

# Study Skills

- - - - Course Syllabus - - -

## Contact Information



**Instructor**  
**Ms. Quezada**

**Classroom**  
**D106**

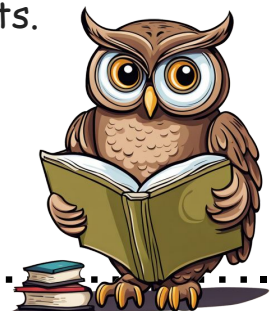
**Website**



Melissa\_Quezada@Chino.K12.ca.us

## Course Description

This course provides students instruction on how to study, how to become effective test takers, and acquire good study habits. They will learn techniques in taking notes, working independently, managing time, and studying. Students will develop skills in finding answers to problems, reading for meaning, and taking tests. The major emphasis of this course is to teach the student to fulfill his/her obligation for class assignments and develop effective study habits.



## Supplies Needed:

- **Headphones** to use with school laptop
- Lined, college ruled, 11 x 8 paper
- Highlighters 3 different colors
- Black or blue pens, red pen
- **Colored pencils**, and non-permanent markers, glue stick
- folder/section of binder for assignments and handouts is required

## Grading

**100%** of final grade

Classwork, projects and participation

### Grading Policy:

Grades are earned. You will succeed in this class by earning points through class work, projects, and participation.

Extra Credit is offered only once each trimester.

**Best way to contact me:**

Melissa\_Quezada@  
Chino.K12.CA.US

# Policies

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### Late/make-up work policy

The expectation is that you submit all assignments on time. Each late assignment will be marked down one (1) letter grade **per school day late** to the point of being worth 50% of the original assignment value. **All projects are due on assigned dates, no exceptions. Late projects will lose 10% of possible grade for each day late.**

If you are absent, you must check the Google Classroom to see what you missed or the assignment box in the classroom. You will have the same amount of days you were absent to make up any missing assignments.



### Academic Dishonesty



All work that you submit must be your own work. You may not do any of the following:

- 1) Copy someone's work and/or change a few of the words.
- 2) Copying from a source without citing it and giving credit to the source.
- 3) Look at someone else's work during a quiz, test, or otherwise individual assessment.

If you are doing any of the above or anything else that constitutes cheating, you will receive a zero on that assignment, and you will be referred for discipline.

### **Technology**

Learning to manage technology is an essential skill for anyone in the 21st century, this year we will be utilizing various forms of technology at home and in the classroom.

You will need to bring your District issued Chromebook to school, fully charged everyday.

Personal electronic devices such as phones should be kept in your backpack, unless I have indicated that it may be used for educational purposes.

If your electronics become a distraction to your learning or your classmates, you will be asked to put them away. We will all work together to be mindful of when and where we choose to use electronics to foster a focused and productive classroom.

### Aviator Code of Conduct

*Be Respectful, Be Responsible, and Be Accountable*

### Classroom Etiquette:

- Come prepared to class with your materials and a positive attitude.
- No food or drinks in class without permission (except water).
- Unless I specifically say that you may have your cell phones out, you must keep it put away at all times.
- Be respectful to everyone.
- Clean up after yourself.



Please have a parent or guardian sign this syllabus and return it to class by August 20th. A copy of the syllabus is posted on my website and in our Google Classroom for future reference.

Student Name: \_\_\_\_\_

Parent signature: \_\_\_\_\_