**OBJ 50.1 Teacher Instructions & Overview**

[CASAS EL Civics Objective 50.1 Guidelines (Links to an external site.)](https://www2.casas.org/elc/index.cfm?fuseaction=COAAPSList.details&ELCAssessStatusID=19228)

Max Points: 34

Passing Score: 30

EL Civics Objective 50.1 covers the skills of study and self-management in order to succeed in post-secondary education, training and career. This Module and the Tasks have been created for ADVANCED level students only.

For this objective, there are only 2 Tasks:

* Task 1: Understanding Syllabi and Making a Calendar
* Task 2: Take and Organize Notes

In order to complete these tasks, you will need to assess your students' abilities to

* read and understand a syllabus,
* create a calendar from syllabus information,
* use calendaring apps,
* read and listen to a text or lecture/video,
* take notes for a lecture/video or text,
* use Word document or note-taking app

The practice activities are provided to help you teach both content and soft skills. These assignments and pages can be altered in any way you find best fits your needs and the needs of your students.

\*If your students are unable to access the internet and study the available activities, the instructor will need to provide the necessary information for them in hard copy. Some of the information provided through links will need to have handouts created for students without appropriate tech access.

**Step 1: Task 1 Syllabi & Calendaring**

1. Introduce the Objective

2. Teach “Reading a Syllabus”

3. Teach “Practice Calendaring” & “Using Calendar Apps”

4. Teach “Time Management and Study Times”

5. Have students complete Task 1 (EXAM) OR teach Task 2 curriculum and have students complete both tasks together

\*You may teach and test students in any order you find the most appropriate for your students.

**Step 2: Task 2 Take & Organize Notes**

1. Teach “Taking Notes”

2. Give Task 2 (EXAM)

**Step 3: Review & Submit**

1. Grade the Tasks

2. Submit Tasks to Department

3. Give students feedback

**Task 1: Syllabi & Calendaring**

FOR ADVANCED STUDENTS

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Level \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Directions: Compare 2 class syllabi and make a study calendar.

* First, read both of the syllabi.
* Next, in your Canvas Calendar or Calendar App, **list 12 or more**of the tests, assignment due dates, study times. Make sure to clearly write the assignment names and state which class the assignment is for.

Example of 4 items:

|  |  |  |
| --- | --- | --- |
| **Mon. Sep. 3** | **Tues. Sep. 4** | **Wed. Sep. 5** |
| Finish Math HW Chapter 3 (1-2pm) | Write Draft for ESSAY 1 (3-6pm) | English: Essay 1 First Draft DUE  Math: Chapter 3 HW pgs. 9-87 DUE |

 GREEN: Study Times            YELLOW: Due Dates

REMEMBER: 12 items must be added to the calendar for full credit. This includes study times AND due dates from the syllabi.

**Finally, when you are done with the calendar, take screen shots or attach images of your calendar to this assignment.**

| OBJ 50.1 Task 1 Rubric | | |
| --- | --- | --- |
| **Criteria** | **Ratings** | **Pts** |
| This criterion is linked to a Learning Outcome  Items Added to Calendar | |  |  |  |  | | --- | --- | --- | --- | | **14.0 pts**  **16 Items Added to Calendar**  80% of items assigned to student are correct | **12.0 pts**  **14 Items Added to Calendar**  70% of items assigned to student are correct | **10.0 pts**  **12 Items Added to Calendar**  60% of items assigned to are correct | **0.0 pts**  **Less than 12 Items Added to Calendar**  Fewer than 60% of the items given to student are correct | | \_\_\_\_ pts |
| Total Points: \_\_\_\_\_\_\_\_/14.0 | | |

| OBJ 50.1 Task 2 Rubric | | |
| --- | --- | --- |
| **Criteria** | **Ratings** | **Pts** |
| Content | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **18.0 pts**  **Full Points**  Addresses all parts of the task effectively. Items are notes and are clearly expressed. No inference is required. | **16.0 pts**  **Requires Minimal Inference**  Addresses all parts of the task adequately. Some items are notes but may not be clearly expressed. May require minimal inference. | **14.0 pts**  **Requires Some Inference**  Addresses some parts of the task adequately. Some items may not be in notes or may not be well stated. May require some inference. | **12.0 pts**  **Requires Substantial Inference**  Addresses the task minimally. Many items may not be notes and may be unclear. May require a substantial degree of inference. | **0.0 pts**  **No Points**  Nothing written or content is incomprehensible or inappropriate. | | \_\_\_\_\_\_\_/18.0 pts |
| Format, Neatness and Legibility | |  |  | | --- | --- | | **2.0 pts**  **Full Points**  Correct format, neat, legible. Spelling errors do not interfere with meaning. | **0.0 pts**  **No Points**  Incorrect format, not neat or legible, or spelling errors interfere with meaning. | | \_\_\_\_\_\_\_\_/2.0 pts |
| Total Points: \_\_\_\_\_\_\_\_/20.0 | | |

**OBJ 50.1 Teacher Resources**

**Study Skills**

**All activities and handouts in this packet are provided for your convenience as you teach this unit. They are optional. However, spending a total of 30 hours on this objective is expected according to CASAS EL Civics requirements.**

**Introductory Activities**

Class Discussion:

* What is a syllabus?
* Why is it important for school/class?
* What kind of information can you find on a syllabus?
* How does it help with homework and tests?

