# **Syllabus for Essential Study Skills**

## **Teacher Contact Information**

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## **Course Description and Expected Learner Outcomes**

This class is designed to assist you in developing and strengthening a variety of organization, study and academic skills to support your success in high school and postsecondary goals. Students will learn about school resources available to help them navigate through high school, technology as a tool for organization, advocacy, note-taking, test-taking strategies, a variety of organizational systems, and strategies for reducing stress/anxiety. This class is not a study hall (you will earn credit for this class); you should not expect to have time to do homework every day for the entire hour. However, some time may be provided in class for homework/organization/grade checking.

## **Grading**

Your grade in the class will be based on a number of factors: participation in class, class homework/assignments, quizzes and tests.

A 93-100% B+ 87-89% C+ 77-79% D+ 67-69%

A- 90-92% B 83-86% C 73-76% D 63-66%

B- 80-82% C- 70-72% D- 60-62%

## **Behavior Policies**

Students are expected to try their best each day and be respectful of their classmates, teacher and the environment. Each student should come prepared for class with appropriate materials and plan on being an active participant in class activities.

Electronic devices are not to be used during class time unless otherwise indicated (e.g. you may sometimes be allowed to listen to music during independent work times or ‘tech breaks’ may be given; we will make these times very clear). Please limit your cell phone use to passing times and lunch. You may get a warning the first time; the second time you may have a choice to either give the device to us for the hour or bring it to the office.

Students who arrive after the bell has rung will be marked as tardy. After tardy #3, the student will get a verbal warning. Additional tardies may result in staying after class or detention.

## **Academic Policies**

It is the student's responsibility to talk to us or another student after an absence, although we will try to touch base after an absence, too. It is our policy to accept late work for full credit; however, it is best to get work turned in on time, so you don’t get overwhelmed. Students may also redo assignments for an opportunity for more credit. Students may retake tests if they've completed all the work for that unit and with evidence that additional practice has been completed before school, after school or during advisement.

Academic dishonesty will not be tolerated; this includes cheating and plagiarism (using ideas or words of another person and taking credit for it yourself). If you are caught, you may need to redo an assignment. If you are caught cheating on a test, you will get a 0 and will need to plan a retake.

## **Materials Needed/Classroom Materials/Fees**

-Wide-ruled spiral notebook

-Folder

-Writing utensil

-Planner (either a hard copy or an app/calendar on phone)

## **Additional Resources**

We check our e-mail and phone messages, although e-mail is our preferred form of contact, as we check it much more frequently.

If you continue to have difficulty in class, please make an appointment with us before/after school or during advisement!

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