



S.O.S.

Student Organization Skills

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<p align="center">Week 1 Introduction</p>	<p align="center">Week 2 Homework (part 1)</p>	<p align="center">Week 3 Homework (part 2)</p>	<p align="center">Week 4 Binder Organization</p>
<p>Goals:</p> <ol style="list-style-type: none"> 1. Understand the purpose of S.O.S. group 2. Introduce group leader and members to one another 3. Recognize personal organizational skills and strategies <p>Materials:</p> <ol style="list-style-type: none"> 1. Welcome Letter 2. Parent Letter 3. Rewards Page 4. Student Survey 	<p>Goals:</p> <ol style="list-style-type: none"> 1. Understand the importance of completing homework 2. Recognize obstacles to completing homework 3. Develop a plan increase homework completion (using Homework Assignment Sheet) <p>Materials:</p> <ol style="list-style-type: none"> 1. What I Need to be Prepared 2. Homework Assignment Sheet 	<p>Goals:</p> <ol style="list-style-type: none"> 1. Learn to use Daily Planner effectively 2. Understand how to track assignments 3. Learn to use long and short term planning strategies <p>Materials:</p> <ol style="list-style-type: none"> 1. How to Use My Planner 	<p>Goals:</p> <ol style="list-style-type: none"> 1. Understand the importance of keeping organized binders 2. Learn to effectively organize binders according to subject 3. Develop personal strategies for keeping clean and organized binders <p>Materials:</p> <ol style="list-style-type: none"> 1. Middle School Guide: The Binder http://www.middle-school-guide.com/wp-content/uploads/2011/05/TMSSGR-W-SW-pp.-20-33-The-Binder.pdf

Week 5 Time Management (part 1)	Week 6 Time Management (part 2)	Week 7 Test Prep/Study Skills (part 1)	Week 8 Test Prep/Study Skills (part 2)
<p>Goals:</p> <ol style="list-style-type: none"> 1. Recognize the benefits of managing time properly 2. Understanding the importance of a daily schedule 3. Develop an effective time management skills for a daily schedule <p>Materials:</p> <ol style="list-style-type: none"> 1. Daily Schedule 	<p>Goals:</p> <ol style="list-style-type: none"> 1. Understand the importance of setting both short and long term goals 2. Understand how to set achievable goals to accomplish a task <p>Materials:</p> <ol style="list-style-type: none"> 1. Goal Sheet 	<p>Goals:</p> <ol style="list-style-type: none"> 1. Identify effective ways to study including good study habits and study place 2. Practice study skills in a matching game <p>Materials:</p> <ol style="list-style-type: none"> 1. Forming Good Homework and Study Habits 	<p>Goals:</p> <ol style="list-style-type: none"> 1. Identify and practice strategies for getting help 2. Review what has been learned and how it will be applied after group <p>Materials:</p> <ol style="list-style-type: none"> 1. Strategies for Getting Help When I Need It 2. Problems Scenarios 3. Student Survey

Dear Students,

Welcome to S.O.S. (Student Organization Skills). The purpose of our group is to help you gain useful organization and study skills. We will be meeting once a week for eight weeks. Here are some examples of skills that we will be working on to make you successful in school:

DOING YOUR HOMEWORK EFFECTIVELY
GETTING ASSIGNMENTS IN ON TIME
KEEPING AN ORGANIZED BINDER
PREPARING FOR A TEST

Please bring the following with you every week:

1. "S.O.S." folder
2. Agenda
3. Any additional material that I ask you to bring

Our group is meant to give you the tools you need to succeed and have fun doing it! I am looking forward to working with you and helping you become the best student you can be!

Sincerely,

Dear Parents,

I am happy to invite your child to be a part of our S.O.S. (Student Organization Skills) group. The purpose of our group is to help students gain the organization and study skills that are an essential part of student achievement in middle school. Our group will meet once a week for eight weeks. During this time, we will be working on developing skills such as completing homework, organizing materials, preparing for tests and managing our time.

Knowing you are an integral part of your child's success, I will be asking for your involvement in our S.O.S. group. The first topic we will be covering is homework completion. Each student will have a "Daily Homework Sheet" which is to be completed, in full, every night. For each assignment that is given, there is a spot for you to sign confirming you have checked that the assignment is complete and that it has been placed in your child's "Take Home folder".

