



Huntington Advanced Study Skills Program

INSTRUCTIONAL GUIDELINES

HUNTINGTON LEARNING CENTER

Our mission is to give every student the best education possible.

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What is the Huntington Advanced Study Skills Program?

The expectations of high school and college-level courses are continuously rising. In order for students to meet these expectations, they must have concrete study skills in place. The Huntington Advanced Study Skills Program is a tailored program designed for students in the 8th grade or higher to develop their study skills.

Huntington Advanced Study Skills Format:

The Huntington Advanced Study Skills Program is formatted to address several key areas:

- Executive functioning – time management, organization, goal setting
- Evidence-based study skills – note taking, study guides, memorization and recall
- Test preparation and test-taking – reducing anxiety, question types, time management
- Presentations and research papers – presentation preparation, essay structure
- College application essays – brainstorming, drafting, polishing

Eligible Students

- Any former or current LC student in grade 8.0 or higher who has completed at least 75 instructed hours and has achieved three specific skills on grade level is eligible. Additionally, any former or current EP or ST student in grade 8.0 or higher is eligible for this program.

Do NOT offer this program to:

- Students in any grade below grade 8
- Former LC students who have less than 75 instructed hours and have not achieved three specific skills on grade level

Director Guidelines for the Huntington Advanced Study Skills Program:

Before beginning instruction:

- The Director recommends an appropriate plan of action to develop key areas of weakness using the Chapter Breakdown chart on the following page. This plan will include 1-1 instruction based on the guidelines below.
- The student must complete all lessons in a chapter.
- When appropriate, use the student's former client code.
- Classify re-enrollees in LCOS using the ST service code.
- For currently enrolled students:
 - Franchise Centers:
 - Create a new Student ID in LCOS and assign as an ST student
 - Create an ST schedule for the student to be instructed in the Advanced Study Skills Program
 - Ensure the rate is set to the standard ST rate.
 - Company Centers:
 - A director submits a subsequent inquiry to add the student to ST.
 - Once the student has an ST student code, set the schedule for Advanced Study Skills Program instruction with appropriate start date
 - Set rate to reflect standard ST rate

Instruction and Fees:

- Instruction is conducted on a 1:1 basis.
- Huntington Advanced Study Skills is charged at your center's current subject tutoring rate.
- If instruction in any area of the Huntington Advanced Study Skills Program is recommended, have the teacher follow the appropriate Huntington Advanced Study Skills Program Lesson Outline(s).
- The recommended number of hours per lesson is two hours.

Chapter Breakdown:

No. of Lessons	Class Type	Total Hours
4	Executive Functioning	8
7	Evidence-based Study Skills	14
3	Strategies for Taking Tests	6
6	Papers and Presentations	12
5	College Admissions Essays	10

Student Materials:

- *Huntington Advanced Study Skills Program Student Workbook* – one per student – Tech Repro
- *Essential Study Skills*– Sage Publications
- *College Study-The Essential Ingredients* – Pearson Education
- *College Reading and Study Skills* - Pearson Education
- *Conquering the College Admissions Essay in 10 Steps* - Penguin Random House
- *The Basics of Essay Writing*- Routedledge

Teacher Course Materials:

- Huntington Advanced Study Skills Program Lesson Outlines (included in this packet)
- Huntington Advanced Study Skills Program Teacher's Guide
- Huntington Advanced Study Skills Program Student Progress Record

Teacher Guidelines for Instruction:

- Use the Huntington Advanced Study Skills Lesson Outlines (attached) in conjunction with the Huntington Advanced Study Skills Teacher's Guide to instruct students.

1:1 Instruction:

- Introduce concepts and relate to classroom experience and current assignments.
- Have the student complete exercises independently. Be available to help the student while he or she is working. Discuss and review each completed exercise.
- Use your discretion, as well as the student's needs, when considering the speed with which to move him or her through the materials.
- Assign homework as directed below.

Homework:

- Have the student complete the indicated assignments for homework. Be sure to reinforce the Huntington-school connection.
- Review homework with the student during the next session by discussing each of the exercise items.