Key Words/Phrases:

* Syllabus/Syllabi
* Instructor Information
* Textbook
* Requirements
* Course Description
* Course Outline
* Homework
* Assignments
* Midterms
* Finals
* Points/Percentages
* Calendar
* Due

Quizlet Link: <https://quizlet.com/_99z409?x=1qqt&i=316b0c>

**Practice for Task 1:** Reading a Syllabus

ADVANCED

**Reading a Syllabus**

Read the following syllabi as a class:

# SAMPLE SYLLABUS FOR Task 1 PRACTICE - MATH

# Algebra 105 - Syllabus Math 105 – Section 8222

Fall 2018 MW 1:20 PM – 3:30 PM

**Instructor:** Jane Rivas

**E-mail:** jrivas@msjc.edu

**Phone:** (951) 487 – 3707

**Office Hours:** MWF 10:40 AM – 12:00 PM or by appointment

**Prerequisites:** Passing score on the Entry Level Mathematics examination or passage of Math 90.

**Textbook:** College Algebra Math 105, Custom Edition for MSJC, Earl Swokowski and Jeffrey Cole

**Materials:**

Textbook, notebook or binder with paper, graph paper, pencils, ruler, eraser, colored

pencils and a scientific calculator. Work done in pen will not be accepted!

**Course Content:** This course will cover some of the fundamental topics in mathematics:

* functional notation
* polynomial, rational, exponential, and logarithmic functions and their graphs
* systems of linear equations
* arithmetic and geometric sequences
* We will cover most of Chapters 3 – 7

**Homework:**

Homework and reading will be assigned for each day of the course. To be successful in the class

it is of extreme importance that you keep up with the work. You are encouraged to work with a

classmate when trying to solve these problems. However, problems assigned in class will not be

collected.

Some homework questions may be answered in class but if you are having difficulty I encourage

you to visit me during office hours to get your questions answered. If office hours are not

convenient for you, then feel free to make an appointment to see me or visit the Learning Center

or the Math Department Peer Tutoring Center for additional help.

**Chapter Tests & Exams:**

There will be 3 chapter tests throughout the semester based on the most recent material and

homework. Each test is worth 50 points.

You will have a midterm exam worth 350 points and a final worth 350 points. The tentative exam

dates are the following: **Midterm, Monday, October 22**

If you miss a quiz or an exam, you will receive a 0 for that test. Make-up exams **WILL NOT** be

given without serious and compelling reasons for your absence.

**Final Exam:**

The final exam will be held on Friday, December 10 from 12:00 PM until 1:50 PM. There will be

absolutely **NO** make-ups of the final exam. If a student does not show up for the final, he/she will

be given a “NC”. **In order to pass this class, you must get at least 65% on your final exam.**

**Project:**

To better understand the development and history of mathematics, you will be assigned

a historical project. You will pick a mathematician and create a résumé of his/her life and work.

The project will be due Friday, November 5. No late projects will be accepted!

**Grading:** Project 150 points

Tests 150 points

Midterm 350 points

Final Exam 350 points

Total 1000 points

921 – 1000 points A

900 – 920 points A-

881 – 899 points B+

821 – 880 points B

800 – 820 points B-

781 – 799 points C+

700 – 780 points C

Below 700 points NC

**Attendance: Missing 5 classes will result in failure of this course.**

**Important Dates:**

Monday, October 22 Midterm

Monday, November 5 Project due

Friday, December 10 Final Exam

Monday, December 20 Grades available

**Academic Honesty:**

Using or giving improper assistance during an exam will not be tolerated. Plagiarism and cheating

are violations of the Student Discipline Code and may be dealt with by both the instructor and the

Coordinator of Student Conduct. See the MSJC Bulletin for more details.

**Accommodations for Students with Disabilities:**

If you are in need of an accommodation for a disability in order to participate in this class, please

let me know ASAP and also contact Students with Disabilities in UH 183, (951) 555-2222.

**Other Info:**

1. The student is responsible for all material covered, homework and announcements given in the class.
2. Free tutoring is available in the Learning Resource Center

* The L.R.C. is located in the 800 Building

(951) 555-1234

[www.msjc.edu/adult](http://www.msjc.edu/adult)ed

**Tentative Course Outline: MAT105**

|  |  |  |
| --- | --- | --- |
| **Date** | **Topic** | **Homework** |
| Mon. Aug. 20 | Introductions |  |
| Wed. Aug. 22 | Chapter 3: Quadratic Equations | Chapter 3 exercises pgs. 9-87 |
| Mon. Aug. 27 |  |  |
| Wed. Aug. 29 |  |  |
| Mon. Sep. 3 | NO CLASS: LABOR DAY |  |
| Wed. Sep. 5 | Review Chapter 3  **Chapter 3 HW pgs. 9-87 DUE** |  |
| Mon. Sep. 10 | **TEST 1** |  |
| Wed. Sep. 12 | Chapter 4: Graphs of Equations | Chapter 4 exercises pgs. 105-140 |
| Mon. Sep. 17 |  |  |
| Wed. Sep. 19 |  |  |
| Mon. Sep.24 |  |  |
| Wed. Sep. 26 |  |  |
| Mon. Oct. 1 |  |  |
| Wed. Oct. 3 | Review Chapter 4  **Chapter 4 HW pgs. 105-140 DUE** |  |
| Mon. Oct. 8 | **TEST 2** |  |
| Wed. Oct. 10 | Chapter 5: Linear Functions | Chapter 5 exercises pgs. 146-180 |
| Mon. Oct.15 |  |  |
| Wed. Oct. 17 | Midterm Review |  |
| Mon. Oct. 22 | **MIDTERM** |  |
| Wed. Oct. 24 |  |  |
| Mon. Oct. 29 |  |  |
| Wed. Oct. 31 | Chapter 6: Polynomials **Chapter 5 HW pgs. 146-180 DUE** | Chapter 6 exercises pgs. 183-205 |
| Mon. Nov. 5 | **PROJECT DUE** |  |
| Wed. Nov. 7 |  |  |
| Mon. Nov. 12 | No Class: Veterans Day |  |
| Wed. Nov. 14 |  |  |
| Mon. Nov. 19 |  |  |
| Wed. Nov. 21 | Review Chapter 6  **Chapter 6 HW pgs. 183-205 DUE** |  |
| Mon. Nov. 26 | **TEST 3** |  |
| Wed. Nov. 28 | Chapter 7: Composite Functions |  |
| Mon. Dec.3 |  |  |
| Wed. Dec. 5 |  |  |
| Mon. Dec. 10 | Final Review |  |
| Wed. Dec. 12 | **FINAL EXAM** |  |

