



SYLLABUS Learning Lab 2018-2019

INSTRUCTOR INFORMATION:

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COURSE DESCRIPTION

Learning Lab is a course that allows students to interact with their Learning Lab advisors in order to construct a plan to maintain or improve their academic standing. Advisors and students work together to set academic goals to begin each week. Students are then responsible for following through on their plan to meet these academic goals. In addition to academic advisement, students may use Learning Lab time to retake assessments, continue work on assignments, or to seek assistance from their other teachers.

SYLLABUS GOALS/ASSESSMENT OBJECTIVES:

- Learning Lab objectives (AOs) will align with those implemented in academic classes.
- All students will be able to accomplish academic work (both effort and academic assignments) during Learning Lab.

ABSENT/LATE WORK:

If a student is absent, they are responsible for checking what they missed in Learning Lab. This includes conferencing with the Learning Lab Advisor, completing make-up work for other classes, checking class planbooks for any other classes missed, etc. Learning Lab is also an appropriate time to schedule meetings with other teachers about missing work.

PLAGIARISM:

All work must be a student's own work. Copying is a form of plagiarism and is not permitted. It is the responsibility of the student to not deceive the instructor in any way in regard to the authorship of the work that he/she presents as his/her own. Consequences for plagiarism will be in accordance with the Arizona State University Preparatory student code of conduct. Plagiarism will be reported to the administration.

CLASSROOM PROCEDURES:

- Students are required to maintain a weekly log that aligns with an academic focus which will direct the students’ studies for the week.
- Students must obtain electronic reservations to learning labs and the beginning of each week. Learning Lab travel plans may *not* be adjusted during the week.
- Students must check in with their Learning Lab Advisor prior to leaving the classroom.
- Be prepared to work every day.^[1]_{SEP}
- Remain in assigned seat unless directed otherwise.
- Once you have entered the classroom, you are in “learning mode” and will begin engaging in academic work.
- Socializing will not take place within the classroom.
- With a limited number of minutes in the class, students must work diligently at all times.
- Students must attend their Learning Lab class for the first 5 minutes or until attendance has been taken. Dismissal will occur at the teacher’s discretion. Students may only travel once per day.
- Students are expected to keep reservations and arrive promptly. Failure to do so will result in loss of this privilege.

GRADING INFORMATION:

Students enrolled at ASU Preparatory Academy will receive a letter grade in Learning Lab. This grade is an effort grade that will reflect attendance, participation, and completion of assignments. This letter grade will adhere to the following grading scale on the student’s progress report. This is a non-credit class.

A	Exceeds	90-100
B	Meets	80-89
C	Approaches	70-79
D	Approaches	60-69
F	Falls Far Below	50-59

MATERIALS:

- Folder
- An open mind and positive attitude

COURSE SCHEDULE:

Monday	Each student meets with Learning Lab Advisor and generates an action plan for the remainder of the week. This includes their grades, assessments planned, etc.
Tuesday-Friday	Students are responsible for executing their action plan, including visiting the Learning Labs of other teachers.

SYLLABUS ACKNOWLEDGEMENT:

Please complete the syllabus signature page with the appropriate signatures acknowledging receipt of this syllabus at: <http://sschaeferasuprep.weebly.com>

Thank you,

Susan Schaefer