I truly appreciate your cooperation in this matter. Please feel free to contact me with any questions or concerns you may have. Together, I know we will be able to provide the tools and support your child needs to be a successful student.

Sincerely,

REWARDS

1 Sticker - coming to group prepared with all your materials

1 Sticker - one week of completed homework assignments with parent and teacher signatures

1 Sticker - satisfactory binder or locker check

1 Sticker - participation and a good attitude

There will be a different sticker goal for each week. You will get a reward at the end of each session if you meet the sticker goal for that day. There will be a special reward given to any student who has earned every sticker goal at the end of our eight weeks.

Week	Sticker Goal				
1					
2					
3					
4					
5					
6					
7					
8					

Student Survey

Complete the survey by circling Never, Sometimes, or Always for each question. All surveys are anonymous, so please answer honestly.

- | | | | |
|---|-------|-----------|--------|
| 1. I write down all of my homework. | Never | Sometimes | Always |
| 2. I remember to bring to bring my homework home AND back to school the next day. | Never | Sometimes | Always |
| 3. My homework is fully completed when I turn it in. | Never | Sometimes | Always |
| 4. I go over my homework assignments with an adult at home. | Never | Sometimes | Always |
| 5. My binders are neat and organized. | Never | Sometimes | Always |
| 6. My locker is neat and organized. | Never | Sometimes | Always |
| 7. I turn assignments in on time. | Never | Sometimes | Always |
| 8. I feel prepared when taking a test. | Never | Sometimes | Always |

What are some things you would like to work on to become a more organized student?

S.O.S.**What I Need To Be Prepared**

Week 2	
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____
Week 3	
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____
Week 4	
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____
Week 5	
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____
Week 6	
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____
Week 7	
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____
Week 8	
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

Daily Homework

	Assignment	What to bring home	Parent Signature	Teacher Signature (Was last night's homework complete?)
Math				
English				
Social Studies				
Science				
Other:				
Other:				

How to Use My Planner

1. Write down EVERY assignment that is given during class.
 2. At the bottom of each day, write down what you need to take home for each assignment.
 3. If you forget or are unclear about an assignment, check your team's website.
-

Tests, Quizzes and Projects

1. When you are given a date for a test, quiz, or project write it in your planner on the day it is due and box it.
2. Write "STUDY FOR TEST" or "WORK ON PROJECT" for at least 3 days before the due date.

MY DAILY SCHEDULE

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
6:00-7:00 a.m.					
7:00-8:00 a.m.					
8:00-9:00 a.m.					
9:00-10:00 a.m.					
10:00-11:00 a.m.					
11:00-Noon					
Noon-1:00 p.m.					
1:00-2:00 p.m.					
2:00-3:00 p.m.					
3:00-4:00 p.m.					
4:00-5:00 p.m.					
5:00-6:00 p.m.					
6:00-7:00 p.m.					
7:00-8:00 p.m.					
8:00-9:00 p.m.					
9:00-10:00 p.m.					
10:00-11:00 p.m.					
11:00-Midnight					
Midnight-1:00 a.m.					
1:00 -2:00 a.m.					
2:00-3:00 a.m.					
3:00-4:00 a.m.					
4:00-5:00 a.m.					
5:00-6:00 a.m.					

Goal Sheet

My Goal For:

Today/Tomorrow: _____

Next Week/Next Month _____

Next Year _____

Five/Ten Years _____

REMEMBER

**Goals must be: REALISTIC, MANAGEABLE, FLEXIBLE,
OBSERVABLE AND MEASURABLE**

A. Write your most important immediate goal.

Write several ways you can reach your goal

Select your most reasonable choice. _____

Plan how you can put your goal in operation.

How will you know when your goal is achieved?

Who can you count on for help/support?

B. Write your most important long-range goal.

Write several ways you can reach your goal.

Select your most reasonable choice. _____

Plan how you can put your goal in operation.

How will you know when your goal is achieved?

Who can you count on for help/support?

Forming Good Homework & Study Habits

- Find a Study Spot. Your Study Spot should:
 - Be organized
 - Have materials you need (pencils, highlighters, paper, etc.)
 - Be quiet and comfortable

My Study Spot is _____

- Set aside a Study Time that you can dedicate to homework and studying every day.