HUNTINGTON ADVANCED STUDY SKILLS PROGRAM LESSON OUTLINE

Chapter One: Executive Functioning

Use the chart at the beginning of each chapter to identify the edition and copyright of the book in your center, and to determine the page number(s) and assignments to be completed in each book during the specified activity.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Study environment	Supplemental curriculum: Managing distractions	Supplemental curriculum: Electronic organization	Homework assigned
Class: #1 Time: 2 hours Chapter One: Executive Functioning	N/A	-Introduce the study skills that comprise executive functioning and discuss why each is important -Discuss strategies for overcoming internal and external distractions -Establish properties of a proper study environment -Establish a system for organizing electronic files	Essential Ingredients Essential Study Skills	Essential Ingredients	College Reading and Study Skills Essential Ingredients	- Refer to the Homework assignment at the end of Lesson 1 in Chapter 1.

HUNTINGTON ADVANCED STUDY SKILLS PROGRAM LESSON OUTLINE

Chapter One: Executive Functioning

Use the chart at the beginning of each chapter to identify the edition and copyright of the book in your center, and to determine the page number(s) and assignments to be completed in each book during the specified activity.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Learning characteristics	Supplemental curriculum: Six levels of thinking	Supplemental curriculum: Personal action statement	Supplemental curriculum: Learning contract	Homework assigned
Class: #2 Time: 2 hours Chapter One: Executive Functioning	Huntington Study Skills Workbook -Record and explain three changes made to study environment in student workbook -Create and organize digital folders as discussed in the lesson. Student brings in laptop or a screen shot of the folders for review -Student Reflection in student workbook	-Review characteristics of successful learners - Explore the six levels of thinking -Create an initial personal action statement -Develop a learning contract	Essential Ingredients College Reading and Study Skills Essential Study Skills	College Reading and Study Skills	Essential Ingredients	Essential Study Skills	- Refer to the Homework assignment at the end of Lesson 2 in Chapter 1.

HUNTINGTON ADVANCED STUDY SKILLS PROGRAM LESSON OUTLINE

Chapter One: Executive Functioning

Use the chart at the beginning of each chapter to identify the edition and copyright of the book in your center, and to determine the page number(s) and assignments to be completed in each book during the specified activity.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Learning styles	Supplemental curriculum: Teaching styles and teacher expectations	Homework assigned
Class: #3 Time: 2 hours Chapter One: Executive Functioning	<ul style="list-style-type: none"> - Student Reflection - Create a learning contract 	<ul style="list-style-type: none"> - Familiarize the student with different learning styles - Identify different learning strategies to complement different learning styles - Provide student with strategies to adapt to different teaching styles and meet teacher expectations 	Essential Ingredients College Reading and Study Skills	College Reading and Study Skills	<ul style="list-style-type: none"> - Refer to the Homework assignment at the end of Lesson 3 in Chapter 1.

HUNTINGTON ADVANCED STUDY SKILLS PROGRAM LESSON OUTLINE

Chapter One: Executive Functioning

Use the chart at the beginning of each chapter to identify the edition and copyright of the book in your center, and to determine the page number(s) and assignments to be completed in each book during the specified activity.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Managing procrastination	Supplemental curriculum: Using a daily planner and semester calendar	Supplemental curriculum: Balancing personal and academic obligations	Homework assigned
Class: #4 Time: 2 hours Chapter One: Executive Functioning	<ul style="list-style-type: none"> - Reflect on changes made to study environment - Evaluate effectiveness of reading homework questions - Learning strategies log 	<ul style="list-style-type: none"> - Examine common causes of procrastination - Discuss how to manage procrastination - Create a weekly block schedule - Examine how to effectively use daily planners and semester calendars - Provide strategies for managing personal and academic obligations 	Essential Ingredients College Reading and Study Skills	Essential Ingredients College Reading and Study Skills	Essential Ingredients	<ul style="list-style-type: none"> - Refer to the Homework assignment at the end of Lesson 4 in Chapter 1.

