**Guided Studies Syllabus-Matheny**

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**Description**: Guided studies is course designed to provide study skills and organizational strategies to students. Built into the course is time for students to apply the skills they are learning to their academic course work in other subjects. Guided studies is an elective course open to all students but is especially recommended for incoming freshman who may have struggled with their eighth grade coursework or who need additional support transitioning to high school.

**Learning Objectives of the Course:**

-Students will be able to set academic goals for themselves, track their progress towards achieving those goals, and meaningfully reflect their outcomes and efforts.

-Students will be able to organize and monitor their assignment turn in and completion using either a calendar or other organizational tool, in addition to Skyward.

-Students will be proficient in at least one type of note taking system to organize their ideas.

-Students will know and understand important academic terms (specifically directive verbs) and will be able to unpack questions to understand what is being asked of them.

-Students will learn and demonstrate effective study habits and test preparation skills.

**Grading**: Grading will be broken into three components: Daily work, Assessment, and Portfolio. Grading will follow the standard percentage scale:

*93-100% A 77-79.9% C+*

*90-92.9% A- 73-76.9 % C*

*87-89.9% B+ 70-72.9% C-*

*83-86.9% B 67-69.9% D+*

*80-82.9 % B- 60-66.9% D*

*Below 60% F*

Daily work - 80%

-Every class period students will be expected to check Skyward. They will record their grade, and number of missing assignments per class in a daily log. In this log, they will also identify the activities they will work on that class period to improve their grades. At the end of each class, students will reflect on what they were able to accomplish. During or following each class, the teacher will score the student’s log for completion, and will also score them for their participation, effort, and following of classroom expectations that day. Each daily log is worth up to four points.

-**If a student is absent**, they will receive a no count for excused absences.

Portfolio - 20%

-At the beginning of the course, students will be asked to set an academic goal for themselves and identify any potential barriers to reaching that goal.

-At the two quarter marks, students will be asked to monitor their progress and to reflect on their progress up to that point.

-At the end of the course, students will reflect on their learning and overall success in relation to the goal.

-All of this will be kept in a portfolio to be reviewed by the instructor as a capstone product worth 20% of the overall grade.

-Students will be assessed on their ability to use the strategies/skills taught in each unit. Assessments may be in the form of a unit test, a demonstration, or by producing a product of some kind.

**Class Structure:**

The typical class period will be structured as follows:

* Students check Skyward, log missing assignments, and fill out their plan for the day.
* The whole class may receive instruction or will practice skills.
* Students will work on their other academic content areas, as is outlined in their daily plan.
* Students will fill out a reflection on their performance that day.

**Instruction**:

1. Academic vocabulary, un-packing questions, behaviors of successful students
2. Staying organized, calendars, planners, and time management strategies
3. Note taking
4. Test taking and study strategies
5. Building a portfolio, reflection, and goal setting

*I hereby understand and agree to the terms of this contract. I promise to do my best to fulfill the course expectations so that I may gain all of the benefits that are possible from this course. I will strive to attend class regularly, complete all required work, participate in class activities, and I will have respect for my teacher and fellow classmates.*

Student’s name: PRINT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I have read this contract with my student and I understand the terms of this contract. I agree to provide support and assistance at home for my student as needed. I understand that my signature indicates my approval of texts, works, and films that will be used during this course****.*** *I understand that my signature implies my acceptance of the policies described in this syllabus.*

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

**Parent Questionnaire:**

1. Is there anything you’d like me to know about your student?
2. What specific goals do you have for your student?