

Subject: Handbook for Ellet High's Freshman Seminar

### **Authorization and Background**

A grant proposal had been made to organize a Freshman Seminar for the incoming ninth graders at Ellet High School had been made, and a handbook with various handouts for the twenty breakout sessions were needed. Since I serve as National Honor Society adviser I determined my NHS seniors would lead the breakout lessons for the day.

### **Identify the Audience**

A handbook which can be used for the Freshman Seminar program was needed. 350+ freshmen students will go to an all day seminar program which focuses on making successful choices in high school and learning (re-learning) study skills. The members of the Ellet High School National Honor Society (NHS) will be teaching the seminar, and the handbook will be the basis of their presentations.

### **Statement of the Problem**

Recently it was determined that 43% of the students who started in their freshmen year did not graduate with their class. Many dropped out, or were retained, or went to alternative school programs. The goal of this seminar program is to improve the graduating rate of the Class of 2009.

### **Clarify the Purpose**

The purpose of the handbook will be to have hands on materials for the students to use during the mini-lessons presented by the NHS members. Students will keep the handbook and teachers of the freshmen class will refer to it to reinforce the study skills during the school year.

### **Scope of Analysis**

The twenty breakout sessions are: SQ3R; Learning Styles; Planner Use; Strategies for Successful Studying; Graphic Organizers for Clear Thinking; Active Listening Strategies; Building a Better Vocabulary; 100 Book Challenge; Notetaking Strategies; Reading your Textbook strategies; Solving Math Word Problems; Test Taking Strategies; Remembering Strategies; Making Oral Presentations; Managing Time; Writing Techniques; Reference Resources; Managing Stress; High Stakes Testing (OGT, SAT, ACT); Clubs, Sports, and Extra Curricular Involvement.

### **State Delimitations and Limitations**

Some information had to be gathered from the school (school calendars and specific school programs like the 100 Book Challenge, and a list of extra

curricular activities.) Other handouts required research of the specific study skills which could be put together so freshmen students could use it and easily understand it. Some of the sessions would be interactive, so “tests” were organized so students could take them within a particular break out session to better reinforce the idea.

### **Data Collection**

Much of the information for the handbook was secondary information as it was gathered it from Internet sources and reorganized for use in the seminar. Some information will be primary as it was based on our specific programs at our school.