safe space for learning. This means that we have to develop and foster a respectful classroom environment. We will be courteous and kind to one another. We will celebrate how we are unique by allowing others to have different opinions or beliefs. This is important in every class, however in history classes discussion and debate are fundamental tools of learning.
- 2.) I realize that although the pandemic is “over”, there are still many long term effects that can create challenges for students. I am very flexible and willing to work with you if something is going on outside of class that is affecting your well-being. However, I cannot help if you do not share with me what is going on. (You can always do this privately in-person or via email.) This does not mean that all excuses will be accepted, however reasonable accommodations will always be made for extenuating circumstances.

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- 3.) Please come to class prepared. Every day you will need your classroom materials (listed later in this document), your chromebook or personal device, and a positive attitude.
 - 4.) Please be sure to carefully read the student handbook. All school policies regarding absences, late work, plagiarism, dress code, etc. apply in my classroom. You are expected to have read through this handbook and ask any questions you may have at the start of the year. There is a link to the handbook on the school website. Go to the “student” drop down menu and the first item is “student handbook”. Here is a link to the handbook:
https://www.etsu.edu/uschool/documents/student_handbook.pdf

Textbook:

Currently we do not have physical textbooks for students that match the online textbook that we use. This means that your textbook is only available online. I will give you your log-in information soon.

Google Classroom:

I used Google Classroom as the online learning management system last year, and found it much easier to use than Canvas. I think you will agree, if you do not have experience with Google Classroom. It is very easy to use. It is also beneficial to incorporate learning how to use Google docs, slides, sheets, etc. into your classroom activities.

PowerSchool:

Your official grades will be posted on PowerSchool. (Some of your graded assignments may also be on Google Classroom, however not all grades will be listed there.)

PowerSchool is your official record of your grades. Especially since you only have a certain amount of days for make-up work or corrections (if allowed for that assignment), you are expected to also check this daily. I suggest downloading the app on your cell phone, if that is possible. If you do not have your login information, please contact or see Mrs. Erin Penley in the office. You can also email her at:

PENLEYE@ETSU.EDU

Grading:

In my classes I use a point system for all assignments, projects and tests. This means that I do not have categories with weighted percentages of how much an assignment affects your final grade. This means you can tell how much an assignment affects your grade by how many points it is worth.

For example, most assignments are 10-15 points. Longer or more detailed assignments may be 15-25 points. Projects, depending on size, will be 25-50 points. Quizzes are usually 50 points, and tests are always worth 100 points. This means that you should always do your best work, however keep in mind the points when you are assessing how much an assignment affects your grade. Many teachers use this style of grading, but if you have any questions please feel free to let me know.

Homework:

I generally try to not give too much homework. I know that you all have very busy lives. The most common form of homework will be reading. I cannot emphasize enough the importance of completing assigned reading! If we do most “homework” at school, this means you will have to be prepared by having done the reading. Also the nature of this course is such that in order to keep track of what is happening in what part of World History, you must read the material and focus in class.

Absent from school:

Your parents/ guardians can give you a handwritten note to bring to school explaining why you missed school, or they can email the note to Mrs. Rea: (READG1@etsu.edu). The next day to return to school you first go to the office and turn in your excuse (if not emailed). You need this slip for each class you missed. You give this slip to your teacher at the beginning of the period and they will initial it and return it to you. At the end of the day, your last teacher is supposed to keep it.

Late Work:

If you miss class, you are responsible for communicating with me to see what you have missed in class. Typically if an assignment is due on a day you missed, it will still be due

for you the day you return. I will not ask you for it, this is your responsibility in each class. This is #1 cause of missing assignments for my class. If work was assigned on the day you missed, you have an extended deadline depending on how many days you missed. (For example- you missed school on Thursday & Friday. There were 2 assignments given while you were out each day. You return to school on Monday. Since you missed two days, you will have Monday & Tuesday to complete the work. Therefore your late work is due Wednesday at the start of class.)

If you are present but do not have an assignment that day it is due, you can turn it in one day late for a maximum grade of 70%. Please see me if you have any questions.

End of Course Exam:

There is no End of Course Exam for World History.

Class Materials:

Please get the below items as soon as possible. (If you have any issue needing any of the below items please let me know, I can help out.)

Each day you should bring to class:

- 1.) Charged chromebook or your personal device & charger cord
- 2.) 3-ring binder with a folder and notebook paper inside (suggested but not required: dividers)
- 3.) Pencil or pens, highlighter
- 4.) Planner to keep track of assignments

Daily Checklist:

Below are tasks you must complete each day:

Check Google Classroom for announcements, messages, or postings about class

Check your grades in PowerSchool (and Canvas if you recently submitted an online assignment- I am able to put comments into Speedgrader that you can see there)

Check your school email (if you are a new student this will be made for you soon. Usually the format is lastnamefirstname@univschool.etsu.edu)

Bring class materials with you to class each day (see class materials list below)

Use your planner to keep track of assignments, quizzes, tests & projects.

MUTUAL UNDERSTANDING– I have pledged below to do my very best to teach you. I ask for you to read the below student contract, and agree to do your best as well. Please read this fully and sign below. You must show me this signed agreement the next class day.

TEACHER UNDERSTANDING & CONTRACT:

As your teacher, I understand it is my responsibility to teach you to the best of my ability. I am grateful for this opportunity and take my role in your learning very seriously. I also understand that each student has different learning styles and needs and will attempt to accommodate accordingly. I promise to keep a safe, caring and challenging learning environment.

(print name)

(signature)

STUDENT UNDERSTANDING & CONTRACT:

After you read all the information in this document, please be sure to ask me any questions. Then, read the statement in italics below and print and sign your name. Your signature below is certifying that you understand all of the above policies and you agree to the class expectations..

I agree that I have read and understand the above information for Ms. Lee's World History Class. I promise to abide by these policies, and the class expectations of behavior. I understand that I am responsible for my behavior in class and completion of assignments. I agree to try and come each day with a positive attitude, and to always communicate with Ms. Lee if I need help with ANYTHING.

(print name)

(signature)

Please show me the above with your signature once this is completed. This document should be kept in your class binder.

PARENT INFORMATION

Greetings! My name is Ms. Jessica Lee and I am your child's World History teacher. Please be sure to read the entire syllabus and discuss these class expectations with your student. If you have any questions about the syllabus, please feel free to contact me.

PARENT ACCESS TO GRADES WITH POWERSCHOOL:

Please be sure that your child knows their PowerSchool log-in information. Parents and guardians can also create a separate online PowerSchool account as an observer, to be able to see their student's grades. Ms. Erin Penley works in the office, and can help any student or parent retrieve their PowerSchool log-in information. She can be emailed at: PENLEYE@ETSU.EDU

GOOGLE CLASSROOM:

We use Google Classroom instead of Canvas as our classroom learning management system. I have found this to be much easier to use than canvas, and allows me to see student work even if they forget to click "turn-in". It has a secondary benefit of helping students become proficient in Google docs, sheets, slides, etc as those are used as a means of submitting assignments. Even if your student has no experience with Google Classroom, they will find it quite intuitive to use.

PARENT EMAIL COMMUNICATION:

I have found that creating a parent email contact list, and sending out class information emails, is the most convenient way for parents and guardians to stay up-to-date with their child's learning experience in my classroom. There is a parent/guardian email request paper that is sent home with each student. Please complete this information so I have everyone's correct email address.

Please reach out to me if you have any questions or concerns. I am looking forward to teaching your child! My email address is: LEEJ@UNIVSCHOOL.ETSU.EDU

Best,

Ms. Jessica Lee