



Keith T Hollowell
Henrico High School
IB Theory of Knowledge 12 /2021 - 2022

Course Overview and Teacher Contact Information

CONTACTING MR Hollowell:

My work e-mail address is kthollowell@henrico.k12.va.us. This is the best address to use in order to reach me during the day, and the best place to submit work for feedback or when you have been requested to send it via e-mail.

IB Housekeeping for 2020 -2021

- Any work that is not the student's authentic work, whether the plagiarism or collusion is intentional or unintentional and regardless of whether the assignments is homework or a unit assessment, will receive a zero, per IB's policy. Parents, administration, and Mrs. Biddle will be notified and an office referral filed.
- Any DP internal assessment not turned in by the teacher deadline will not be accepted. Students may be withdrawn from the exam or a grade of F entered, depending on the timing.\
- Makeup work must be turned in no later than a calendar week from the students' return. Assignment due dates made prior to the absence, however, must be met; absence prior to a due date does not excuse students from meeting the due date. Absences of a week or more may be granted an extension, but that extension must be negotiated in at least 48 hours in advance of the due date. Extensions for other reasons may be granted provided they are negotiated at least 48 hours in advance. No extension will be granted on the due date except for hospitalization, death in the family, or a catastrophic fire in the home.
- All due dates set in advance of a week or more and which are turned in electronically must be met whether the student attends school that day or not. Absence does not excuse a long-term, pre-announced deadline.
- Since all assignments are made with the student's development in mind, all assignments are important. Therefore late work will be accepted and 50% credit will be awarded under the following circumstances:
- Homework and formative assessments may be made up for late credit before the end of the unit in which they occurred.
- Unit tests, assessments, and projects will receive late credit as long as they are turned in prior to the end of the marking period.
- Makeup work will be given late credit if it is not turned in by the prescribed date.
- No late work will be accepted after the initial grade deadline for teachers unless the circumstances are extreme – e.g., hospitalization, death in the family, catastrophic home fire – and then ONLY when they are negotiated in advance of the teacher's grade deadline.

COURSE CONTENT:

IB Theory of Knowledge 12 is the second half of the TOK course you began last year. (See the IB Core Elements Brief for a review of the course as a whole.) This year, you will be completing the units on History, The Arts, and Ethics as areas of knowledge, including an investigation of Memory, Sense Perception, and Intuition as ways of knowing. Your IB assessment will be the TOK essay, which you will write in March, and which counts for 2/3 of your TOK grade for IB.

TOK contributes to your diploma score by contributing to your bonus points. You can earn 1, 2, or 3 bonus points (or none) based on a combination of your scores in TOK and on the Extended Essay. A copy of the chart showing how many bonus points you can earn with what scores is included in the Policies folder on SchoolSpace.

SUPPORT OF THE DIPLOMA CORE

Extended Essay: in Theory of Knowledge class, students learn the writing and documentation skills necessary to produce an Extended Essay. Additionally, the focus on critical thinking helps students to do the kind of rigorous analysis required for the Extended Essay. Finally, the study of each of the subject areas helps students to know how knowledge is made in each subject, so no matter which subject students choose for the Extended Essay, they should understand what constitutes an appropriate and effective approach to research in that subject.

CAS: Students in the Theory of Knowledge will develop **reflective** thinking skills through their evaluation of how knowledge is made—or fails to be made—in real-world situations. Students in Theory of Knowledge will **accept new challenges** on a regular basis, because the curriculum requires them to reconsider what they thought they know. Much of the TOK course content will, therefore, provoke or challenge beliefs and attitudes. Students in Theory of Knowledge courses will **participate in collaborative projects**, particularly through the TOK presentation, and **find significance** in pursuing questions about why knowledge and truth matter.

Class Policies: Theory of Knowledge 12

IB English 12

Mr. Hollowell 2020 - 2021

Welcome to year two of IB Theory of Knowledge 12, IB English 12, and to my room! All of my policies are based on the Learner Profile so that you can see that all of my expectations are directly related to helping you develop those traits. This document details the things I expect you to be and the way I expect you to behave.