# SAMPLE SYLLABUS FOR Task 1 PRACTICE - ENGLISH

# English 103- Syllabus ENG 103 – Section 8333

Fall 2018 MW 4:00 PM – 6:00 PM

**Instructor:** Thomas Jones

**E-mail:** tjones@msjc.edu

**Phone:** (951) 487-3707

**Office Hours:** MWF 2:30 PM – 3:30 PM or by appointment

**Prerequisites:** Placement by assessment or ENGL 092 or 093 with a C- or better.

**Textbook:** *Everything’s an Argument*, Sixth Edition by Andrea Lunsford

**Materials:** Textbook, notebook or binder with paper, pencils, pens, and erasers.

**Course Content:** This course will cover:

* + - * Various invention practices: brainstorming, free writing; outlining, journaling
      * Various modes of writing: personal narrative, expository, analytical, descriptive, argument
      * Phases of writing: draft, revision, final copy
      * Sources of writing: reading, thinking, analyzing, discussion
      * Creating a thesis statement that suggests the focus of the paper
      * Developing and including enough details and examples to support the identified thesis

**Homework and Assignments:**

There will be weekly reading assignments and discussion questions to be completed as

noted on the schedule. Additionally, students will have various assignments related to

the planning, writing, and revising of assigned essays.

**Essays:**

* There will be 3 major writing assignments this semester: Personal Essay, Argumentative Essay, and Expository Essay.
* First drafts: You must turn in a first draft in order to turn in a final draft for a grade.
* NOTE: **In my English 103 courses will not pass if major essay assignments are not completed.**

**Final Exam:**

The final exam will be an in-class Self-Assessment Essay. The exam will be held on Wednesday, December 12 from 4:00 PM until 6:00 PM. There will be absolutely **NO make-ups** of the final exam.

**Participation:**

Participation activities include attending class and participating in class discussions; all peer editing sessions; and Schoology discussion board writing responses. Absences, late arrivals and early departures, inappropriate use of cell phones or laptops, lack of preparation, inattentiveness, or unwillingness to discuss readings will affect your ability to contribute to a positive classroom environment.

**Grading:** Essays 45%

Assignments 25%

Participation 15%

Final Exam 15%

Total 100 percent

93 – 100% A

90 – 92.9% A-

88 – 88.9% B+

83 – 87.9% B

80 – 82.9% B-

78 – 79.9% C+

70– 72.9% C

67- 69.9% D+

63-66.9% D

60-62.9% D-

below 59.9% F

**Important Dates:**

Monday, September 27 Essay 1

Monday, October 26 Essay 2

Monday, November 26 Essay 3

Wednesday, December 12 Final Exam

Monday, December 20 Grades available

**Academic Honesty:**

Plagiarism is the use of someone else’s words, ideas, or information as your own or

allowing someone else to use your words, ideas, or information as their own. Please

document your sources carefully.Plagiarism and cheating are violations of the Student

Discipline Code and may be dealt with by both the instructor and the Coordinator of

Student Conduct. See the MSJC Bulletin for more details.

**Accommodations for Students with Disabilities:**

If you are in need of an accommodation for a disability in order to participate in this

class, please let me know ASAP and also contact Students with Disabilities in UH 183,

(951) 555-1234.

**Other Info:**

1. The student is responsible for all material covered, homework and announcements given in the class.
2. Cell phones, laptops, mp3 players, and other devices capable of electronic communication must be turned off during lectures and exams. These devices must not be visible during lectures and exams.
3. Save local copies, or printouts, of required readings (including the syllabus) so that you can do your work even if the Internet is down.
4. Save all work, including all drafts, to a flash drive.
5. Get in the habit of e-mailing drafts to yourself, so that you can retrieve them from your archives if your computer crashes or you lose your flash drive.

