

Course Outline

Welcome to the Skills Development Centre! The purpose of this course is to teach students strategies which promote independent, responsible learning that can be transferred into your other classes and applied in post secondary schooling and throughout life. Students will learn a variety of techniques that can help them improve their overall academic capabilities and remediate areas of weakness.

Course Objectives

- To find and practice effective learning strategies tailored to individual learning styles and strengths
- To develop and practice skills for setting and assessing short-term and long-term goals
- To develop effective time management and organizational skills for class assignments and tests
- To build strong study habits
- To develop communication skills (self-advocacy and pro-active communication with staff)

Materials Required

- Subject Binders
- Pens/Pencils
- Paper (lined and graphing)
- Calculator
- Eraser
- Agenda
- Relevant Textbooks

Website

There is a teacher website: mrastevens.weebly.com, where you and your parents can check for any updates or assignments from our class.

Extra Help

You can always email me at astevens@vsb.bc.ca.

Feel free to stop by before school, between classes or immediately after school for extra help.

Absences and Lates

Students are expected to attend every class and to arrive on time. If you miss a class you are required to bring a note and are responsible for any missed work in our class.

Student Responsibilities

- Do your best
- Cooperate with and show consideration of all individuals in the class
- Be punctual and prepared for class
- Provide written explanation of absences and complete missed work (see above)
- Ask questions to ensure comprehension
- Maintain an Eric Hamber agenda book
- Communicate learning needs and subject goals

Marks breakdown is subject to change depending on my discretion. Of course, you will be informed prior to it changing

Marks

Your class mark will be based on:

- On task, respectful class participation and effort to achieve the above
- Completion of assigned Learning Strategies units
- Thoughtful and sincere reflection on performance
- You will have some say in what your skills mark is, but you'll have to convince me that the mark you want is the mark you earned!

Classroom Rules

I have 6 major rules. In no particular order. Know them!



1) Mr. Stevens is always right!*

2) No bags or jackets on the tables, put them at the back of your chair or underneath your table

3) Keep your electronics away until there is an appropriate time to check them

4) No food/snacks in the classroom. Only water

5) No Cheating of any kind

6) Respect everyone in the class.

Please have a sense of humour and enjoy working in the skills centre with me

Additional Skill Development Center Information

Resources available in the skills room:

- Out fantastic educational assistants
- Peer tutors/Peer councillors
- Computers
- Printer (no fee if you are printing school assignments)
- Old notes/practice tests/practice worksheets for almost every class
- Basic school supplies (paper, pencils, notecards, etc.)
- Textbooks (can't be taken out of the room)
- Calculators (can't be taken out of the room)
- Private testing rooms

Booking a test in the skills room:

All students who have a skills block (and even some students who don't) are entitled to write their tests/quizzes/in-class assignments in the skills room. You **do not have to** write your tests in the skills room, but the option does exist!

How do you write your test in the skills room **Step-by-Step**

1. Let your classroom teacher know you want to write in the skills room well in advanced (if it is a pop-quiz/surprise assignment, you'll obviously have to ask at that moment). Don't be surprised if your classroom teacher isn't too keen on sending you down to the skills room to write very minor quizzes/assignments that should take less that 10 minutes.
2. Your classroom teacher will bring your test/assignment to the skills room before you arrive. Sometimes, depending on the assignment your teacher will let you carry the assignment down yourself.
3. On the day of the test/quiz, report to your normal classroom and remind the teacher that you will be writing in the skills room. They will then dismiss you from class to the skills room.
4. Once you have arrived at the skills room, you can ask any of the teachers or educational assistants to get your test.
5. Choose a seat in one of the testing rooms and complete your test.
6. Return your test/quiz to one of the teachers in the skills center and we will bring your assessment back to your classroom teacher

What your skills teacher can do for you

What Mr. Stevens CAN do for you	What Mr. Stevens CAN'T do for you
Teach you new strategies for note taking/exam writing	Do your homework for you
Proofread assignments and offer constructive criticism	Completely re-teach a class because you skipped/slept through it
Arrange for tests/quizzes to be written in skills	Get you out of completing homework
Help you collect missed or old homework	Be an invisible member of your group project
Help develop a schedule to budget your time effectively	Choreograph your dance routine...seriously, tried it once. It was terrible.