INQUIRING



- If you don't know something, ask or look it up. Make sure, however, you use the most reliable sources. All my materials will be on SchoolSpace. You will be provided with a unit syllabus as we start each unit. The syllabus and all assignment materials will be available on SchoolSpace at all times during any given unit. In the event of changes, I will send emails via the class e-mail list and, where necessary, provide you with an updated syllabus. Consider the reliability of your source—if "someone" tells you something, make sure that it jives what with I tell you!

- Demonstrate intellectual curiosity by asking questions, by adding insightful comments, and by bringing your experience and information into the classroom. Don't be afraid to be wrong sometimes. You will get a lot more out of your education that way!
- Do not wait until your life is a shambles before seeking solutions. No extensions will be permitted 48 hours prior to a deadline unless the circumstances are catastrophic (house burning down, death in the family, personal hospitalization). **I am always willing to work with you if you come to me in advance with a problem**, but I will not enable procrastination.

KNOWLEDGEABLE

- Know when your deadlines are. They are posted on your unit syllabus and available on SchoolSpace. *Deadlines for dropping assignments in the dropbox on Turnitin and for sending via wetransfer.com are measured by the clocks on those systems, not yours.* Do not play chicken with the deadline! Late work is worth 50%, whether it is two minutes or two days late. (You may turn in late work up to the end of the unit for half-credit.)
- Know yourself. You are good at some things and are challenged by others. It's okay! For things that are difficult, you will need to allow yourself plenty of time to think, work and revise. Ask for help when you need it! (Notice that that says "when," not "if." Everyone needs help sometimes—that is normal!)
- Take notes, read and study. There will be homework nearly every night. You are expected to take notes on every reading assignment—even if I don't tell you that day to do so. Printed articles may be annotated, but **simply highlighting will not suffice as note-taking**. You are also expected to take notes every day in class. Lectures are not the only source of information, so you should take notes about the content of discussions, films, and activities to remember later on. Research shows that taking notes by hand facilitates learning better than typing notes into your laptop. Check the article here: <http://www.psychologicalscience.org/index.php/news/releases/take-notes-by-hand-for-better-long-term-comprehension.html>.
- Know how to operate your laptop. Save your documents as you work on them. Back up really important ones on a thumb drive. **Back up ALL your documents at least once a week so that in the event of a hard drive crash, you lose nothing! This is a life skill!**

KNOWLEDGEABLE, CONTINUED

- You must know how to get your work turned in as required by the deadline. Most assignments will be submitted electronically; the excuse of a malfunctioning computer or email will not suffice unless I have a ticket from the help desk showing me that your computer is indeed being repaired. If you send something via email and it doesn't get to me, you will have to produce your time- and date-stamped copy of the email. **Screen shots of document lists or of the last version of a document (or of anything else!) are not sufficient.** If you submit something to Turnitin.com, you will have to produce the receipt with the time stamp, and if you submit something via wetransfer.com, you will have to produce your submission receipt with the time stamp.



- Know WHAT you are submitting to any electronic site. *Submitting the wrong file, an incomplete document, an old version of your file, or the assignment sheet by mistake will not be considered an excuse for late work.* Submitting the document to the wrong site will not be considered an excuse. Such errors will result in the work being counted late. If I have to be involved in any way to get your work to the right place, then it will be considered to be late! Late work counts 50% regardless of how late it is.

