

Study Skills



Course Syllabus

Instructor Information

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Course Description

After taking this course, students will:

- 1) Understand and apply organization and time management principles.
- 2) Distinguish among and determine the appropriate use of outlining, mapping, summarizing, and note taking skills
- 3) Determine the appropriate study strategies for a variety of academic situations
- 4) Determine roles of a group and responsibilities of the roles to utilize time and strengths
- 5) Apply study skills to understanding, tackling, and completing a variety of academic tasks. This is a one quarter course for 7th and 8th graders.

Curricular Information

Required Reading: Curriculum documents will be assigned through Google Classroom

Additional Resources: N/A

Supplies Required for this Course: Student Planner REQUIRED, pencils, notebook paper, and a 3 pack of highlighters.

Daily Time and Effort Expectations:

This course is one quarter length. Students are expected to engage in class discussions, activities, and exercises. Students are expected to bring class work from other classes for reflection and assistance, when needed.

Google Classroom:

Google Classroom is the primary application for accessing course documents and assignments. There will be some assignments handed out on paper in class. For these assignments, it is the student's responsibility to keep track of due dates in a planner and/or Google calendar.

Course Schedule

Topics	Major Assignments	Timeframe
Time Management and Organization	Weekly Time Schedule Complete weekly grade reflections	3 weeks
Note Taking	Class notes and reflection on skills	3 weeks
Group Roles & Responsibilities		2 weeks

Presentations & Performances		1 week
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Course Evaluation:

The percentage breakdown for semester grade calculation will be as follows:

Skills Practice	35%	Weekly Grade Checks, Mini-Lesson Assignments
Assessments	50%	Quiz at end of each of the four units
Final Exam or Project	15%	Reflection of and future application of skills learned

Grading Scale

Grade	Percentage	Proficiency descriptors
A+	97-100	<i>Assignments are fully completed in a timely manner and of excellent quality; the student shows superior level of initiative and seeks to <u>go beyond the minimum requirements</u>. Errors are rare or nonexistent.</i>
A	93-96	
A-	90-92	
B+	87-89	<i>Assignments are fully completed in a timely manner and typically of above average quality; the student is conscientious and meets all requirements with few errors.</i>
B	83-86	
B-	80-82	
C+	77-79	<i>Assignments are generally complete (met minimum requirements) and of good quality; assigned tasks have occasional errors.</i>
C	73-76	
C-	70-72	
D+	67-69	<i>Assignments are generally incomplete or of poor quality; the student makes frequent errors in work.</i>
D	63-66	
D-	60-62	
F	0-59	<i>Work is poorly done, if at all. Overall performance is inadequate to pass the course. Note: No name = No credit Illegible = No credit Late = No credit (*will <u>STILL</u> complete and submit the assignment)</i>

Classroom Policies and Expectations: Students are expected to adhere to the classroom rules set by the teacher in their assigned classroom, and in accordance with expectations found in the [Student Handbook](#) and [Technology Policy](#).

Academic Honesty Code of Conduct:

“On my honor, I will maintain the highest possible standards of honesty, integrity, and personal responsibility. This means I will not lie, cheat, or steal, and as a member of this academic community, I am committed to creating an environment of respect and mutual trust.”

Violations of this code include, but are not limited to:

- Copying another person's work or allowing your work to be copied (plagiarism)
- Allowing someone other than yourself to complete work in your name
- Using unauthorized assistance on an assessment or assignment
- Falsifying or manipulating data
- Submitting the same work for multiple courses without instructor's permission
- Giving answers to other students
- Lying to an instructor
- Tampering with or destroying the work of another student
- Using responses found on the internet, or created with the use of technological means (ex artificial intelligence, etc)

*****Any outside sources used on an assignment should be referenced and cited appropriately.*****

Consequences for Academic Dishonesty: At the instructor's discretion, the student **will** lose partial or full credit for the assignment. The student will be on notice that the incident will be recorded in the gradebook and his/her parent(s) will be informed. Future academic dishonesty incidents will result in a grade of zero for the assignment, a meeting with the principal, and possible loss of credit, suspension, or expulsion. Direct copying is plagiarism. Only original work may be submitted for this (and any other) academic course. If you have any questions about avoiding plagiarism, please visit the [OWL at Purdue's "Avoiding Plagiarism" web page.](#)