

Portage Prep Program Syllabus-Ms. Wampler 2017-2018

Course Name: Portage Prep Program- not study hall (you are earning credit, therefore work is expected)

Credit: ½ credit per semester for one 50 minute class period

Course Description: Students will be working on academic, career and life skills sets which may include the following:

1. Developing and establishing effective study habits
2. Developing efficient time-management skills
3. Creating cover letters and resumes to develop job skills
4. Preparing for job/school interviews
5. Setting weekly, short-term, and long-term goals and reflecting upon those goals
6. Developing and refining the life skills necessary to work in a collaborative environment, while establishing a positive mindset

Each student will be expected to fill out a planning sheet on a daily basis and create weekly goals as well as short-term and long-term goals.

Daily:

Participation/Organization (Cooperate with the teacher or other students, come to class with a positive attitude, fill out the planner, cross off items when completed, prioritize your planner with assignments)

2 points: student complied with all of the teacher's requests and filled out planning sheet

1 point: student complied with a majority of the teacher's requests, but had a poor attitude, filled out planner, but it was not thorough

0 points: student complied with few to none of the teacher's requests and had a poor attitude, did not fill out planner at all

Preparation (come to class on time and be ready to learn, bring ALL materials with you that are needed to complete your assignments)

2 points: student was on time, and brought all materials

1 point: student was on time, but did not bring all materials and/or had to go to locker

0 points: student was tardy and/or had to go to locker/bathroom more than once

Time Management (use the full period wisely to complete your assignments, ask if you need help, used time to complete school work-not personal work)

2 points: student worked the entire period on school work

1 point: student worked about half the period or some was personal work

0 points: student did little or no school work

Goal Progress (creating and working toward the weekly, short-term, and long-term goals that have been agreed upon between the student and teacher)

2 points: student created a weekly goal and demonstrated progress toward attainment of short and long-term goals

1 point: student didn't create a weekly goal, but demonstrated progress toward attainment of short and long-term goals

0 points: student didn't create a weekly goal and did not demonstrate progress toward attainment of short and long-term goals

Assessment/Grading Policy: Grades will be weighted with daily points making up 60% of the grade and goal progress points making up 40% of the grade.

98-100=A+ 95-97=A 93-94=A- 90-92=B+ 87-89=B 85-86=B-
82-84=C+ 79-81=C 77-78=C- 75-76=D+ 72-74=D 70-71=D-
0-69=F

Classroom Materials Needed:

1. Homework assignments and materials (books, folders, paper, etc.)
2. Pencil or pen

Classroom Conduct: When the bell rings, you should be seated, quiet, ready to work and be writing on your daily planning sheet. Please take care of any personal business outside of classroom time, including bathroom breaks, water breaks, office visits and pencil sharpening. **You are expected to bring something to work on every day and participate in the learning/skill activity for the day.**

Please use common rules of courtesy: These include, but are not limited to:

- Treat each other and teacher with respect
- Be on time for class
- Do not talk while teacher is talking
- Raise your hand if you have a question
- Work quietly so that everyone can concentrate
- Use appropriate language (no swearing, putting down other students, etc.)

Repeated behavior problems could result in:

- Detention time after school or at lunch
- ALC
- An office referral
- Removal from the Portage Prep Program