**Houston Academy for International Studies**

**Fall 2021 Syllabus**

**Business English**

**Service Learning Capstone**

Ms. Shepard Room 102 [lshepar1@houstonisd.org](mailto:lshepar1@houstonisd.org) (337) 441-2529

Ms. Gillespie Room 101 [agillesp@houstonisd.org](mailto:agillesp@houstonisd.org) (713) 942-1430

***Welcome to the Junior Experience @ HAIS!***

The Service Learning Capstone (SLC) is an exciting and challenging part of the Junior experience here at HAIS! Due to COVID-19 challenges, the SLC was successfully modified for Fall 2020, and we will keep those modifications in place this Fall as we continue to grapple with the uncertainties of the continuing pandemic. You and your peers will successfully complete a project that addresses an issue of social injustice in our community through research, interviewing non-profits in the area, and reaching out to City of Houston and Harris County officials who work to change the status quo. Your project will culminate in the creation of a comprehensive digital guide for other high school students in and around Harris County to help them get involved in addressing issues of social injustice. That is the SERVICE you will be providing this semester! Ms. Shepard and Ms. Gillespie will facilitate your successful completion of the capstone, and we are looking forward to working with each of the SLC groups this Fall!

**THE PROJECT**

You and your group will conduct extensive research over the course of the semester through the following activies:

* You will locate and read two non-fiction books dealing with your targeted issue of social injustice together, conduct one Literature Circle per week, and write a BOOK REVIEW for each book. The books can address the issue on a national, state, or local level.
* You will locate and read three substantive articles addressing your targeted issue of social injustice together and write an ARTICLE REVIEW for each. All three articles must address the issue at a local level.
* You will locate and interview board members, directors, or other officials of three non-profit organizations that deal directly with those affected by the targeted social injustice. For each interview, a NON-PROFIT INTERVIEW SUMMARY will be written.
* You will locate and interview an official with The City of Houston or Harris County about the targeted issue of social injustice and document that interview with a CITY/COUNTY OFFICIAL INTERVIEW SUMMARY.
* You will create a RESEARCH SUMMARY based on the data and critical information you have discovered in your book and article readings as well as the interviews you will conduct.
* You will compile a list of websites and organizations that address the targeted issue of social injustice.
* All of the foregoing will be presented in a digital portfolio of guides (HAIS HELPS!) intended to educate high school students in Harris County about a variety of social justice issues in our community and what they can do to make real change.

**PROJECT COMPLETION SCHEDULE**

8/23-8/27 **\*** Orientation to the SLC

\* Define social justice/injustice

8/30-9/3 **\*** Individual exploration of social injustice

\* Data-driven evidence

9/6-9/10 \* Data-driven evidence presentations

9/13-9/17 \* SLC groups formed

\* Targeted social injustice issue chosen

\* Locate books, articles, and potential non-profit liasons

9/20-9/24 \* Refine project focus as needed with Facilitator

\* Revise selection of books, articles, and potential non-profit liasons, as needed with Faciliator

\* Instruction on Literature Circles/Roles/Levels of Questioning

9/27-10/1 \* Assign LC Roles and pages to be read for LC#1A

\* Read Article #1

10/4-10/8 \* Conduct LC#1A; turn in Role Sheets; assignments for LC#2A

\* Write and submit Article #1 Review

\* Locate and schedule NP Interview #1

10/11-10/15 \* Conduct LC#2A

\* Read Article #2

\* Prep questions for NP Interview #1

10/18-10/22 \* Conduct LC#3A

\* Write and submit Article #2 Review

\* Locate and schedule NP Interview #2

10/25-10/29 \* Conduct LC#4A

\* Select Article #3

\* Prep questions for NP Interview #2

11/1-11/5 \* Select LC Book #2

\* Read assigned pages for LC#1B

\* Read Article #3

11/8-11/12 \* Conduct LC#1B

\* Write and submit Article #3 Review

\* Locate and schedule NP Interview #3

11/15-11/19 \* Conduct LC#2B

\* Prep questions for NP Interview #3

11/29-12/3 \* Conduct LC#3B

\* Locate and schedule CO Interview

12/6-12/10 \* Conduct LC#4B

\* All NP Interview Summaries submitted

12/13-12/17 \* Conduct CO Interview

\* Write CO Interview Summary

\* Begin laying out research for Digital Guide

1/3-1/7 \* Finalize Digital Guide

1/10-1/14 \* Final Presentations

\* Compilation of Digital Guides

**GRADING**

**Service Learning Capstone (SLC):**

The parameters for submitting Article Reviews, Book Reviews, and Interview Summaries will be provided as each due date approaches so that your group will understand the expectations for that assignment. Your group’s Final Presentation will count as the Semester Final. At the culmination of the project, you will have the opportunity to evaluate yourself as well as each member of your group as to your contributions to the success of the project. Your individual final grade will be a percentage of the group’s final grade based on the group member evaluations.

**Literature Circles (LC):**

You will read 2 non-fiction texts as a group as part of the research you are conducting for the SLC. Each week, you will have individually-assigned roles to play with associated tasks to undertake in regard to your LC book. During classtime, you will need to meet regularly to complete the assigned LC activities. You will receive one LC grade per week based on the depth and breadth with which you have completed your tasks for the week.

**Independent Practice** **(IP):**

In addition to the work you will be doing with your group to complete your project, you will individually be responsible for one assignment per week to be completed and submitted at the end of each week. These assignments will include Vocab.com word list practices, Everyday Edits, and short writing activities.

**Grading summary:**

**All SLC grades will count as Summative Assessments (40% weight)**

**All LC and IP grades will count as Formative Assessments (50% weight)**

**“Other” grades such as participation and periodic reflections (10% weight)**

**EXPECTATIONS**

* The SLC experience requires that each member of the team participates and contributes equally to the success of the project; the Facilitators reserve the right to remove any student from a SLC team if that student is not doing so; an alternative research project will be assigned in order for the student to earn course credit.
* The beginning of each class will include a Warm-Up activity and Instruction/Lecture that supports each phase of the project completion. Use of cell phones and laptops during that time (unless otherwise instructed) will not be tolerated by the Facilitators.
* Use of cellphones and laptops during SLC team meetings should be appropriate to the tasks at hand.
* The Project Completion Schedule has been designed for your SUCCESS! Adherence to this schedule will result in a refined, meaningful, and professional digital presentation of your hard work. So plan to stick to the schedule, but communicate with the Facilitators if you and your team encounter obstacles to doing so.
* Unless you have a non-dual credit HCC class, do not plan to leave class early. Also, with the SLC project, there is always a new deadline or milestone on the horizon—use your in-class meeting time to the fullest extent.
* Use the HAIS mobility log (scan) if you have permission to leave class for the restroom or other business.

**Now, get ready to take a deep dive into the world of service learning and make the most of your Fall 2021 Junior experience here at HAIS! Ms. Gillespie and Ms. Shepard are here to help!**