



Notetaking and Study Skills Syllabus

Grading

- You will be graded on a total points basis. You earn points from in class assignments, homework assignments, class projects, study guides, and tests (including a cumulative final exam).
- Methods: Projects, handouts, lectures, discussion, text reading, online lessons and videos.
- Grades are calculated using the district default A-E scale.
- Assessment days for the business department are Mondays and Fridays. Every attempt will be made to have any major unit exam fall on one of these days.
- STUDY for your exams. It's important to be accountable for your education. Study, Study, Study. Retake grades are averaged with your original test score so that first test matters!
- Grading and Class Expectations: Be prepared, be respectful, be responsible, participate productively in class activities, use your planner, monitor your graduation requirements, expect to be challenged and embrace the challenge, and do your best and take pride in your work!

Materials

- Software: Microsoft Word, Excel, PowerPoint, and Internet
- Supplies Needed By Student: binder or folder, your brain and a great work ethic and attitude.

Academic Integrity

- Students are expected to uphold the principles of academic integrity. Academic honesty and ethical behavior are required at all times. Academic dishonesty includes, but is not limited to, cheating and plagiarism (using other's work as your own). Academic dishonesty can, and will, result in failure of the assignment/project/test.

Absence policy:

- It is the student's responsibility to find out what was missed due to absence and to make up the work as soon as possible. Please communicate with me before any planned absence and upon returning from an absence. You can find an assignment calendar on my website. There are also links to virtually all assignments, projects and activities available there as well. It is the responsibility of each student to use all of the tools available to them to keep track of what is going on in class!

Policy on late work:

- Students are expected to complete all class work and homework assignments by the specified due dates. Please communicate with me in advance of the due date to request an extension if you have a problem completing an assignment on time.
- If your work is late, you will receive an automatic 10% deduction. From that point forward, you will have a maximum of one week from the specified due date to turn in your work.
- Communicate with your teacher if you are having problems with a particular assignment or project!

Study Skills Syllabus

Jodi P. Coffman

Study Skills Syllabus:

Study Skills 2 Laurel And Associates,Inc Laurel Associates,Laurel Associates Inc,1999-08-01 The 200 reproducible activities in this series allow students to master study skills with fun high interest exercises Activities include organizing for study improving memory taking notes study strategies time management goal setting outlining answering essay questions and more

The Complete Idiot's Guide to Study Skills Randall S. Hansen,2008-09-02 Study smarter not harder Every high school and college student would love to know how to get the highest grades with the least amount of effort This book gives students a guiding philosophy for every class every time laying the foundation for lifelong learning With the wisdom gained from these tips success stories from other students and mini assessments they ll be empowered to succeed in class preparation reading comprehension exam taking and more No one method fits every student so included are many tried and true methods Useful for every subject from foreign languages to mathematics from high school through college and beyond Helps students find their particular learning styles

A Study Skills Workbook for Student Success Across the Curriculum Jodi P. Coffman,2013-11-27 A Study Skills Workbook for Student Success Across the Curriculum

Smart Study Skills

Bridget Zoltek,Catherine Clifton,2012-07-01 SMART Study Skills Christian School Edition will help any student become an independent learner get better grades prepare for any test or exam and master memory strategies for any subject This book covers the whole spectrum of studying from creating a SMART Study Plan to the process of evaluating the effectiveness of strategies It is a must have for any student learning to study

The Everything Guide to Study Skills Cynthia C Muchnick,2011-06-18 Here s something worth learning Studying doesn t have to be a chore This fun and accessible resource provides the tools you need to develop better study habits boost your grades and position yourself for academic success Educational consultant Cynthia Clumeck Muchnick uses a wide range of ideas taken from hundreds of students to help you find a unique effective method suited for your individual learning style You ll improve transcripts for college applications ace standardized tests and become a better student at any level of education This indispensable guide shows you how to Get the most out of class time Use the best strategies for note taking and memorizing Improve writing skills Prepare completely for tests Safely and effectively conduct online research Use Skype iChat or social media to form study groups With this guide in your backpack you ll be able to balance school and activities avoid pre test panic and achieve consistently better results

