

Sophomores

Objective(s):

The student will be able to...

1. Determine appropriate course level placements for Semester 1.
2. Determine enrollment with a schedule that maintains progress towards Graduation.

Worksheet(s): AG Syllabus, Schedule Review Sheet—SOPHOMORES

Assignment(s):

Assignment	Standard(s)	Points	Assigned	Due
Syllabus/ Transcript Lesson	CS.PM.02 Plan, organize, and complete projects and assigned tasks on time, meeting agreed upon standards of quality.	5	9/13/16	1 week from assigned date

Procedure:

1. Begin advisory according to personal preference.
2. Take attendance.
3. Read Announcements.
4. Distribute copies of the AG Syllabus.
5. Go over the syllabus and be sure that students understand that AG is a graded class. The assignments are not optional.
6. Please take time to fully discuss the grading system.
7. The syllabus is Assignment 1 and will be due one week from being distributed.
8. **TEACHERS:** Please maintain a copy of the signed syllabus on file for the duration of the year. You will also keep a copy of the signed student handbook agreement (next week) as well. From time to time administration, counselors, and other school personnel may request these forms. If you need a binder to help manage the forms please ask the main office staff.
9. Next read through the document titled Sophomore Schedule Review Sheet - Semester 1. Explain that regular review of schedules and transcripts are an integral part of being on track to graduate.
10. As you read through the schedule review document with your students, please write down any names of students whose schedules need immediate attention (based on the questions you ask as you read through the worksheet with your students). All other student schedule changes requests will need to be processed

through the yellow schedule change request forms located outside the counseling office.

11. Have your students review their transcript from their freshman year. Explain that the transcript is a record of all of the classes and corresponding grades they have earned in their high school career. Please point out the cumulative GPA (bottom left-hand corner of the transcript) and the credit summary box in the upper right hand corner. If they see something they have questions about, please advise them to make an appointment with their counselor to discuss their transcript.
12. **Please return the Sophomore Schedule Review worksheet to the Sophomore counselor (Kristie Hays) by the end of the work day.**
13. End advisory according to personal preference.