

Duke Ellington School of the Arts  
2019-2020 Study Skills Development Class Syllabus

**Instructor:** Dr. Troy Cudworth

**Instructor Contact Information:**

Troy.Cudworth@dc.gov  
202-599-1239

**Course Overview:**

The *Study Skills Development* course aims to provide students with a deeper foundation in their core interpersonal, study, and self-advocacy skills, specifically in the following areas:

- Note Taking and Outlining
- Preparation for Tests
- Time Management
- Organization
- Communicating with Faculty
- Managing Academic/Artistic Priorities
- Career Interest Inventory
- Developing a Post-Secondary Application Strategy

Students will also be provided with the time, technological resources, and guidance to complete academic/artistic assignments, projects, and study guides. One of the goals of the Learning Lab is to make sure that students are prepared for success in all of their classes.

Students will be required to check their Aspen accounts at the beginning of each week and at other times as needed. They will complete action plans that detail their current grades, goals for the week, and work completed in the learning lab.

**Grading:**

Student grades will be based on the following categories:

- Class Participation – **10%**
- Assessments – **40%**
- Practice and Application – **50%**

**Please Note:** Class participation grades will be assigned multiple times over the course of an advisory. In-class assignments, contribution to class discussions, and student attendance are all factors that will be considered in the *Class Participation* grade category.

**Materials:**

Students will be required to bring the following materials to each *Study Skills Development* class period:

- Work and notebooks for classes that require skills addressed in the student’s IEP
- 2 Pens (blue or black ink only) and 2 Pencils

**Class Policies and Procedures:**

- Grade scales and the consequences of tardiness and truancy are consistent with DCPS’s attendance policy and related protocols.
- In the case of all absences, students are expected to contact a friend and/or contact the course instructors prior to the commencement of the next class, to find out what assignment is due. There are very few acceptable reasons for unpreparedness.
- The Practice and Application component will be based on completion of the weekly action plan, which includes projects and assignments for academic and arts classes.
- The Assessment component will be based on completion of *Study Skills Development* related projects and assignments.
- Parents and students should please feel free to contact Dr. Cudworth with any questions related to the *Study Skills Development* class and curriculum.

---

**Parent/Guardian and Student Signatures:**

I have read the course requirements as outlined above. I understand the Course Overview, Grading, Materials and Class Policies and Procedures information, and agree to adhere to the policies as outlined above.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Email**

\_\_\_\_\_  
**Parent/Guardian Phone Number**