THINKING

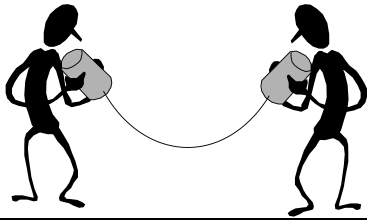
- Don't be afraid of ideas that challenge your previously held beliefs. Think about them. You may discard the new or the old, but give all ideas a chance.
- Think for yourself! Doubt, discover, debate!
- Don't be afraid to be wrong!** If you only ever offer ideas that you know are right, then you will necessarily not venture into new territory. Learning requires a journey into the unknown. "Wrong" is not an indication of personal failure: it is an indication of a willingness to learn! Being wrong is very often evidence of real thinking about possibilities, as opposed to reliance on rote or pat ideas.
- For assignments, give yourself "think" time in advance to ruminate on your ideas before you start writing. **DO NOT PROCRASTINATE!**
- Think about whether you need to make any special arrangements to get your work turned in on time. Is the assignment due electronically? Do you have Internet at home? Do you need to arrive at school early so that you can submit your work on time? Do you need to take your work to the library or to a friend's house in order to submit it? Do you need to negotiate an alternate deadline? Do it in advance!
- Think about what you need when you need it. If a printed copy of an assignment is due in my class, it must be printed prior to class. *I will not excuse you to go print.* Print your work at home or get to school early enough to print. (Since you are now limited to the number of copies you can make at school in any given month, then you will have to think more about how to get your files printed.) Your printer being out of ink is not an excuse. If your printer is out of ink, arrange to print at a friend's house or at the library. If all else fails, bring a hand-written copy of your work to class. This must be completed in advance and is subject to the same deadlines and penalties. No class time will be given for writing the assignment out.



COMMUNICATING

- You will be expected to participate in class through the asking and answering of questions, the offering of interesting ideas, and the honest appraisal of your feelings about certain things. Records will be kept of your participation to augment your grade.
- If you are absent, I expect an e-mail before the end of the school day explaining your absence.* I will then make sure to direct you to or provide you with any materials you missed. I will not hunt you down to provide these materials. *If you know you are going to be absent, then I expect you to communicate in advance when and why you will be gone and when and how you will make up the work.*

COMMUNICATING, CONT.



- Again, if you are having life troubles, communicate with me as soon as you can. First, I may be able to assist you – or at least commiserate with you. Second, if you need some breathing room, we can work out a reasonable schedule for you to turn in work. I generally cannot do this less than 48 hours before a deadline, but if you have a dire emergency, talk to me anyway and we can work it out!
- Inappropriate communication will have consequences. The inappropriate use of laptops for Gchat or IM or browsing or any other activity which is not required for the lesson which we are currently undertaking will result in your being forbidden to use your laptop during class.
- **E-mailing me from any class other than mine, or during my class (unless I have directed you to e-mail me something) constitutes inappropriate communication.** When you are in any class, give that class your undivided attention! (Remember the Gorilla video from TOK last year? Human minds do not multi-task well. The idea that we can multi-task effectively is a popular culture notion, but it is not backed up by experiment!) **There is a 25% penalty on any assignment about which you e-mail me from someone else's class.**
- **E-mailing me about grades constitutes inappropriate communication!** 1) I can literally fix a problem with a grade all the way up until you graduate and beyond—there is no emergency! 2) I have found that most people cannot control their tone appropriately when writing an e-mail about grades and they say things that they would never say to me in person. 3) Most people who send email about grades do so because they are in someone else's class and they just discovered an error in the grades. **NO ONE** should be checking grades during any class unless that teacher specifically asks you to do so. There will be a couple of times over the course of the year when I give you permission to e-mail me about grades because you will need to check grades before the end of the term and will not have a chance to see me again in person before the deadline by which I have to submit grades, but I will tell you when you can do so and for how long the window will be open. Otherwise, come and see me. I am **DELIGHTED** to correct any errors in your grade!

PRINCIPLED

- Be honest at all times. Do your own work. Malpractice will not be tolerated and will be penalized according to HCPS and IB policies. Malpractice comes in many forms other than blatant copying or plagiarizing; for example, uploading a document with an appropriate title on a blank page to get credit for turning something in is dishonest. Missing a deadline then emailing the teacher that you had technological trouble is dishonest. Those assignments – as well as assignments, assessments, tests or projects that are accomplished with an unfair advantage or deception will earn a zero.
- Using illegal copies of course texts (copies uploaded to the Internet in violation of copyright law, for example) is unprincipled.
- Come to class. If you are not here, you cannot benefit from lecture, discussion or activities.
- Learn from your mistakes. We are all human, and, therefore, we all make mistakes! If you err, learn from it so that you never do it again! That is a sign of adulthood!
- Have all of your materials in class with you. As a matter of principle, you need to be prepared to learn, and having your materials will enable you to get more out of the class period.
- Realize that this is your education and value it. Don't make excuses.
- Respect yourself by taking care of your body. Sleep and nutritious food are important to learning.
- Class time is for thinking, not eating. *You may have water only during class.* If you have a medical need to snack during my class, see me so I know and there will be no problem!

