**Tools for College Success**

**2025-2026**

**Instructor:** Ms. Burke

**Email**: [burketa@boe.richmond.k12.ga.us](mailto:burketa@boe.richmond.k12.ga.us)

**Cell phone**: 706-688-9047

**Room** #212

**Course Description and Objectives**

This course is designed to help students develop the skills, habits, and knowledge essential for a successful transition to college life and beyond. Over 13 weeks, students will explore personal development topics such as self-evaluation, goal setting, time and financial management, as well as practical academic strategies including note-taking, study skills, and test preparation. The course also emphasizes self-care, cultural awareness, and building strong relationships to foster holistic success in college and career.

Through reflection, discussions, activities, and projects, students will build confidence and a personalized toolkit to navigate challenges and opportunities after high school.

**Unit/Concept Names**

Unit 1: Self-Evaluation, Assessment & College Readiness

Unit 2: SMART Goals

Unit 3: Time Management

Unit 4: Financial Management

Unit 5: Educational & Career Development

Unit 6: Review Unit

**Evaluation (Schoolwide Grading Policy)**

* *Minor Grades* = 60% (quizzes, labs, and graded assignments to assess certain standards in a unit of study)
* *Major Grade*s = 40% (unit tests, essays, research papers, project-based assignments, and culminating assessments to measure mastery of standards that comprise a unit of study)

**Classroom Procedures & Expectations**

The overarching expectation in this class is creating a positive learning environment where all students feel safe and have equitable opportunities to show their knowledge, master the standards, and take ownership of their learning experience. This includes being:

1. Responsible – Each student is responsible for completing their own work, cleaning up their own area, and
2. On Time and Prepared – Each student should come to class each day on time and prepared with the listed materials to be success in each unit of study. It is not enough to show up! You must put in the work and daily grind to master each concept.
3. Accepting of Self & Others – Each student should be a part of the positive learning environment by encouraging their peers, but also accepting various opinions, methods, and processes.
4. Respectful – Each student should approach each situation with respect, an open mind, and understanding before jumping to conclusions or judgments.

Each student should develop a growth mindset and use each day as a learning experience with an opportunity to show what they know, what they still need to learn, and what they can do to improve on those skills necessary for a successful year. Progress over Perfection!

**Course Materials**

* Laptop and charger
* 3” 3-ring Binder
* Highlighters
* Loose Leaf Paper
* Pencils/Pens
* Agenda/Planner

**Modes of Communication**

**\*Infinite Campus**: shout points, email blasts, and grades

**\*Canvas**: announcements, inbox, grades, and comment feedback