PLEASE KEEP YOUR SYLLABUS IN YOUR PORTFOLIO

Peer Counseling
Instructor: Ms. K. Davis
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Phone: 355-2967 ext. 65033

Course Goals
Peer counselors help individuals reach their goals by offering them support, encouragement, and resource information. Not only will this course prepare you for working as a peer counselor, but the skills taught will enhance your ability to communicate effectively in your personal and work relationships.

Materials for class:

1. Pens blue or black
2. USB Drive
3. 1 inch Binder for Post-Secondary Portfolio
4. 5 dividers labeled:
    a. Class work/ Notes
    b. College Research
    c. Scholarship Information
    d. Essential Skills Training
    e. Mentoring
5. 10 Sheet Protectors to use as subdividers
6. Loose leaf paper (replenish as needed)

Ambassador Expectations

1. Greeter
2. Assist Students & Adults in The College & Career Resource Center
3. Club Leader/Supervisor
4. College & Career Fair Organization
5. Mentoring
6. Essential Skills Workshops
7. Test Prep with Mr. Bobby
8. Maintain Post-Secondary Portfolio
9. Participate & Lead Philanthropic Efforts

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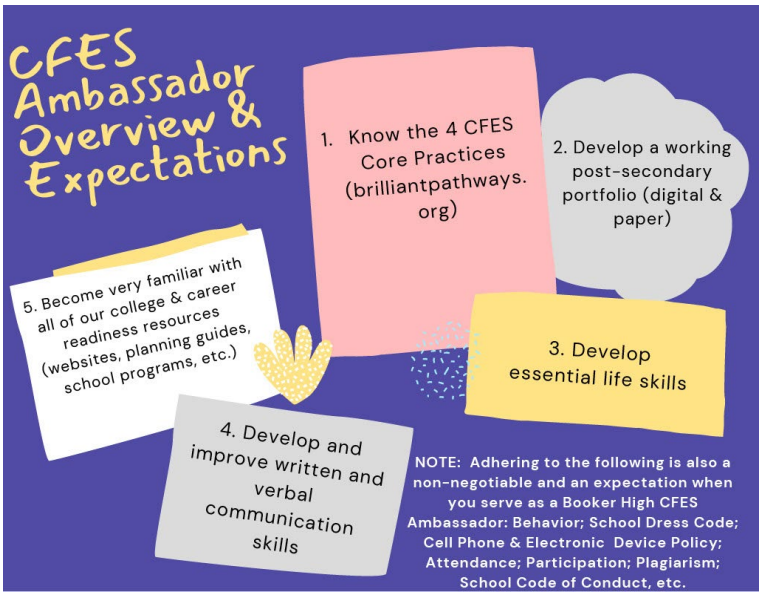

Grading:

Students will receive a variety of grades throughout the year. The following assignments will be part of the overall grade given for each nine-week period: projects, class activities, mentoring, CFES club leadership/supervision, quizzes, tests, and employability skills. A point system will be used to assess the above-mentioned assignments.

Cell Phone Policy

Cell phones are not allowed without advanced permission. Students must be engaged at all times, either helping students or working on their post-secondary plans. Any "downtime" should be spent researching colleges and/or scholarships.

Dress Code Policy

Students are expected to adhere to Booker High School and Sarasota County's Dress Code Policy. Keep your ambassador shirt(s) clean and ready to wear when needed.

**Students that violate these policies will be removed from the program.

EMPLOYABILITY SKILLS

- Attendance
- Coming to class on time
- Maintain course binder
- Completion of assignments/projects
- Appropriate attire for class
- Time in class devoted to the appropriate tasks
- Attitude of cooperation with teacher and fellow students
- Bringing required work materials such as paper, pens, pencils, binder, and/or homework

Grading Scale:

100% - 90% = A
89% - 80% = B
79% - 70% = C
69% - 60% = D
59% - 0 = F

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Honor Code:

Students are expected to adhere to an honor code every day in class. Students are expected to act according to the highest ethical standards. The immediate objective of an honor code is to prevent any students from gaining an unfair advantage over other students through academic misconduct.

Academic misconduct is any act that does or could improperly distort student grades or other student academic records. These acts include but need not be limited to the following:

· Possessing, using or exchanging improperly acquired written information in the preparation of any essay, laboratory report, examination, or other assignment included in an academic course;
· Substitution for, or unauthorized collaboration with, a student in the commission of academic requirements;
· Submission of material that is wholly or substantially identical to that created or published by another person or persons, without adequate credit notations indicating authorship;
· Copying from another's examination paper or allowing another to copy off yours;
· False claims of performance or work that has been submitted by the claimant;
· Alteration or insertion of any academic grade or rating so as to obtain unearned academic credit;

While these acts constitute assured instances of academic misconduct, the teacher or administrators may define other acts of academic misconduct.

Any student in violation of the honor code on any assignment or test will be subject to discipline.

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Dear Student and Parent(s):

I am delighted to welcome you to my Peer Counseling class for the 2022-2023 school year.

This course is designed to be both challenging and rewarding. In my class, we will work to maintain a level of excellence at all times. Therefore, it is important students come ready and willing to work towards a common goal: **growth**. Throughout the year, students will engage in a variety of creative and thought-provoking activities while also helping the entire school community. I know this will stimulate curiosity as well as give students an opportunity to grow personally and intellectually while crafting their Post-Secondary Plans.

Please check the online grade book for updates and other information. In addition, students will receive notices on reading materials and other assignments directly from me as the year progresses. If I have any particular concerns, I will immediately contact parents at home or at work, via e-mail or via telephone.

I look forward to a great school year filled with enthusiasm, joy, and many memorable moments. Please do not hesitate to email or call me if you have any questions regarding this syllabus or any other matter. The phone number at school is 355-2967 ext. 65033 and my email address is khea.davis@sarasotacountyschools.net. I am generally available before school at 7am and after school until 2:45pm.

Please read and discuss the syllabus with your child, then sign and return the bottom portion of this page to school.

Sincerely,

Ms. Davis

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I have read and discussed the homework policy, honor code, and syllabus with my child.

Print Student Name_____ Print Parent Name_____

Student signature _____ Print Student Email _____

Parent signature _____ Print Parent Email_____

Home Phone_____ Work Phone_____