**Nichols Career Center**

**Technical (Embedded) English Syllabus**

**2024-2025**

**Instructor:** Brian Hill (brian.hill@jcschools.us) (573-659-8900)

**Office Hours:** 11:00-11:50 AM; 2:00-2:50 PM M-F

**Classroom:** N461

**Course Description and Rationale:**

Prerequisite: Enrollment in designated Nichols Career Center Career and

Technical Education (CTE) program

Year 1: Duration: 36 weeks; Grades 10-12; Credit: 0.5

Year 2: Duration: 36 weeks; Grades 11-12; Credit: 0.5

The Technical (Embedded) English is to ensure CTE students complete their English credit for graduation. The purpose is to focus on written and verbal communications within students’ specific program areas.

**Course Goals:**

* Improve and expand students’ reading, writing, and listening skills through practice relevant to their CTE programs
* Better prepare graduates for workplace communication, especially interviews
* Reduce the number of CTE students in remedial reading and writing classes in post-secondary programs

**Class Structure:**

You will attend Tech English at various, scheduled times throughout the semester. These times will often entail visiting the English classroom, but at times, may entail a more class within a class approach of the English instructor visiting your program classroom or shops/labs. The structure of the class meeting will be based on the best arrangement for the individual program courses.

The intent for this course is to strengthen both written and verbal communications in an applied manner to your program studies. Additional grammar and writing activities may be included to help strengthen skill levels or assessment needs. Since you will not meet for Tech English every week, it is **ESSENTIAL** to check your specific program’s Google Classroom and Jefferson City Public School email daily for any announcements, assignments, or reminders I may add.

**Course Policies:**

Most assignments will be completed through Google Classroom. All assignments are due by the assigned due date. No late work is accepted unless there is an extenuating circumstance, to be determined on a case-by-case basis by the instructor. If you are absent for any reason on a day that the program meets for Technical English class, it is the **your responsibility** to check your specific program’s Google Classroom, as an itinerary of what we did in Tech English class, as well as any documents/assignments from that day, will be present. Feel free to contact me with any questions/clarification. Grades for Technical English assignments will be posted in Infinite Campus. For assignment scoring, consider the following: Essentially any assignment with multiple writing errors shouldn’t earn an “A.” Think of it as: a “D” or an “F” quality assignment does not meet expectations, a “C” meets expectations and is average, a “B” exceeds expectations, and an “A” goes above and beyond that.

Please use the restroom facilities/water fountains before class begins or during breaks. However, if absolutely necessary, you are allowed to use the restroom without penalty as long as it is not overused. Keep in mind that it is at my discretion whether you will leave the room or not, especially depending on what activity we are completing at the time. Remember, administration doesn’t want people continuously roaming the halls throughout class time. You will need to sign out from my room before grabbing the hall pass located near the door.

**Classroom Expectations:**

1. Be in your seat, prepared for class, and ready to work when class begins.
2. Actively participate and stay on task.
	1. Do not put work away shortly after assigned, stating that you will complete it later. While in class, work on assigned work. No sleeping!
	2. Work **only** on my class work (unless it is completed).
3. Be respectful.
	1. Keep hands to yourself, no throwing objects, no profanity, no bullying, cheating/plagiarism, or verbal disrespect
4. Keep all cell phones (and other electronic devices) put away except during appropriate times – for designated class activities/research, during break, or when finished with your assignment/activity. Failure to comply will result in a verbal warning and if it continues, the Nichols Career Center Cell Phone Consequence Policy will be enacted through the administration.

Failure to meet expectations will result in consequences. Consequences may include verbal warnings, seating rearrangement, parental phone calls, and office referrals, depending on severity and frequency.