Study Skills Across the Curriculum Hilary Clement Olson,Olson, K Toby R L,1996-09-01

Study Skills 1, Ebook Laurel

and Associates,2009-12-01 From reducing the stress of test taking to looking up words in a dictionary these binders have it all Includes organizing for study improving memory taking notes goal setting and more Topics Include Time Management Planning and Goal Setting Developing a Learning Style Paraphrasing and Summarizing Answering Essay Questions and more

Study Skills 2, Ebook Laurel and Associates,2009-12-01 From reducing the stress of test taking to looking up words in a dictionary this program has it all Includes organizing for study improving memory taking notes goal setting and more The

Enhanced eBook edition available on CD gives you the freedom to cut and paste any portion of the text into your own document to project the eBook contents on a whiteboard and more Topics Include Time Management Planning and Goal Setting Developing a Learning Style Paraphrasing and Summarizing Answering Essay Questions and more **Study Skills Made Practical** Alyse Boaz,2012 With its graphic presentation and relatively few words this series provides all students including those with learning difficulties with study techniques and skills to help lift academic achievement In line with the school year the guide moves from initial topics such as how we learn attitudes to learning goal setting and note taking through to such matters as developing routines for everyday study including summarising notes researching and assignment and essay writing and how to study for and sit tests and examinations The multi purpose resource can be used to complement various curriculum demands or as a ready reference for ideas on how to structure learning experiences such as essay writing

Essential Study Skills Tom Burns,Sandra Sinfield,2003 The second edition of this bestselling book is publishing in April Essential Study Skills is designed to be the complete practical guide to academic success covering everything from what it means to be a university student to how to succeed in exams The effect on our students was like star dust Anne Schofield Ruskin College Oxford commenting on the authors teaching **Study Skills: Planner and Curriculum** Anna Solomon,Kailey Ossanna,2023-03-31 Study Skills is a planner and study skills curriculum in one written to be used in a short time frame Through activities and conversations students will engage with information that will improve their study techniques and outlook goal setting time management study space note taking study techniques and self advocacy

Teaching and Learning Effective Study Skills Lorna Nelson,Tina Rae,2010 Teaching and Learning Effective Study Skills is designed to promote the development of study skills for students in Key Stage 3 and Key Stage 4 regardless of levels of ability or achievement It provides an eight session programme for young people which aims to introduce and teach the key study skills essential for effective academic performance and achievement All students can benefit from these specific strategies for organising remembering prioritising and undertaking assessments These processes are the underpinnings of strategic learning and are essential for accurate and efficient study This programme is intended as a fun and stimulating means of developing the kinds of study skills necessary to achieve success in today's ever stressful and test bound curriculum

Developing Essential Study Skills Elaine Payne,Lesley Whittaker,2006 This guide to study skills is essential reading for students going to university for the first time Whether it is read before or alongside a study skills module this text will enable students to gain necessary skills and confidence **Library Media/study Skills Grades 9, 10, 11, 12** Gaylord Ukena,1984 **Study Skills for Successful Students** Fred Orr,1992-02-01 Studying successfully at high school college or university requires more than discipline diligence and determination Students must also come to grips with a crucial range of essential skills if they wish to turn toil into triumph Study Skills for Successful Students shows you how to improve your learning skills and performance **Study Skills** Steve Piscitelli,2013-08-04 ALERT Before you purchase check with your

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with Pearson eText Valuepack Access Card Study Skills and Dyslexia in the Secondary School Marion

Griffiths, 2012-10-12 This book is aimed at those who encounter secondary school students with dyslexia on a daily basis It
takes a practical approach by breaking down the whole process of assessing the issues involved and then suggesting ways for
teaching staff and students to implement a suitable program of study skills It is well structured clear useful and written with
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activities and suggestions for useful resources Results from qualitative research are included to provide an additional
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great use to SENCOs and Teaching Assistants

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