

**Course Syllabus**  
**PSAT Prep - Fall 2024**  
**Instructor: Angela Mason**

**Dear Parent/Guardian,**

**I look forward to having a great semester! I feel fortunate to have your son/daughter in my class. This class is rigorous, but the students will learn and have fun too! Please read the syllabus & course policies with your student. Feel free to contact me with any concerns.**

**Thank you,**  
**Angela Mason**

**My child and I have read and discussed the classroom syllabus.**

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Email Address(es) \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Is there anything else I should know about your child? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Course Description:**

This open enrollment course provides all students with necessary test-taking skills and content knowledge to either prepare them for or to improve their PSAT/SAT scores and will include diagnostic testing, direct instruction, and practice tests of PSAT

**Course Objectives:**

This course is designed to improve students' critical thinking, math, reading, and composition skills, which will prepare them not only for the exam(s), but also increase overall test scores.

**Classroom Rules and Expectations:**

1. Come to class prepared & with all necessary materials. Be present in class & not distracted.
2. Be in your seat and ready to go when the bell rings / when class starts. STAY seated unless permission is given otherwise.
3. Treat each person in the class with dignity and respect. Treat others as you would like to be treated.
4. Raise your hand & wait your turn to speak during whole class instruction or discussion time.
5. Follow all procedures and policies as outlined by James Clemens and by the Madison City Schools handbook.
6. Accept responsibility for your actions.
7. Keep cell phones in your bookbag/purse and either powered off or on silent mode.  
See Cell Phone Policy for additional information!
8. Absolutely no food is allowed in our classroom, unless provided by Ms. Mason. We do not want to attract bugs.

**Classroom Management Plan:**

- Verbal Reprimand
- Conference with student with parent contact
- Withdrawal of privilege(s) with parent contact
- Other consequences determined to be reasonable and appropriate by the school administration.

**Accommodations:** Requests for accommodations for this course or any school event are welcomed from students and parents.

**Concerning Laptop Utilization:** Student laptops should not be hard-wired to the network or have print capabilities. 2. Use of discs, flash drives, jump drives, or other USB devices will not be allowed on Madison City computers. 3. Neither the teacher, nor the school is responsible for broken, stolen, or lost laptops. 4. Laptops and other electronic devices will be used at the individual discretion of the teacher.

**MCS Technology Policy:** If technology is needed in the classroom, then **school issued chromebooks** must be used. Personal electronic devices can only be used at the teacher's discretion. The teacher will use *Turnitin.com* and *GoGuardian* to monitor student use of devices and the originality of their work.

**MCS Phone Policy:** Cell phones and earbuds/headphones will not be allowed to be used during classroom instruction time. ***Phones and earbuds/headphones will be put away in a location designated by the teacher and placed in silent mode.*** In secondary schools, students will have access to their phones and earbuds/headphones outside of classroom instruction time, such as between classes and lunch. Failure to follow these procedures will result in a disciplinary referral to the office.

***Devices will be returned at the end of class, i.e., students will not be allowed to take their phones to the restroom.***

**Turnitin Notice:** The majority of writing assignments in this course will be submitted to Turnitin via the Schoology learning platform. The primary focus of this software is to help students become better writers and scholars. Turnitin generates a report on the originality of student writing by comparing it with a database of periodicals, books, online content, student papers, and other published work. This program will help students discern when they are using sources fairly, citing properly, and paraphrasing effectively - skills essential to all academic work.

Students will have the opportunity to review their Turnitin originality report and will have the opportunity to make revisions before submitting their work for grading. Once their work is submitted, teachers have the opportunity to view the student's originality report and grade accordingly.

**Grading Policy:**

Test and quiz grades will account for 70% of the 9-weeks grade, with the remaining 30% being determined by daily grades. The grading scale is as follows: A (90-100%), B (80-89), C (70-79), D (65-69), and F (below 65). Grades will be a reflection of mastery of the standards. Make sure all absences are excused as class work can be made up and graded for excused absences only. The final exam counts for 20% of the final grade.

**Grading: Students must have a personal account on the following websites:**

- [Schoology/College Board](#)
- [PrepFactory.com](#)

Without these accounts, students will not be able to view content/ lessons and complete/submit assignments for grading.

**Make-Up Work Policy:**

Students should schedule to take make-up tests & quizzes. After two weeks, a zero will remain per board policy.

**Course Materials:**

- 3 ring binder with dividers
- Paper & something to write with
- Red pen, black pen, & highlighter

## 9 – WEEK PLAN\*

<b>Week 1</b>	Test Diagnostics Introduction to Test Prep: <ul style="list-style-type: none"><li>- Syllabus Rules, Expectations, Policies, Ice Breaker, Vocabulary</li><li>- PSAT Overview</li><li>- Introduction to Writing and Language portion of PSAT</li></ul>
<b>Week 2</b>	Continue Writing and Language/Review: <ul style="list-style-type: none"><li>- Strategies – Review some tips for tackling the test</li><li>- Vocabulary, Practice Sets, Quizzes, Full-length Practice Test</li></ul>
<b>Week 3</b>	Introduction to Math <ul style="list-style-type: none"><li>- Math Strategies – Review some of the math concepts assessed by PSAT and useful strategies for determining answers when you are unsure of how to work the problem</li><li>- Vocabulary, Practice Sets, Quizzes, Full-length Practice Test</li></ul>
<b>Week 4</b>	Math Review <ul style="list-style-type: none"><li>- Review the Math concepts, formulas, and strategies</li><li>- Vocabulary, Writing Practice, Practice Sets, Quizzes, Full-length Practice Test</li></ul>
<b>Week 5</b>	Introduction to Reading: <ul style="list-style-type: none"><li>- Reading Strategies – Review some tips for tackling the Reading section of the PSAT.</li><li>- Vocabulary, Practice Sets, Quizzes, Full-length Practice Test</li></ul>
<b>Week 6</b>	Reading Review <ul style="list-style-type: none"><li>- Review Reading strategies</li><li>- Vocabulary, Writing Practice, Practice Sets, Quizzes, Full-length Practice Test</li></ul>
<b>Week 7</b>	Test Prep <ul style="list-style-type: none"><li>- Review all portions/Full-Length Practice Tests</li></ul>
<b>Week 8</b>	Test Prep <ul style="list-style-type: none"><li>- Review</li></ul>
<b>Week 9</b>	Final prep for test day!

\* This syllabus serves as a guide for both the teacher and student; however, during the term it may become necessary to make additions, deletions or substitutions.