

CHS STUDY SKILLS

COURSE SYLLABUS 09/10

Course Description:

This class is geared for students who are pursuing curriculum through the regular program and to ensure their success of receiving a high school diploma. The study skills class provides support and reinforcement for the skills taught in the regular program.

This high school credit course emphasizes learning skills for success. Students explore personal academic strengths and weaknesses, learning styles, and strategies for success in high school. Topics include time management, listening and note taking, study/reading textbooks, concentration, test preparation and anxiety, and effective use of college library resources. Students will also hone their English skills in reading and writing through grammar studies.

Instructional Philosophy:

Study skills are an essential tool for learning. Much like reading, numerical concepts and applications, computer literacy and process writing, study skills are modeled, introduced, taught, rehearsed, and applied. The goal is to eventually have students independently incorporate these skills into their individual repertoire of how to seek new knowledge, organize information, and apply previously acquired knowledge to problem-solving tasks.

High expectations and standards are evident for all students. Students will be actively engaged in learning through a wide variety of teaching strategies such as direct instruction, whole group and small group instruction, and cooperative learning.

Major Course Goals:

- To achieve success in all content area classes.
- To develop and reinforce study and organizational skills.
- To promote student responsibility and personal life skills.
- To strengthen awareness of current events, contemporary issues, and cultural literacy through reading and writing skills.

Major Course Objectives/Benchmarks by Quarter:

1st Quarter: Notebook organization; properly filling out student planner; and time management.

2nd Quarter: Memory; test taking strategies; listening skills; and job skills.

3rd Quarter: Note taking/outlining skills; writing/editing skills; and study strategies.

4th Quarter: Reinforce all skills taught.

Major Course Projects and Instructional Activities:

All projects/activities will be focused on building study strategies and personal growth. The goal of each student should be to pass all classes. Students should utilize the following study strategies in order to ensure success:

1. Read all assignments carefully and ask questions if the assignment is unclear.
2. Keep daily notes and homework organized in a three-ring binder.
3. Take all necessary materials home for study.
4. Establish a set time and place to study.
5. Get a phone number of a dependable classmate so that you can ask for clarification when needed.

Required/Recommended Readings:

The 7 Habits of Highly Effective Teens by Sean Covey. Being a teenager is both wonderful and challenging. In this book, Sean Covey applies the timeless principles of *The 7 Habits* to teens and the tough issues and life-changing decisions they face. In an entertaining style, Sean provides a step-by-step guide to help teens improve their self image, build friendships, resist peer pressure, achieve their goals, get along with their parents, and much more.

Other books which may be read/discussed include:

- Highly Effective Teen Living
- Don't Sweat The Small Stuff For Teens
- Teens Can Make It Happen: Nine Steps for Success
- Teens Can Make It Happen Workbook
- The Seven Best Things Smart Teens Do
- Daily Life Strategies For Teens
- Daily Reflections For Highly Effective Teens
- Chicken Soup for the Teenage Soul

Course Assessment Plan:

Student success will be based on each student's ability to stay organized, utilize study strategies, manage time wisely, and display responsible behavior. The main goal for each student is to have him/her pass all content area classes.

Classroom Expectations:

Students need to obey class rules, be honest, and treat their peers with respect. Students are in school to study and learn and not to fight or fool around. If a student does not heed warnings as to violations of class rules, the situation will bring the involvement of parents and school administrators. Much of the work in study skills will be done in groups; students must treat their peers with respect and conscientiousness. You do not have to be best friends with your fellow students, but you do need to be able to collaborate successfully with them. Do your best to keep interaction with your peers positive. You should strive to work successfully and amicably with other students in class.

Discipline will be administered in accordance to the Student Handbook inside the Student Planner. You will receive a daily grade for class participation. You are expected to pay attention in class. Please feel free to ask questions. Disruptive behavior such as sleeping, throwing objects, touching others, or disrespecting others and their property will not be tolerated. Permission is required for leaving your seat, talking, and bathroom use. Failure to abide by these rules will result in lowering of your daily average.

Supplies and Materials Needed:

Students must always come prepared with homework, study materials, questions relating to class work, and/or a book to read.

I would recommend getting a 3-ring binder approximately two inches in width, a set of page dividers with pockets for 6 to 7 classes, a highlighter, post-it notes, and index cards. These items will assist in the process of organizing your young adult. If you have any difficulty obtaining any or all of these items, please let me know.

Homework Policy and Grading Scale:

Students will receive a grade of PASS for coming prepared with homework, study materials, questions relating to class work, and/or a book to read. Students must utilize their study skills time to complete work, make-up any missing assignments, study for upcoming tests, or plan ahead. Students who fail to comply with this request on a daily basis will receive a failing grade.

Extra Help:

Central High School provides an extra help program after school on Monday, Tuesday, and Thursday. This program lasts until 3:30 pm on these days. Bus transportation is provided. If your young adult is having difficulty in one of his/her classes, they should check with the regular classroom teacher to see when they are available after school. I will also be available in my classroom at least two days a week (schedule will be posted on my school notes page). This can be viewed by going to www.schoolnotes.com.

Time and Place to be Reached by Parent:

The best time to meet with me is, typically, after school. You must set up an appointment! I am a parent of two children and also have parental responsibilities. I can be reached at the high school at 431-2616 Ext. 4000. My personal extension is 4140 or via e-mail at jhuff@centralr3.org.