**PROCEDURES FOR A.P. U.S. HISTORY**

CIVILITY :

* Be punctual and present in mind and body.
* Do your part to maintain discipline in the classroom being ready to begin (we are a large A.P. class!!!)
* Be courteous to me and one another. – Invoke people’s names before you ask questions, such as Mrs. Small or Mary, Michael, may I, can I, please and thank you.
* Don’t bad mouth anybody or anything. We will keep an open mind and give everyone a chance.
* Have your work ready to be handed in at the bell. Late work after class will not be accepted.
* Be organized. Use every available minute to review your notes.
* Complete the Self-Assessment each day

1. Write the S.L.O. Student Learning Objective that is on the board.
2. Turn the S.L.O. into a question and answer it right at the beginning of class.
3. Complete the chart for in class notes, PPT and responses or questions.
4. 5 minutes before the end of class answer the S.L. O. again and a synthesis of what you have learned. Mention any new insights or questions you may have.
5. Turn it in to me before you leave.

ORGANIZATION OF DAILY PROCEDURES

* Homework will be completed and passed in daily.
* All work must have a sign of its owner: Name, Date, Period, Mrs. Small, aligned on the right hand side of the paper.
* All A.P. U.S. History **D.B.Q. Essays will be handwritten** and completed in blue/black pen. NO EXCEPTIONS
* All quizzes will be done in pencil. Mistakes must be completely erased, the correct answer circled and written in the left margin. Pencils are put away and the correcting pen will be used to self-correct your quizzes.

Beginning with Chapter 6 we will spend approximately 2 days on each chapter. A few chapters will require more time but you will know beforehand.

On day 1

* turn in the reading template showing name of reading, points about main idea of reading and/or 1 or two text excerpts, and your response on the right.
* Upon having divided half of the chapter in half according to the number of sections, turn in notes in Cornell format, with key terms from the focus question document, and notes maintaining chapter headings.
* IN-CLASS: Student PPT presentations will be on day 1 unless of an absence. You have an opportunity to prepare and revise your ppt until the actual day of your presentation. All presentations will be graded using the Oral Presentation School-Wide Rubric and will be given a grade in the fourth quarter.
* IN-CLASS NOTES

On day 2

* Turn in reading template as above
* Turn in Cornell notes for the second half of the notes; complete Focus questions.
* IN CLASS Review guide
* IN CLASS QUIZ

As time permits within these two days:

* Concept maps
* Top ten Terms (persons/events)
* Counterfactuals
* Clarifying questions student directed to other students
* Student Newsbrief (birthdays, sad news, concerns, sports, testing, events that I should be aware of)
* I am open to other creative ideas, to help you learn and master the great amount of material we need to learn. LET’S GO FOR A 5!