

COURSE EXPECTATIONS
STUDY SKILLS
Ms. Gibson

Course Description:

This is a required one-semester course, which will introduce 9th graders to the basic skills for a successful educational experience at Coronado High School. Students receive assistance in the transition from middle school to high school with emphasis in the areas of organizational skills, Latin and Greek roots, spelling skills, research skills, time management skills, homework skills, formulaic writing skills, test-taking skills, writing for the Nevada State Proficiency Writing Exam skills, and research of college and career choice skills.

Course Objectives:

1. Apply knowledge of organizational skills to ensure academic success.
2. Enrich vocabulary through the use of Latin and Greek roots.
3. Determine individual learning styles and apply this knowledge to study habits.
4. Manage time effectively.
5. Enrich spelling skills.
6. Develop realistic goals and plans for achievement.
7. Apply effective research strategies.
8. Apply problem-solving skills to meet social and academic demands.
9. Understand requirements for high school and college entrance.
10. Understand requirements for Millennium Scholarships.
11. Prepare students for the Nevada State Writing Proficiency Exam.
12. Develop an awareness of careers, choices, and directions for life after high school.
13. Recognize personal interests and how they relate to career decisions.

Topics Addressed Throughout Course Study:

- Organizational skills
- Student handbook, notebook/binder
- High school success: graduation requirements, college admission, Millennium Scholarships
- Goal-setting: student planner, Covey book (7 Habits)
- Time management: weekly schedule, study plan / homework
- PSAT and SAT vocabulary, strategies, and sign-up information
- Learning differences: learning styles, multiple intelligences, personality traits
- Study skills / learning strategies: learning logs, test taking, listening, strategic reading, SQ3R and Multi-Pass outlining skills, note taking (2-column method used throughout Coronado in PREP manual), writing, and graphic organizers
- Problem-solving skills
- Career exploration: career interest inventory, personal interest survey, ASVAB
- Research: library, web, plagiarism, citing sources (MLA)
- Jane Schaeffer writing method.

Course Information:

1. Testing - The teacher will administer tests and quizzes throughout the course of study to ascertain students' development as well as the effectiveness of the teaching system being employed. Varieties of assessments may include objective tests, essays, oral tests, projects, and/or presentations.
2. Homework - The teacher will assign homework. Homework may include reading assignments, writing assignments, vocabulary assignments, and/or grammar assignments as reinforcement and enhancement activities.
3. Participation – Points will be given for participation. Points will be considered for attendance (when missing certain class periods cannot be replaced by outside work), preparedness and promptness.
4. Attendance and Tardies – Students should be aware that attendance and punctuality are an integral part of classroom instruction. Tardies will result in a warning, detention, parent contact, and an RPC. Tardies and attendance can also have an impact on the participatory portion of a student's grade, as well as his or her citizenship grade.

Evaluation:

1. Criteria for Arriving at Student Grades per nine-week grading period:

Test/Quizzes = 10%

Homework = 10%

Classwork /Classroom Binders = 40%

Projects/Papers = 40%

2. Explanation of Student Grades:

A	90 - 100%	Excellent
B	80 - 89%	Above Average
C	70 - 79%	Average
D	60 - 69%	Below Average
F	Below 60%	Failing

3. Criteria for Arriving at Student Semester Grades:

Quarter 1/3 =40%

Quarter 2/4 =40%

Semester Exam =20%

Semester Grade 100%

Spelling and Grammar:

The care you take in your writing will be noticed. If you choose to overlook the fundamentals of what you know to be good writing in your work, your grade will be affected. Never take good writing for granted as spelling and grammar will be an important consideration in all work.

Across the Curriculum:

English is important to all disciplines. It is important that you learn critical thinking skills, oral communication skills, reading for information, how to research, and writing. Everything that you do in this class will pertain to your other classes.

Classroom Expectations:

1. Adhere to all Coronado High School and Clark County School District rules at all times.
2. Class activities begin when the tardy bell rings. You need to be in your seat, have your materials out (novel, planner, binder and pen or pencil) and be ready to begin at that time. Likewise, class does not end until I have dismissed you. Do not pack up before I have given you the okay. Also, there will be no congregating by the door before the bell rings; please stay in your seats.
3. Students will remain in class the entire period. Passes will be given only for emergency situations, and you must have your planner in order to receive permission.
4. Students are expected to actively participate in all class activities. Be aware that being involved in a positive way in the classroom will ensure success in the classroom.

Behavioral Expectations:

1. Follow all Coronado High School/CCSD policies.
2. Be on time and prepared.
3. No food or beverages will be permitted in the classroom (except water).
4. Be polite and be respectful.
5. Respect the right of all students to learn, respect the right of the teacher to teach.
6. Student-to-student, student-to-teacher, and teacher-to-student courtesy should be displayed at all times.
7. Clean up after yourself. We share this space; keep it clean.
8. Approach each day with a positive and enthusiastic attitude!