My Study Time is _____

Helpful Study Tips

- Study vocabulary using flashcards or Quizlet
- Have someone quiz you or quiz yourself
- Re-read and highlight your notes
- Look over old quizzes and assignments to figure out your mistakes
- Use a study guide if your teacher has given one
- Use a worksheet as a quiz by covering over the answers and re-doing it

Strategies For Getting Help When You Need It

1. In class, never be afraid to ask a question. Questions help everybody understand things better! Try asking questions that begin with: why?, how?, or what if? Instead of just saying, "I don't understand." Remember to keep asking questions until you understand - you don't have to stop after asking once!
2. Pay attention when other students ask questions. They might have the same question as you do! Also, hearing more questions will help you remember the material better.
3. You can help yourself by "reflecting" on what you've already learned. Reflecting is when you ask yourself questions in order to help remember the material. You can do this by taking a practice test OR by trying to teach it to someone else (like a friend, brother, sister, mom, or dad).
4. Ask for hints if you can do most of the problem but not all of it.
5. Read, think, then re-read the problem. If you are completely stuck on a problem, don't guess! Ask your teacher, "how do I start?"

Problem Scenarios

Gabriel missed a few days of school last week because he was sick. His parents picked up his homework for him, and he did most of it before coming back to school today. There were some things he didn't understand because he wasn't in class, and now he is even more behind today because the whole class has moved on to a new chapter.

Amelia has always been really good at math and gets good grades. She got off to a good start this year, but lately the class seems to be moving kind of fast, and everyone else seems to be understanding things better than she is. Sometimes her teacher skips steps when showing the class how to solve new problems.

Alex usually feels comfortable asking questions in class. Today, his teacher said something that he didn't understand, so he raised his hand and said, "I don't understand." When his teacher explained it again, Alex was still confused.

Rachel's class is learning to solve algebra equations. Rachel thought she understood everything the teacher covered last week, but when it came time to take the quiz Rachel couldn't remember the steps and didn't do very well. The test is at the end of the week.

School Counseling Program DATA Report

DESIGN

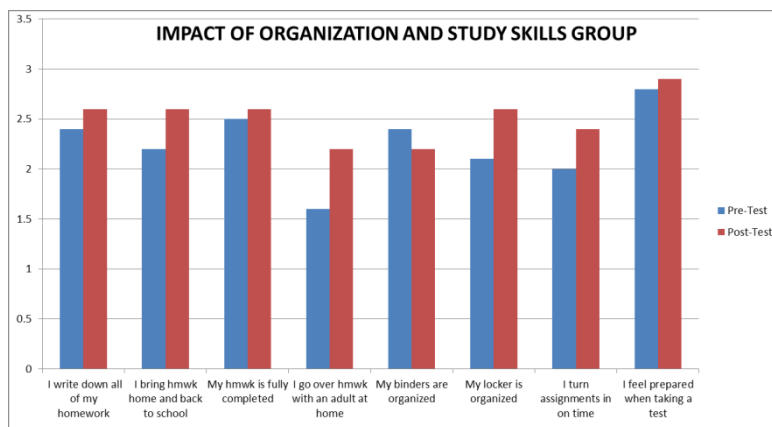
Many sixth grade students come to middle school lacking the organizational and study skills needed to become a successful student. A group was formed to teach targeted students a variety of organization and study skills.

ASK

- Ten sixth grade students were selected for organization and study skills group. Participants were split into two groups which met once a week for eight weeks. Students were given a pre- and post-test to measure the perception of their organization and study habits.
- A three-point scale was used to measure the eight questions:
- Never (1) Sometimes (2) Always (3)
- Total scores for each question were averaged for both pre- and post-test scores.

TRACK

As a result of participation in organization and study skills group, students perception of writing down homework increased by 8.3 percent; remembering to bring homework home and back increased by 18 percent; completion of homework increased by 4 percent; going over homework with an adult at home increased by 37.5 percent; having organized binders decreased by 8.3 percent; having an organized locker increased by 23.8 percent; turning assignments in on time increased by 20 percent; feeling prepared to take a test increased by 3.6 percent.



ANNOUNCE

Summary: Organization and study skills group helped improved students overall ability to satisfactorily complete homework, organize belongings, and prepare for tests.

Implications/Recommendations:

- Continue implementation of organization and study skills group for targeted sixth grade students.
- Share results with administration, teachers, and parents.
- Survey teachers on impact of organization and study skills group concerning students' overall performance.
- Survey parents on their perceived outcome of organization and study skills group.
- Collect and compare homework completion data at beginning and end of group.