**Tentative Course Outline: ENG 103**

|  |  |  |
| --- | --- | --- |
| **Date** | **Topic** | **Homework** |
| Mon. Aug.13 | Introductions |  |
| Wed. Aug.15 |  | Read Chapter 1: Descriptive Writing pg. 25 |
| Mon. Aug. 20 | Personal Narrative Writing | Chapter 1 Discussion Questions pg. 27 |
| Wed. Aug. 22 |  |  |
| Mon. Aug. 27 | **Chapter 1 Discussion Questions DUE** |  |
| Wed. Aug. 29 |  |  |
| Mon. Sep. 3 | NO CLASS: LABOR DAY |  |
| Wed. Sep. 5 | **Essay 1 First Draft DUE**  Peer Revision Activity |  |
| Mon. Sep. 10 |  | Read Chapter 2: Writing Thesis Statements and Organizing Essays |
| Wed. Sep. 12 |  |  |
| Mon. Sep. 17 | **Essay 1 Final Draft DUE** |  |
| Wed. Sep. 19 |  |  |
| Mon. Sep.24 | Argumentative Essay Writing | Thesis Writing Practice pg. 56 |
| Wed. Sep. 26 |  |  |
| Mon. Oct. 1 | **Thesis Exercise HW DUE** |  |
| Wed. Oct. 3 |  |  |
| Mon. Oct. 8 |  |  |
| Wed. Oct. 10 |  |  |
| Mon. Oct.15 | **Essay 2 First Draft DUE**  Peer Revision Activity |  |
| Wed. Oct. 17 |  |  |
| Mon. Oct. 22 | **Essay 2 Final Draft DUE** | Read Chapter 3: Supporting Writing with Sources |
| Wed. Oct. 24 |  |  |
| Mon. Oct. 29 | Expository Essay Writing |  |
| Wed. Oct. 31 |  | Credible Sources Exercise pg. 85 |
| Mon. Nov. 5 |  |  |
| Wed. Nov. 7 |  |  |
| Mon. Nov. 12 | No Class: Veterans Day |  |
| Wed. Nov. 14 | **Credible Sources HW DUE** |  |
| Mon. Nov. 19 | **Essay 3 First Draft DUE**  Peer Revision Activity |  |
| Wed. Nov. 21 |  |  |
| Mon. Nov. 26 | **Essay 3 Final Draft DUE** | Read Chapter 4: Self Evaluation Strategies to Improve Writing |
| Wed. Nov. 28 |  |  |
| Mon. Dec.3 |  | Self-Editing and Review Exercise pg. 156 |
| Wed. Dec. 5 |  |  |
| Mon. Dec. 10 | **Editing and Review DUE** |  |
| Wed. Dec. 12 | **FINAL EXAM: In-Class Essay** |  |

**Reading a Syllabus-Practice Worksheet**

Look for the different parts of a syllabus:

* Instructor Information
* Class Requirements
* Textbooks
* Homework and tests due dates

Answer the following questions for BOTH syllabi:

* Where do you find the Instructor Information?

MATH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ENGLISH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* What materials will students need for this class?

MATH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ENGLISH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Is there a required textbook?

MATH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ENGLISH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Will there be homework?

MATH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ENGLISH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* How many tests are there?

MATH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ENGLISH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* What are the major assignments?

MATH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ENGLISH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* What is the attendance policy?

MATH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ENGLISH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* How are grades calculated?

MATH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ENGLISH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Reading a Syllabus-PRACTICE QUIZ (Hard Copy; 8/18 possible questions)**

## Quiz Instructions

This quiz is for reading comprehension of a class syllabus. Read both the Math and English class syllabi. Then use the syllabi to answer the questions.

**Question 1** **1 pts**

Where do you find the "Instructor Information" for the Math class?

1. Top of Page 1
2. Top of Page 3
3. After the Class Outline

**Question 2** **1 pts**

What materials will you need for the Math Class?

1. Textbook, paper, pencils, ruler, eraser, colored pencils, scientific calculator
2. Paper, pens, phone, ruler, calculator, eraser
3. Textbook, pens, pencils, paper, calculator, ruler

**Question 3** **1 pts**

What is the name of the textbook for the Math Class?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Question 4** **1 pts**

Will there be homework for English Class? Give an example.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Question 5** **1 pts**

How many tests are there for the English Class?

1. 1
2. 2
3. 3
4. 0

**Question 6** **1 pts**

What are the major assignments of the English class?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Question 7** **1 pts**

What is the attendance policy for the English class?

1. There is no attendance policy.
2. Missing 5 classes will result in failure of this course.
3. Missing 3 classes will result in failure of this course.

**Question 8** **1 pts**

The English class has a point-based grading system.

1. True
2. False

**Total Points:\_\_\_\_\_\_\_\_\_\_\_**

# **Answer Key: Reading a Syllabus-PRACTICE QUIZ**

**Practice for Task 1:** Practice Calendaring

ADVANCED

**Objective 50.1 Study Skills**

**SAMPLE CALENDAR FOR Task 1 PRACTICE**

Directions: Use this calendar to fill in important dates as noted on your syllabi.

| ◄ [July](http://www.wincalendar.com/July-Calendar/July-2018-Calendar.html) | **~ August 2018 ~** | | | | | [September](http://www.wincalendar.com/September-Calendar/September-2018-Calendar.html) ► |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | Notes: |

| ◄ [August](http://www.wincalendar.com/August-Calendar/August-2018-Calendar.html) | **~ September 2018 ~** | | | | | [October](http://www.wincalendar.com/October-Calendar/October-2018-Calendar.html) ► |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  |  | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | Notes: | | | | | |

| ◄ [September](http://www.wincalendar.com/September-Calendar/September-2018-Calendar.html) | **~ October 2018 ~** | | | | | [November](http://www.wincalendar.com/November-Calendar/November-2018-Calendar.html) ► |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | Notes: | | |

| ◄ [October](http://www.wincalendar.com/October-Calendar/October-2018-Calendar.html) | **~ November 2018 ~** | | | | | [December](http://www.wincalendar.com/December-Calendar/December-2018-Calendar.html) ► |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | Notes: |

More Calendars from WinCalendar: [2013](http://www.wincalendar.com/2013-Word-Calendar.htm), [2014](http://www.wincalendar.com/2014-Word-Calendar.htm), [Online Calendar](http://www.wincalendar.com/Online-Calendar-With-Holidays)

| ◄ [November](http://www.wincalendar.com/November-Calendar/November-2018-Calendar.html) | **~ December 2018 ~** | | | | | [January](http://www.wincalendar.com/January-Calendar/January-2019-Calendar.html) ► |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  |  | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | Notes: | | | | |

\*See answers at the end of this document.

