

Study Skills
Course Syllabus
Fall 2022- Spring 2023
Room 233

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Welcome to Study Skills! We are going to develop our executive thinking skills (skills which help us function independently) so they can be applied in all our classes and in future job/college opportunities.

Today's employers are looking for 21st Century skills which require more than thinking skills and content knowledge. So during our time, in addition to working on coursework for our academic classes, we will work on developing life and career skills as follows:

1. Teamwork:

Adapt to Change: Adapt to new schedules and varied roles and responsibilities.

Be Flexible- Incorporate feedback effectively, deal positively with praise, setbacks, and criticism.

Understand and balance diverse views.

2. Organizational Skills:

Manage goals and time: Balance long term and short term goals.

Utilize time and manage workloads efficiently. Work Independently – prioritizing and monitoring required tasks.

Be a Self-Directed Learner – Commit to learning as a lifelong process; go beyond learning in the class - expand your own learning opportunities to gain more knowledge.

Weekly grades check on Q and grade sheet completed.

3. Interpersonal Skills:

Know when it's appropriate to listen and to speak.

Conduct yourself in a respectable, professional manner.

Respect cultural difference and work effectively with people from different social and cultural backgrounds.

Be open minded to different ideas and values.

4. Homework and Assignments:

Set and meet goals despite competing pressures.

Prioritize, plan, and manage work to achieve the intended results.

Be accountable for the results.

Participate actively as well as reliably and punctually.

5. Citizenship:

Act responsibly with the interests of the larger community in mind.

Study Skills is **not** a study hall; credit is given so expectations are high. What exactly is covered in each session will be unique to the individual. On most days we will be working on what is required for our other teachers or revisiting basic concepts we may need extra help on. We will however be looking toward graduation; how we are going to get there and what determines success at school and

throughout life. We will also be thinking about success after high school and setting goals and completing assessments to put us on the right track.

Mrs. Ojala's Class Rules:

Respect Yourself

Be on time to class; hear everything the teacher has to say!
Complete all assignments on time and to the best of your ability.
Make sure your work is your own not your neighbors - act with honor.
Use appropriate language - language is a sign of responsibility, it is a testimonial to your character and illustrative of the person you hope to become.

Respect Others

Don't disrupt the learning of others.
Keep negative comments to yourself. (Think about how you would feel if you were on the receiving end of your comments.)
Follow school rules and directions to be safe.

Technology issues / infractions:

Study Skills is the chance to stay current with assignments and get help where needed. We CANNOT be distracted or lose focus during this time as this results in getting further behind. I therefore have a class policy of no cell phones.

Grading:

Grading will be based on the Student Effort and Performance Rubric.

Passes:

In order to work anywhere else during Study Skills period a pass **MUST** be brought ahead of time from the teacher with whom you will be working. You will not be given permission to leave to get one!

I have read and understood the rules and conduct expected from me in Mrs. Ojala's class. I understand should any issue arise Mrs. Ojala and I will call to converse with parents/guardians.

X _____
Student Signature

Date

X _____
Parent Signature

Date