- Respect your classmates and their ideas. There will be no ridicule. We may disagree or even disapprove of--or disprove--an assertion but it will be done in a way that respects the dignity of everyone.

PRINCIPLED, CONTINUED

- Respect yourself: listen to the language you use when you talk about yourself and your abilities. Self-denigration is as damaging as denigration from others!



- Respect the learning environment. Wear appropriate clothing. My room is usually too cold for most people, and I do not have control over the temperature, so wear a sweater. Don't do things that distract others. School, as a place which contributes materially to your developing independence, is a sacred place, so act that way!

- Be on time to class and turn your work in on time. **All late work, regardless of how late it is, earns 50%.** Extra or additional credit will not be accepted late. I will accept late formative assignments up to the unit test. I will accept late essays or projects until the end of the marking period

Make up work is due depending on when it was assigned.

- If you are absent on a due date, any summative assessment (major project or essay) is due by the deadline, regardless of your absence.
- Regular homework assignments that were due on the day you were absent are due at the beginning of the next class when you are back.
- If you are absent on a test day, you should expect to make up the test in class on the day of your return.
- Assignments that are announced for the first time in your absence will be due a week from the day of your return to get your work in to me. (Since most work is announced on the syllabus at the beginning of the unit, this will *almost never* apply!
- Work assigned in advance on the syllabus, however, does not necessarily merit an extension unless you negotiate it.
- If you are absent for a week or more or if there are extenuating circumstances to your absence and return, however, an extension of the deadlines may be negotiated.
- Work turned in after the stated or negotiated deadline is considered late and will receive half credit.

- Do not miss any class in order to complete work for this class. **All summative assessments (essays or projects) are due on time even if you are not school.** It is unprincipled to stay home to complete work, and students who miss other classes to complete homework do themselves a disservice and harm their chances to do well on the IB assessments in those classes. Summative assessments that are due electronically can be submitted from home; assessments that are due in hard copy must be delivered to school by the deadline. Another student can bring it, or a parent can drop it off. If this is not possible, I must hear from you before the deadline.

- Do not do work for this class during any other class. All assignments submitted electronically are due by 9:00 a.m. unless explicitly specified at the time the assignment is made. Do not send me e-mail between 9:00 a.m. and 4:00 p.m. unless I have specifically asked you to send me something during my class. (Asking and sending will both take place during my class!) I will delete all other e-mail unread, including attachments. *If you are home sick and send an e-mail during those hours, put "Sent from Home" in the subject line!*

- IB Assessments (those that will be submitted to IB to count as part of your diploma) are due by the deadline **NO MATTER WHAT!!!** For these assessments, we are working with IB regulations, NOT HHS or HCPS regulations. If some dire emergency happens, then no matter what, you must contact Mrs. Biddle immediately, so that she can secure permission from IB for you to reschedule your assessment. Failure to meet that deadline and failure to contact Mrs. Biddle could result in the loss of

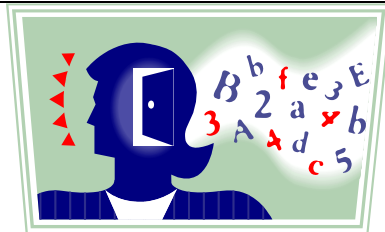
your diploma. **DO NOT** decide for yourself that your excuse is good enough! Mrs. Biddle must make that call in accordance with IB regulations! For English, the IB assessment to which this rule applies is the Oral Commentary and Interview (scheduled in January). For Theory of Knowledge, the IB assessment to which the rule applies is the TOK essay due in mid-March.