**Practice for Task 1:** How to Use Calendar Apps

ADVANCED

**How to Use Calendar Apps**

Watch the videos:

* iPhone:[How to Use the Calendar App on iPhone (Links to an external site.)](https://www.youtube.com/watch?v=6Y2wWXHIkFU&feature=youtu.be)
* Google Calendar on Android:[How to Use Google’s Calendar App on Android (Links to an external site.)](https://www.youtube.com/watch?v=nFuCXoBOX6Y)

Use the Calendar app on your computer, phone, or tablet to practice!

Try adding the dates and assignment names from the syllabi from the last activity.

Example:

|  |
| --- |
| **Wed. Sep. 5** |
| English: Essay 1 First Draft DUE  Math: Chapter 3 HW pgs. 9-87 DUE |

Try taking a screen shot of ONE day where BOTH classes have assignments due!

**Practice for Task 1:** Time Management and Study Times

ADVANCED

**Time Management and Study Times**

When taking classes, having a family, and/or having a job, people can have very busy schedules. It is important to know how to manage your time.

* What is Time Management?
* When should you study?
* Is it possible to study every day?

Here are some ways to manage your life and stay organized:

* Delegate: No need to do EVERYTHING. When there are tasks (like dishes, yard work, phone calls, etc.) that other people can help you get done, take the help! This is not running away from you responsibilities but learning to manage your life, work, education.
  + For example, when the house needs to be cleaned, ask your family for help so that you can study. Ask your partner (husband/wife/boyfriend/girlfriend) to make dinner while the kids pick 1 room to clean. These are all things they are capable of but usually falls on you and takes time AWAY from studying.
* Prioritize: Making sure you get what is the most important done first. Often, people have so many things to do in one day that they forget or even run out of time to get it all done. When people prioritize, they can make sure that vital tasks are completed on time.
  + Ask yourself, what is the most important thing I need to get done today? Then make a time from most important to least important.
* Create a schedule: Use a planner, notebook, or calendar app on your phone, computer, or tablet. This can allow you to make a "To Do" list and focus on the essential tasks.
* Set up deadlines: Once you know what you have to do, you can make deadlines for projects at work and school. When you make yourself deadlines, they should be realistic.
  + If you have an essay due at the end of the week, set up writing times throughout the week and maybe even the week before. Make a deadline to have it written the day BEFORE you have to turn it in to your instructor. These types of deadlines will give you extra time to get an assignment done and deal with any issues that might come up.
* Overcome procrastination: Procrastination is something we do to waste time and energy when we are stressed out and overwhelmed. It is so difficult to NOT procrastinate but its important that we don't.
  + Try to break up your crazy busy day with fun small activities. Watch 1 episode of your favorite TV show and not multiple!
* Deal with stress wisely: Stress can increase procrastination and stop the important tasks from getting done. There are lots of ways to decrease stress:
  + Go outside
  + Exercise
  + Meditate
  + Call a friend or family member
  + Practice a hobby
  + Listen to music
* Avoid multitasking: Multitasking can brake our focus and concentration. Use your "To-Do" list and calendars to stay on track and focus on one activity at a time.
* Start early: Try your best to start your day a little bit earlier and plan your day out. The most successful people wake up earlier and have time to sit, think, and plan. This also works with assignments! Make sure you start your assignments, projects, studying a little early.
* Take breaks: If you start to get tired or stressed, its time to take a break. 10-15 minute breaks are wonderful and can relieve stress from becoming too much. You can even schedule your breaks into your calendar.
* Learn to say "No": It is ok to politely say no to extra tasks when you do not want them or think they would be too much work.

Adopted from"[10 Practical Ways to Improve Time Management Skills](https://www.lifehack.org/articles/productivity/10-ways-improve-your-time-management-skills.html)"

Now take a look at your calendar created from the class syllabi and answer the questions:

1. When should you start working on the "Chapter 1 Discussion Questions?"
2. Should you study for the first Math test over the weekend?
3. Essay 2 and your midterm are due on the same day. Is it a good idea to start studying and writing the day before?
4. How much time do you think you will need for "Chapter 6 HW" for Math? One day, a week, a month?
5. Is it ok to study for Math and English on the same day? Is it necessary sometimes?

Answer the questions and discuss as a class. Then go into your calendar to add study times.

Example of 4 items:

|  |  |  |
| --- | --- | --- |
| **Mon. Sep. 3** | **Tues. Sep. 4** | **Wed. Sep. 5** |
| Take a 30 minute walk (12:30-1)  Finish Math HW Chapter 3 (1-3pm)  Watch the new Jeopardy episode | Write Draft for ESSAY 1 (3-6pm)  Make dinner and listen to the new Voice episode | English: Essay 1 First Draft DUE  Math: Chapter 3 HW pgs. 9-87 DUE |

 GREEN: Study Times   YELLOW: Due Dates                                     PURPLE: Breaks

