**Prep For National Exams, English – Leah Allen**

**Email:** [**Leah.Allen@slps.org**](mailto:Leah.Allen@slps.org) **Plan Time & Office Hours: Monday through Friday 7:10 – 8:30 AM**

**Course Description:**

The goal of Preparation for National Exams, English (“Test Prep” or “ACT Prep” for short), is to prepare students to succeed on standardized tests such as the ACT, SAT and MO EOC’s. Students will develop facility in the mechanical and rhetorical elements of written language, reading comprehension and scientific reasoning, as well as developing effective test-taking strategies. By the end of the course, students should demonstrate improvement in scores on ACT practice tests and be able to describe and meet the expectations for succeeding on national, standardized exams.

**Course Objectives**

Students will:

1. Complete a thorough battery of ACT practice exercises in the three content areas covered by the course.
2. Demonstrate mastery of basic and advanced multiple-choice test-taking strategies.
3. Demonstrate mastery of the conventions of standard written English.
4. Demonstrate mastery of reading comprehension and cold reading.
5. Demonstrate mastery of applying scientific reasoning to the ACT.

**Materials**

Classwork Notebooks:

1. Our reading and writing activities will be completed in this notebook.

Practice Problem Portfolios:

1. For each of the ACT content areas covered in this class (English and Reading), students must complete a practice problem portfolio consisting of three to four complete practice tests.
2. Students will use the Princeton Review website for tests.
3. At the end of each test, students should calculate their raw and scaled ACT score and write a paragraph-length reflection on their performance on the test including discussion of what types of questions they struggled with and what they will do to improve their performance on those types of questions.
4. These portfolios entries will be submitted via Teams.
5. These will be graded exclusively on completion, so there is no reason to attempt to manipulate your score to look more impressive. I’m interested in seeing improvement, not perfection!

Princeton Review Books:

We will use the Princeton Review Website

**Grading**

Grading for this class will be pass/fail rather than the traditional letter grade range. I will still add grades to SIS so both parents and students can keep up with progress and address any areas of weakness or confusion before they become concerns.

**Classroom Procedures:**

**Attendance & Tardiness:** All students are expected to be in class on time each day. Practice assessments, reading quizzes, and opening activities will be given regularly at the beginning of class to encourage prompt arrival.

**Make-Up Policy:** Students will be allowed to make up work that they missed due to an excused absence, but it is the student’s responsibility to find out what work was missed. Tests or quizzes may only be made up outside of regular class time and only by appointment. Under normal circumstances, make up work due to absence must be made up as soon as possible and no later than a week after the date missed.

**Late Work:** Any work that is not turned in at the beginning of the class period in which it is due will be subject to a 10% deduction in points. Work that is not turned by the end of a unit will not be accepted. Please speak to your instructor if you need more time on an assignment or need help in any way. I am very understanding if you are being proactive and advocating for what you need.

**Cheating/Plagiarism:** Fundamental to the teaching and learning process is the student’s integrity and honesty. Teachers and administrators expect that all work be entirely the result of the student’s own efforts. Plagiarism, cheating, or other forms of academic dishonesty will not be tolerated. Teachers will inform students when collaboration and cooperation are acceptable options as they are not the same as cheating and plagiarism. The determination of a student engaged or having engaged in academic dishonesty will be based on specific evidence provided by the classroom teacher or other supervising individual.

Metro has extremely high regard for academic integrity and, as such, has zero tolerance for any and all forms of academic dishonesty. Academic dishonesty includes but is not limited to, all forms of cheating on any assessments, essays, or assignments (copying, taking pictures, group chats with answers, etc.), plagiarism, and any other unethical academic behavior. Any student in violation will receive no credit (zero/F letter grade), a family meeting will be scheduled, and a notation of the violation will be in the student’s school record.

The use of artificial intelligence (AI) tools, such as Chat GPT, has the potential for misuse and often borders on plagiarism. At Metro, we utilize Turnitin to disrupt plagiarism and ensure the integrity of ALL student work. If it is deemed that a student has used any AI tool to complete an assignment, the student will receive no credit (zero/F letter grade), a family meeting will be scheduled, as well as a notation of the violation in the student’s school record.

Any academic dishonesty violation will affect recommendations written by the school for any student applying for post-secondary institutions, scholarships, and other educational programs.

Plagiarism, cheating, or a lapse in academic integrity is defined as:

1. Failing to properly cite other people’s contributions to your knowledge, even if you have summarized or paraphrased their ideas

2. Copying or allowing anyone else to copy part or all of an assessment, homework assignment, paper, or test

3. Sharing material on quizzes or tests with current or future Metro students

4. Using materials other than those explicitly allowed by the teacher

**Cell Phones/Tablets and Laptops:** While cell phones are not prohibited in the classroom, there are certain rules that must be followed. In normal classroom procedures, cell phones and other electronic devices should not be out or utilized. Playing games, texting, or using social media is prohibited. However, with the instructor’s permission, some cell phone and device usage is acceptable during class. If a student has been asked to put a cell phone/device away and they do not comply, the device may be confiscated and returned at the end of the school day or given to the administration for a parent meeting. For example, looking up a definition or doing quick research during lass discussion is usually acceptable. Specifically for exams and major assessments, students should keep cell phones off and stored in their bags. Any student caught using a cell phone during a test (or any time the class has been specifically instructed to have phones stored away) will receive an automatic zero on that assessment.

**Please detach the bottom portion of this document and sign it after you have read and discussed it with your student. Please print your student’s name in the parenthesis on the line below and have them sign next to the bottom line.**

My student (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) and I have reviewed the class syllabus and are aware to the polices for this course.

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_