



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

Lorna Nelson, Tina Rae



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

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approach reading as an active mental process of selecting processing and organizing information to be learned 0321888383 9780321888389 College Reading and Study Skills Plus NEW MyReadingLab with eText Access Card Package 12 e Package consists of 0205213022 9780205213023 College Reading and Study Skills 0205869165 9780205869169 NEW MyReadingLab 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 the needs of busy teachers and students very much in mind Included are assessment approaches checklists photocopiable activities and suggestions for useful resources Results from qualitative research are included to provide an additional practical insight into study skills and dyslexia in the secondary school Theoretical knowledge has been used to underpin and inform practice Teachers of students with dyslexia who are not specialists should find this a useful guide It will also be of great use to SENCOs and Teaching Assistants

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