

## Freshmen

### 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, Freshmen Schedule Review Sheet

### Assignment(s):

Assignment	Standard(s)	Points	Assigned	Due
Syllabus/ Transcript Lesson	<b>CS.PM.02</b> 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 a 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 (later lesson) 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 Freshman Schedule Review Sheet - Semester 1. Explain that regular review of schedules and later transcripts too, is 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. **Please turn in the worksheet to the 9<sup>th</sup> grade counselor (Barnabas Wong) by the end of the work day.**
12. End advisory according to personal preference.