**When you are done, share your study habits with your classmates and attach your calendars to this assignment.**

**Practice for Task 2:** Taking Notes

ADVANCED

**Taking Notes**

**Class Discussion:**

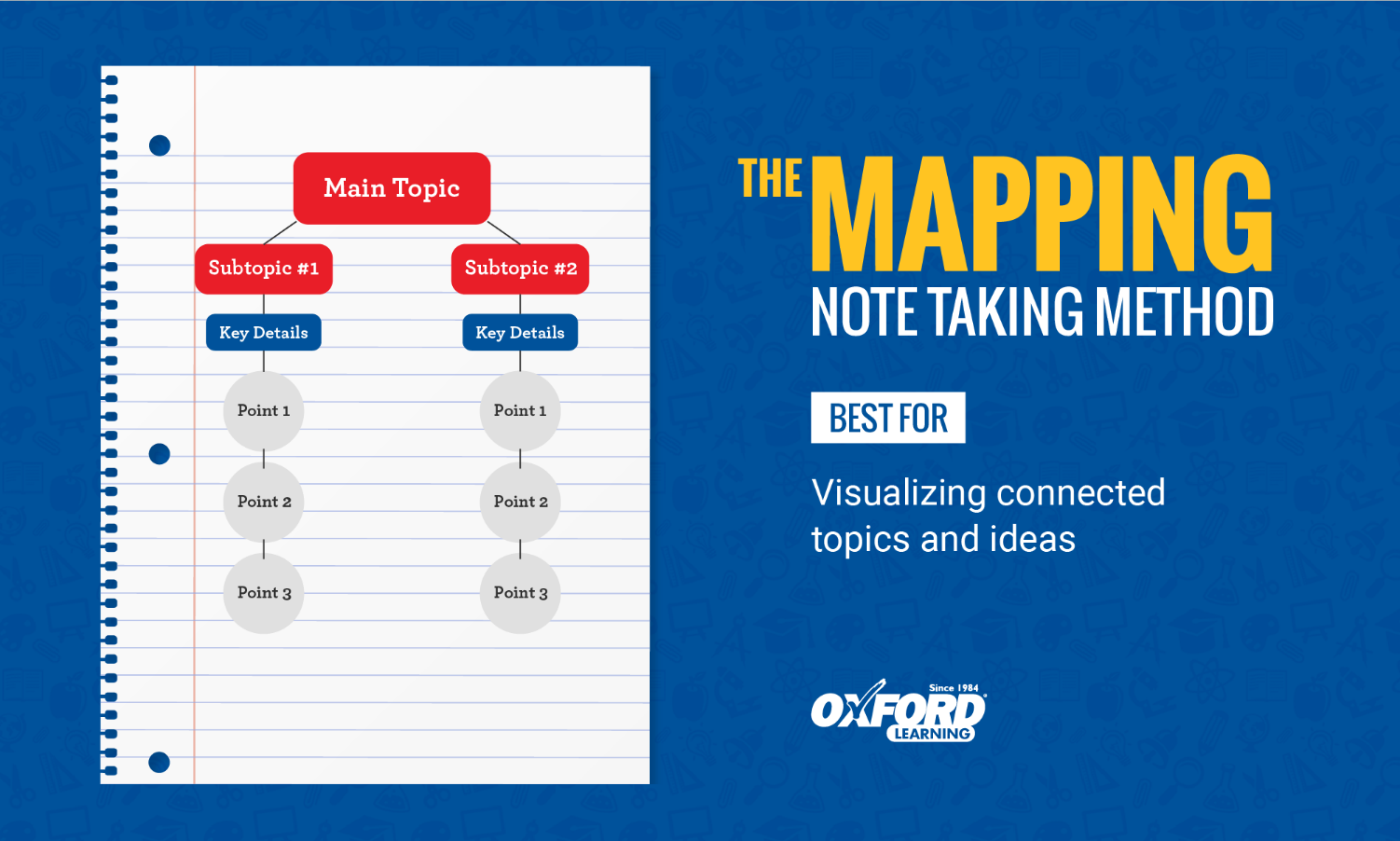
* Why is taking notes important?
* How can they help you study?
* Do they give you good grades?

Taking notes are a vital part of education. Notes help you learn and study new material. When you take clear and organized notes, you are actively listening, thinking about what you are writing, making connections between topics, and creating review materials for after class. This means that you remember information for longer and do better on tests!

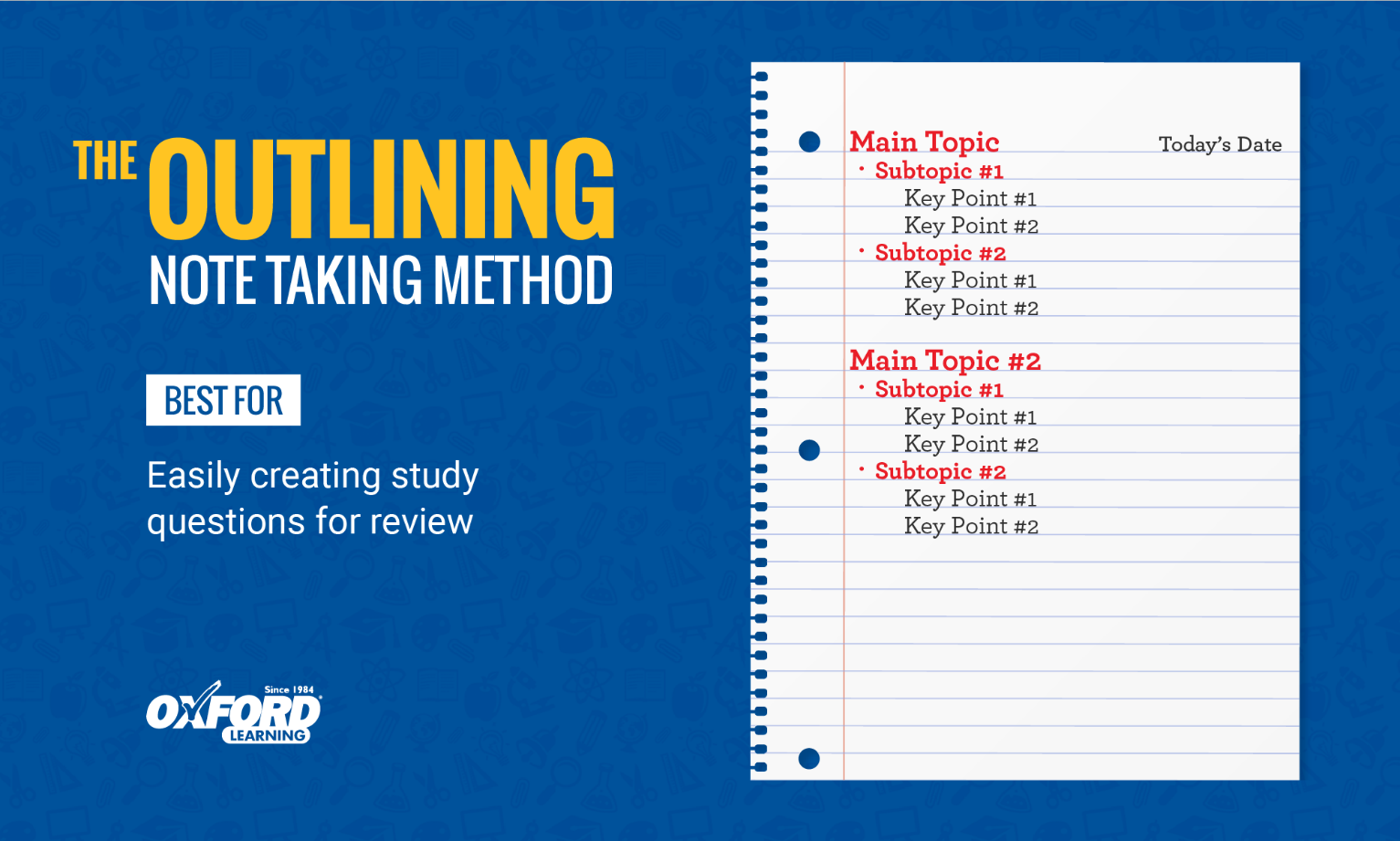
Notes are used during a class lecture, homework readings, and videos. Notes help remind you of what the content and material is that you have already learned.

