

**Academic Support - Class Syllabus**  
**Kofa High School - Mr. Spurgeon**  
**Room 1102**  
**Phone (928) 502-5653**

**Purpose**

The purpose of this class is to teach our students how to accomplish academic success and prepare for post-secondary goals. The class teaches the students how to use their study time wisely and organize school assignments. Students will understand how to use technology as a tool. Additional areas of focus will be goal setting, note taking, preparation for tests, test taking strategies, vocational training awareness such as how to find a job, job application process, resumes, interviews, and college awareness, and general life skills such as keeping checking and saving accounts, living expenses, drivers license, and general social skills.

**Supplies needed**

Each student will need a pen, pencil, three (3) ring binder, paper, and erasure.

**Expectations**

My expectations are rather simple. I expect the student to be in class on time, to pay attention, to be prepared, to be respectful at all times, and to be ready to learn. All students will be expected to follow the school and classroom rules.

**Course Requirements and Grading Sections**

1. Daily attendance/preparedness
2. Bellwork
3. Career Portfolio
4. Daily assignments
5. Tests
6. Quizzes
7. Participation
8. Behavior

**Outline**

- Organization for Success
- Using Technology as a Tool
- Goal Setting
- Note Taking
- Preparing for Tests and Test Taking Strategies
- Vocational Training Awareness
- Life Skills
- College Awareness

Parents

Your signature is required. Please sign this after thoroughly reading all sections. Please call me if you have any questions or concerns.

Sincerely, Mr. Spurgeon

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_