PRINCIPLED, CONTINUED

- Do not do work for any other class during this class. The work will be confiscated and the teacher will be alerted.
- Stay in class the whole period every day. Tasks you need to complete for purposes other than this class need to be completed at other times. You will be issued four hall passes for the semester. These may not be used for printing or to go to any other teacher's class. Choose to use them when you absolutely must. If you have to leave the room and you don't have a pass, you will owe two passes the next period. If you can't produce two passes the next period, you will lose your hall privileges for the semester. If you are sick, and need to go to the nurse I will write you a pass. (Abuses will result in loss of hall privileges!) If you need different privileges for medical reasons, I need to know that, and then I will gladly accommodate. Work through the nurse's office to authenticate the need. If you feel that you need to miss my class for someone else's class or to help with an extra-curricular activity scheduled during the day, secure my permission in advance. *No other teacher can give you permission to miss my class!*

OPEN-MINDED

- There are usually many ways to do things. I will show you ways that have been successful for me and my students in my 29 years of teaching and learning. I ask that you trust these procedures are for your benefit. If there is a problem, I will be open-minded as well and negotiate with you. You must let me know what you need; I will not be able to guess.



- As well, there are usually multiple ways to approach an issue. Be respectful of others' process. Your peers may be in a different "place" emotionally, intellectually, or psychologically, based on their life experiences. Remember to argue to idea and not the person.

- There are going to be times when "just getting by" is the best you can do. Life is like that. Give yourself permission to be a human being. Forgive yourself if you are not perfect.

CARING

- Be nice to people. Smile at them. Help them if you can. If you are having a bad day, don't take it out on others.
- Care for yourself by practicing good time management. You will be less stressed.
- Care for your education by studying and working hard.



- Care for truth, peace and good will. You are among the young people who will be leaders in the future. Invest yourself in things that matter.

RISK-TAKING

- Do not be afraid to be silly on occasion – and especially to laugh at yourself. This is different from derision. We all goof up and, if America's Funniest Home Videos is evidence, it is usually pretty comical.
- Don't be afraid to work hard. Nothing good comes easy.
- Don't be afraid to fail. Even if you bomb, learn something from the experience. Working only for the grade limits your intellectual possibilities. There is always grace in my class. Depending on how many we have, I will usually drop the lowest quiz. Late work may be turned in for half credit. I will negotiate an extension with you if you see me in advance of the deadline. The deadline for late work depends on the type of assignment. Do the work assigned because it is there for you to learn from.
- **Don't be afraid to be wrong.** If you have an idea, offer it in class. Even if your idea turns out, on examination, to be untenable, the investigation will be profitable. We cannot learn if we do not examine ideas or if we offer only those ideas that we are already certain are accurate.



BALANCE

- Even with your academic requirements, take time to do fun things.
- Manage your time well.
- Eat good food.
- Sleep when you are supposed to.
- Keep grades in perspective: *no grade is an indicator of your personal worth.* You are developing skills; in the process of developing them, you will sometimes produce an effort that is less than perfect. This does not mean that you are a failure as a person. Keeping your HCPS Link page open during every class so that you can see if any grade is updated reveals an unhealthy obsession. I will post grades once a week, on Friday afternoon after school ends. You can check them at your leisure over the weekend and see me Monday with any questions or corrections. I will not respond to grade inquiries via e-mail.