**Types of Notes**

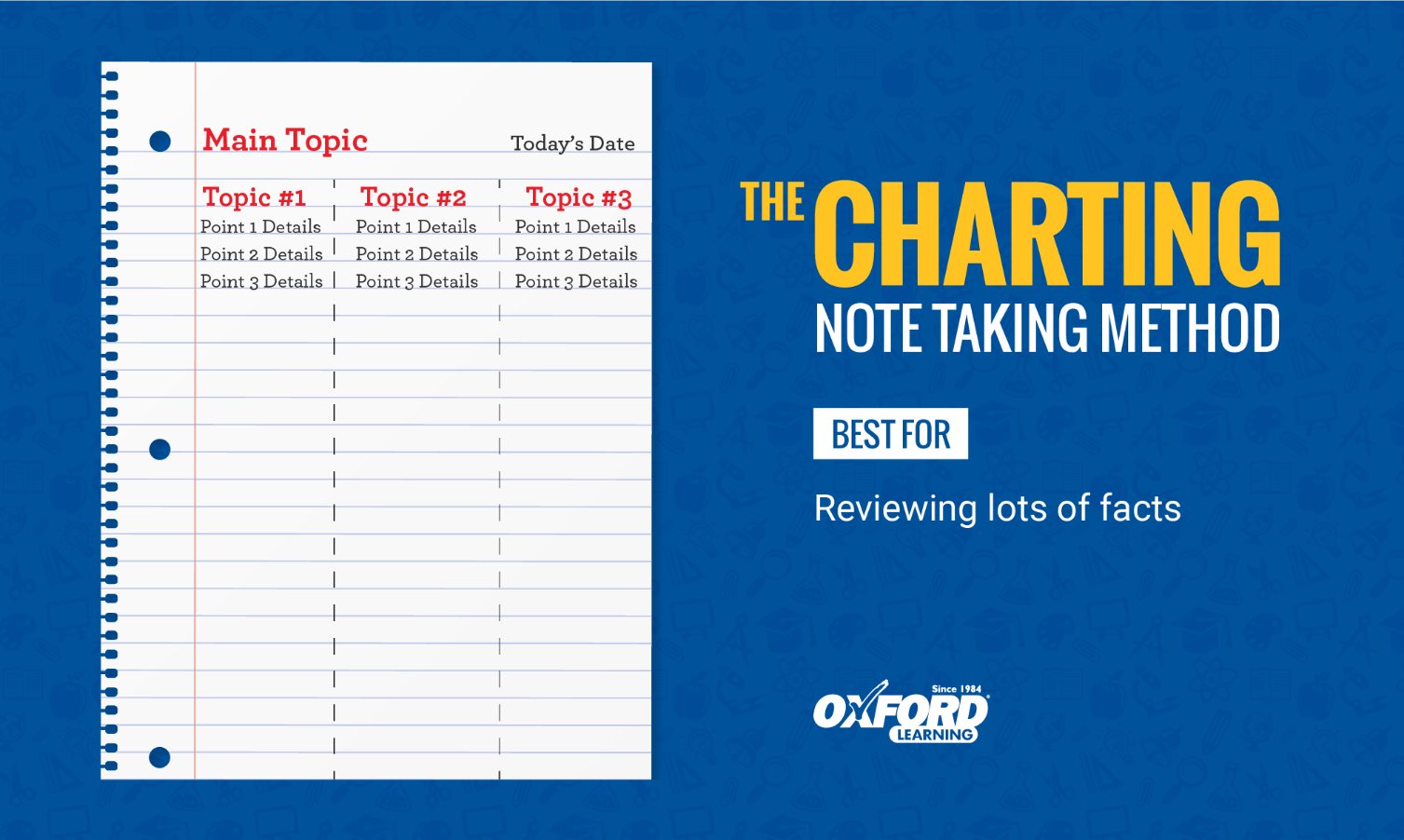
* The Mapping Method
  + Creates visual relationships between topics
  + How to use the Mapping Method:
    - Begin with the main topic as the top bubble
    - Branch off with the "Subtopics"
    - Write important details under each subtopic



