**Study Skills**

**Course Syllabus 2018-2019**

**Andrea Luna**

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**Purpose:**

The purpose of this class is to support students in academic and elective courses at Ponderosa High School. Students will have the opportunity to work on assignments during the school day and receive assistance from a credentialed instructor and student tutors.  The course will focus on personal responsibility, task-completion, goal setting, organization, positive study habits and self-advocacy.  Students will have the opportunity to work individually, in small group settings (tutorials) and as a whole class.

**Expectations:**

* Follow all Ponderosa High School rules.
* Maintain a quiet work environment.
* Cell phones are a constant distraction and MUST be kept in backpacks at all times.
* Ask for and/or accept assistance, when needed.
* Use class time effectively to complete homework, as well as daily and long-term assignments. ***Nightly homework should be expected and is the “norm” for academically successful high school students.***I expect students to have attempted their homework at home, and to come to class seeking clarification or additional assistance.
* Bring assignments, homework, and/or projects **DAILY** to work on during class time. You are also required to bring a ***book to read***, if all other work has been completed.
* Time will be spent on organization (binders, backpacks, papers, etc.) and planning in order to meet homework/project deadlines.
* Integrity is a requirement of the course.  Many students will be making up and/or completing tests and quizzes during the class period and they must do their own work. Cheating and/or plagiarism of any kind will result in notification of the individual instructor, as well as the parent or guardian.
* Do not eat or drink around the chrome books.
* Come to class with a positive attitude and a desire to succeed at PHS.

**Materials:**

* Spiral notebook - kept in class
* 3 inch binder with paper and dividers
* Pen, pencil & highlighters

**Grading:**

* Weekly Agenda Checks – Students must maintain a daily agenda that outlines classroom activities, homework assignments and long-term projects. Agendas are due each Monday (10 points)
* Weekly Grade Checks - Student may earn up to 25 points based on assignment completion and passing grades.  Each student will check Aeries weekly to determine their points.

***Passing grades*** + ***completed assignments***  = ***more points earned***

* Journals/In-class Assignments - Most class assignments will be kept in a journal/spiral notebook.  Students will receive 5 points for each complete journal entry.  Journal topics will be posted on the website under agenda.
* Writing Assignments – Students will occasionally complete timed writes on block days. These assignments are typically worth 20 points.

89.5 – 100 A

79.5 – 89.4 B

69.5 – 79.4 C

59.5 – 69.4 D

Below 59.5 F

**Aeries (Grades) - Parent Access:**

Parents are strongly encouraged to access and utilize the computerized Aeries system.  An email account address is required to create an account.  Once your account is established, you will be able to track your student’s current grades.  Some teachers also post upcoming assignments and projects on the system so families can better prepare. I encourage visiting teachers’ websites to better understand the expectations of each teacher and to help your child prepare for upcoming assignments.  In the event of an absence, the website is the **first** place your child should look.

Turnitin.com:

Class code: 18529392 Password: Luna2018

Google Classroom:

Join class: 49r0si

Please sign & date the attached form and return it to Mrs. Luna by Friday 8/10.  I look forward to a successful year!

Please detach and return this page with student and parent signatures and date.  Parents are encouraged to keep the course syllabus for future reference.

**Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Due Date***: Friday, August 10 for 25 points (Weekly Grade Check #1)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date: \_\_\_\_\_\_

                 Student’s signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Date: \_\_\_\_\_\_       Parent/Guardian’s signature

\_\_\_\_ I have questions or concerns.

Please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Feel free to make comments/notes or write additional information below. I look forward to working with your child throughout the school year.