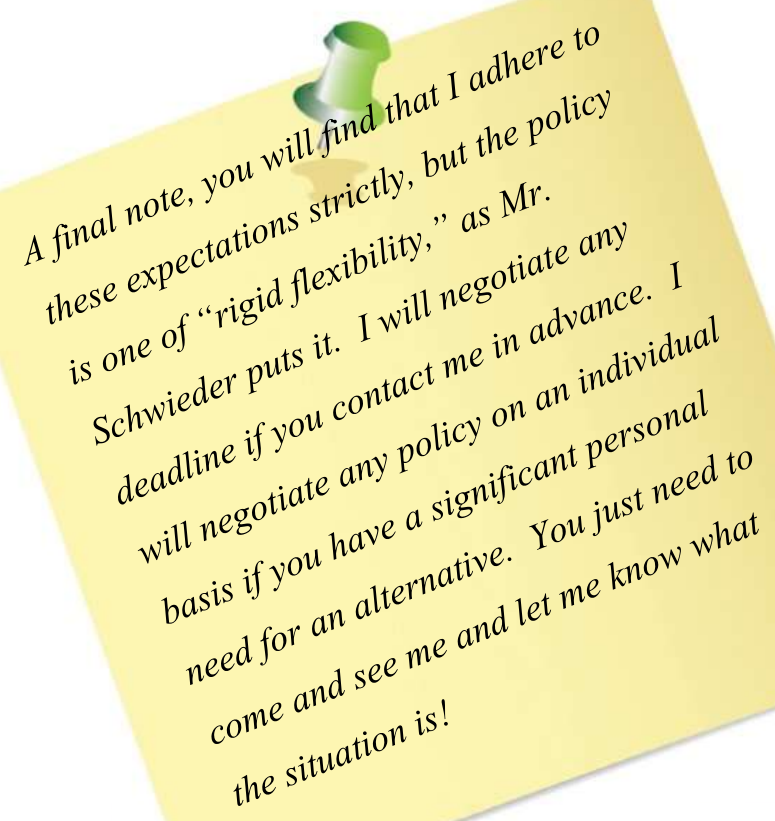
REFLECTING



- Reflect on what your behavior suggests to others about the kind of person you are. What character traits do you imply you have if you: procrastinate, miss a deadline, and then beg and plead for another chance? Deliberately defy some of these guidelines on the presumption that you will won't be caught? Turn in work that was done in haste at the last possible minute? Lie to try to get out of consequences for your behavior?
- As a corollary, reflect on what character traits you imply you have if you: consistently turn your work in on time? Take proactive steps when you've made a mistake or run into a problem? Ask for help when you need it? Plan ahead and arrange or alternate deadlines when you have to deal with many demands at once? Participate willingly in class discussion, even when you aren't sure you know the answer?
- Reflect on any mistakes you made so you don't make them again.
- Reflect that a mistake is NOT a catastrophe or a fatal flaw. Everyone makes mistakes; people who make mistakes are still good people.
- If you are tempted to say something derisive or unkind, think about it first.

REFLECTING, CONT.

- Study and think about class content each night, if only for five minutes. By doing so, material stays more firmly in your mind, you can make connections to other ideas, and studying will not be such a chore.
- Monitor your progress so that you are aware of which areas of skill development need your greatest attention.
- ***Notice what you are doing well and how much your skills are growing!***



A final note, you will find that I adhere to these expectations strictly, but the policy is one of "rigid flexibility," as Mr. Schwieder puts it. I will negotiate any deadline if you contact me in advance. I will negotiate any policy on an individual basis if you have a significant personal need for an alternative. You just need to come and see me and let me know what the situation is!



Mr. Hollowell
Henrico High School
IB Theory of Knowledge 12—2020 - 2021

Grading Policy

You will ultimately receive two grades for IB Theory of Knowledge 12; one from the International Baccalaureate Organization and one from Henrico County Public Schools. Neither grade influences the other.

The IB grade is scored from A-E, with A being the highest, and it is determined based on the total scores from the following assessments:

- TOK presentation (completed 11th grade)—1/3
- TOK essay (completed in 12th grade)—2/3

We will be preparing for the essay during the course of this year, and it will be submitted to IB in mid-March. The IB grade will be issued in July, 2021.

Your HCPS grade is the one which will go on your regular transcript and will be submitted to colleges as you go through the application process. It will be calculated using the regular HCPS grading scale. Your TOK grade is calculated via a straight average of total points possible.

Assignments will be worth the following points:

- Homework 25 points each
- Classwork 25 points each
- Quizzes & Minor Projects 50 points each
- Tests and Major Projects (including essays) 100 points each

Sometimes a particular assignment might count 2x or 3x the usual number of points for that type of assignment; when that happens, you will be informed in advance.

I post grades to PowerSchool every Friday, after school. Please monitor your grade, and if you find an error, bring me the graded assignment so I can make the correction. **I will not entertain discussions about grades via e-mail**; you can see me in person on Monday. This is because many students spend time in other classes looking at grades and sending e-mail, and it is also because many people are unable to control their tone in e-mail, and will say things in an inappropriate manner which they would never use to address me face-to-face.

Whenever you do a practice for an IB assessment, I will issue an HCPS grade, and I will ALSO issue an IB grade. The grade for IB Assessments will not affect your grade, but it will help you see how you are progressing in terms of developing the skills you need for those assessments.