* The Outlining Method
  + Uses headings and bullet points to organize
  + Creates neat and organized notes
  + Each section starts with a main idea and the bullet points below it are details and supporting information
  + Can be used to make study questions easily
  + How to use the Outlining Method:
    - Make a "Header" with the main topic
    - Make each subtopic its own bullet point
    - Indent (the subtopic details) additional information below the bullet point



* The Charting Method
  + Uses columns to organize
  + Great for lots of facts
  + Highlights key pieces of information
  + How to use the Charting Method:
    - Divide your paper into columns by category
    - Make a "topic" for each column
    - Write specific details under each topic



**Things to use when taking notes:**

* Don't copy word-for-word! Use your own words.
* Use a pen and paper OR a note-taking app.
* Break notes into sections.
* Write neatly or format clearly when typing.
* Use abbreviations.
* Take advantage of bullet points.
* Try different colors of highlighters/pens.
* Write questions for topics you don't understand.

Information adapted from: [How to Take Study Notes](https://www.oxfordlearning.com/5-effective-note-taking-methods/)(Video also available)

**Watch the videos:**

* ["How I take notes"](https://www.youtube.com/watch?v=njstk6xlrh0)
* ["How to take efficient and neat notes"](https://www.youtube.com/watch?v=m5cQ5bWLi2A)

We are going to try the method in the first video, "How I Take Notes."

* First, read the short article: [Old Bones Are Found](https://www.newsinlevels.com/products/old-bones-are-found-level-3/)
* Second, summarize the article (take notes! no need for paragraphs).
* Third, watch the video below the article: [Old Bones Are Found Video](https://youtu.be/R2r9xjhFOz0)
* Take a 10 minute break: Stretch, use the bathroom, have a snack, etc.
* Come back to your notes and read them.
* Answer the questions:
  + What type of notes did you take? Mapping, Outlining, or Charting?
  + Do they make sense? Do you understand them?
  + Are they neat?
  + If you had a test on the article and video, is there enough information to study?

**Attach your notes and the answers to the questions above to this assignment.**

**ANSWERS for Practice Calendar**

**Objective 50.1 Study Skills**

**SAMPLE CALENDAR FOR Task 1 PRACTICE**

Directions: Use this calendar to fill in important dates as noted on your syllabi.

| ◄ [July](http://www.wincalendar.com/July-Calendar/July-2018-Calendar.html) | **~ August 2018 ~** | | | | | [September](http://www.wincalendar.com/September-Calendar/September-2018-Calendar.html) ► |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13  First Day of ENG 103 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20  First Day of MATH 105 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27  ENG Chapter 1 Discussion Questions Due | 28 | 29 | 30 | 31 | Notes: |

| ◄ [August](http://www.wincalendar.com/August-Calendar/August-2018-Calendar.html) | **~ September 2018 ~** | | | | | [October](http://www.wincalendar.com/October-Calendar/October-2018-Calendar.html) ► |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  |  | 1 |
| 2 | 3 | 4 | 5  ENG Essay 1 1st Draft Due  MATH Chapter 3 HW Due (p. 9-87) | 6 | 7 | 8 |
| 9 | 10  MATH Test | 11 | 12 | 13 | 14 | 15 |
| 16 | 17  ENG Essay 1 Final Draft Due | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | Notes: | | | | | |

| ◄ [September](http://www.wincalendar.com/September-Calendar/September-2018-Calendar.html) | **~ October 2018 ~** | | | | | [November](http://www.wincalendar.com/November-Calendar/November-2018-Calendar.html) ► |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  | 1  ENG Thesis exercise HW Due | 2 | 3  MATH Chapter 4 HW Due (p. 105-140) | 4 | 5 | 6 |
| 7 | 8  MATH Test 2 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15  ENG Essay 2 1st Draft Due | 16 | 17 | 18 | 19 | 20 |
| 21 | 22  ENG Essay 2 Final Draft Due  MATH MIDTERM | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31  MATH Chapter 5 HW Due (p. 146-180) | Notes: | | |

| ◄ [October](http://www.wincalendar.com/October-Calendar/October-2018-Calendar.html) | **~ November 2018 ~** | | | | | [December](http://www.wincalendar.com/December-Calendar/December-2018-Calendar.html) ► |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  | 1 | 2 | 3 |
| 4 | 5  MATH Project Due | 6 | 7 | 8 | 9 | 10 |
| 11 | 12  NO CLASS: Veterans Day | 13 | 14  ENG Credible Sources HW Due | 15 | 16 | 17 |
| 18 | 19  ENG Essay 3 1st Draft Due | 20 | 21  MATH Chapter 6 HW Due (p. 183-205) | 22 | 23 | 24 |
| 25 | 26  ENG Essay 3 Final Draft Due  MATH Test 3 | 27 | 28 | 29 | 30 | Notes: |

More Calendars from WinCalendar: [2013](http://www.wincalendar.com/2013-Word-Calendar.htm), [2014](http://www.wincalendar.com/2014-Word-Calendar.htm), [Online Calendar](http://www.wincalendar.com/Online-Calendar-With-Holidays)

| ◄ [November](http://www.wincalendar.com/November-Calendar/November-2018-Calendar.html) | **~ December 2018 ~** | | | | | [January](http://www.wincalendar.com/January-Calendar/January-2019-Calendar.html) ► |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  |  | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10  ENG Editing & Review Due | 11 | 12  MATH Final Exam | 13 | 14 | 15 |
| 16 | 17  ENG Final Exam: In-class essay | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | Notes: | | | | |