*Disregarding any of my rules, Coronado High School's rules, or the rules of the Clark County School District and the progressive discipline plan will be followed: 1)Verbal warning, 2) Student conference, 3)Teacher Detention, 4)Contact Parent, 5)Dean referral.

Attendance is extremely important. On the eleventh unexcused absence, students will lose credit. Students must continue to attend class for no credit; truancy will result in referral to alternative placement.

Class Assignments/Homework:

1. Plagiarism or copying of any kind on an assignment is unacceptable and will receive zero credit. This includes copying homework from another student, cheating on a class assignment or copying information from the internet. All work must be the work of the student unless otherwise stipulated. Plagiarism is defined as copying someone else's work word-for-word without giving the author credit, paraphrasing someone else's work without giving the author credit, or presenting someone else's ideas as your own without giving the author credit.
2. All assignments must be completed in dark blue or black ink and neatly written or typed.
3. Properly label all work in the upper right hand corner of you paper:
First and Last Name
Date
Period
Assignment Name

4. All graded compositions will be submitted with a rough draft, or they will not be accepted.

5. Make-up work - You will be given three days after each absence to get and submit make-up work. If an absence is prearranged and work is picked up in advance, it is due the day after you return; otherwise, it is considered late. It is your responsibility to check the make-up work calendar for your assignments and to place make-up work in the appropriate basket. Any homework or classwork assigned prior to the absence is due the day you return from your absence. All make-up tests need to be scheduled with me before school or after school. If you miss part of a school day, you are required to turn in previously assigned work that is due on that date immediately upon your return to class.

6. Late work - Late classwork and homework will be penalized. Assignments will be penalized 10% for each day that they are late for up to 5 days. Otherwise, the work will receive a "O". Late work needs to be turned in at the appropriate basket in the classroom.

7. Extra assistance is available by seeing me in advance and letting me know you will be here after school. I am more than happy to give you this time, but please be certain you show up.

Citizenship Grades:

Citizenship grades will be based on the following:

O – Outstanding

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

This classroom is a community, and behavior that both encourages and supports that community will be rewarded through positive reinforcement and outstanding citizenship grades. The following chart will be used in assessing each student's citizenship grade:

O- 1 signature in the citation book for the grading period

S- 2-3 signatures in the citation book for the grading period

N- 4-5 signatures in the citation book for the grading period

U- 6 or more signatures in the citation book for the grading period

Required Materials:

*1. 3-ring binder divided in 5 sections (see below)

*2. Dark blue or black pens (2), #2 pencil

*3. Cougar planner

4. 4 highlighters (pink, green, yellow, blue)

5. Covered English text

6. Novel

7. Loose notebook paper

**Absolute requirement for each day.*

Notebook Requirements:

Your 3- ring binder must contain loose-leaf and 5 dividers labeled with the following:

1. Essential Question
2. Bellwork
3. Vocabulary / Spelling
4. Study Skills Notes / Projects
5. Tests / Quizzes

Student Planners:

Planner checks: Student planners are **required** material for every class. Students are required to enter any homework or projects daily. Parents are encouraged to check these planners to monitor students' work, to assist teachers in promoting organizational skills, and to help academic achievement. *Planners will be checked weekly and will be considered as part of the homework grade. At various times students may be required to obtain a parent signature in their planners to assure notification of requirements.* Planners also contain important dates, schedules and school phone numbers. All students will need to buy a school planner upon enrollment. Should it be lost, destroyed, or stolen, a new one must be purchased from the School Banker.

On a Personal Note...

So just who is Ms. Gibson? What should I expect from her?

Hello! I am thrilled to be a Coronado, and I am looking forward to working with you and your student. This is my third year with the Clark County School District. I was actually born and raised right here in Las Vegas, NV, and I received my degree from Southern Utah University with a major in English and a minor in German. I *loved* being a student and still secretly wish I could be a "professional" student for the rest of my life. However, I am happy to back in the sunshine of Las Vegas. I enjoy hiking, camping, biking, traveling, and spending time with friends and family. In addition, I absolutely love to read, run, play racquetball, and I have studied piano for the past 18 years.

Oh, and one more thing...I love to teach! I am extremely passionate about what I do, and more importantly, I truly care about your children. So you can relax. Your children are in good hands. It is my goals to make each one of you feel welcome and comfortable at Coronado. Please feel free to contact me with any questions or concerns.

CORONADO HIGH SCHOOL

Signed Syllabus Sheet

Please sign and return this page.

Class Name _____

Teacher's Name _____

Student's Name (Printed) _____

Date _____

Period _____

I have read the course outline, and I understand what is expected of me.

Student's Signature

I have read the course outline, and I understand what is expected of my student. I will do my best to insure that my student comes to school, is equipped with the required supplies, and follows expected behavior procedures.

Parent's Signature