HUNTINGTON ADVANCED STUDY SKILLS PROGRAM LESSON OUTLINE

Chapter Two: Evidence-based Study Skills

Use the chart at the beginning of each chapter to identify the edition and copyright of the book in your center, and to determine the page number(s) and assignments to be completed in each book during the specified activity.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Printed text versus electronic text	Supplemental curriculum: Evaluating online sources	Supplemental curriculum: Previewing text	Homework assigned
Class: #1 Time: 2 hours Chapter Two: Evidence-based Study Skills	- See homework from previously assigned chapter	- Examine the advantages and disadvantages of printed and electronic text - Discuss how to evaluate online sources - Learn why and how to preview text - Discuss the benefits of predicting while reading	Essential Ingredients College Reading and Study Skills	College Reading and Study Skills	College Reading and Study Skills Essential Ingredients	- Refer to the Homework assignment at the end of Lesson 1 in Chapter 2.

HUNTINGTON ADVANCED STUDY SKILLS PROGRAM LESSON OUTLINE

Chapter Two: Evidence-based Study Skills

Use the chart at the beginning of each chapter to identify the edition and copyright of the book in your center, and to determine the page number(s) and assignments to be completed in each book during the specified activity.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Connecting to prior knowledge	Supplemental curriculum: Reading Graphics	Homework assigned
Class: #2 Time: 2 hours Chapter Two: Evidence-based Study Skills	-Preview chapter from school textbook and write list of predictions about chapter content and organization in the student workbook	- Develop strategies to connect text to prior knowledge - Develop ability to read and interpret visual aids within text	College Reading and Study Skills	College Reading and Study Skills	- Refer to the Homework assignment at the end of Lesson 2 in Chapter 2.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Monitoring understanding	Supplemental curriculum: Recognizing poor and strong comprehension	Homework assigned
Class: #3 Time: 2 hours Chapter Two: Evidence-based Study Skills	- Create guide questions for a chapter from a school textbook - Student brings textbook from school	- Develop ability to recognize poor and strong comprehension - Develop active reading strategies to monitor comprehension - Develop approaches to strengthen comprehension	College Reading and Study Skills	College Reading and Study Skills	- Refer to the Homework assignment at the end of Lesson 3 in Chapter 2.

HUNTINGTON ADVANCED STUDY SKILLS PROGRAM LESSON OUTLINE

Chapter Two: Evidence-based Study Skills

Use the chart at the beginning of each chapter to identify the edition and copyright of the book in your center, and to determine the page number(s) and assignments to be completed in each book during the specified activity.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Active listening	Supplemental curriculum: Note-taking	Homework assigned
Class: #4 Time: 2 hours Chapter Two: Evidence-based Study Skills	- Lesson Quiz in the student workbook	- Students will be able to actively listen - Students will be able to take effective notes	College Reading and Study Skills Essential Ingredients	Essential Ingredients College Reading and Study Skills	- Refer to the Homework assignment at the end of Lesson 4 in Chapter 2.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Outlining	Supplemental curriculum: Mapping	Homework assigned
Class: #5 Time: 2 hours Chapter Two: Evidence-based Study Skills	- Review the Cornell notes the student used for three classes	- Student will be able to map and outline material	College Reading and Study Skills	College Reading and Study Skills	- Refer to the Homework assignment at the end of Lesson 5 in Chapter 2.

HUNTINGTON ADVANCED STUDY SKILLS PROGRAM LESSON OUTLINE

Chapter Two: Evidence-based Study Skills

Use the chart at the beginning of each chapter to identify the edition and copyright of the book in your center, and to determine the page number(s) and assignments to be completed in each book during the specified activity.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Highlighting	Supplemental curriculum: Study guides	Homework assigned
Class: #6 Time: 2 hours Chapter Two: Evidence-based Study Skills	- Review how the student applied one of the methods of organizing information from the previous lesson to one of the chapters from a school textbook	- Examine different methods of highlighting	College Reading and Study Skills	Essential Ingredients College Reading and Study Skills	- Refer to the Homework assignment at the end of Lesson 6 in Chapter 2.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Short-term/long-term memory	Supplemental curriculum: Memorization Techniques	Homework assigned
Class: #7 Time: 2 hours Chapter Two: Evidence-based Study Skills	-Quiz	- Understand why people forget information - Understand the difference between short-term and long-term memory - Develop strategies for retaining and recalling information	College Reading and Study Skills	Essential Ingredients College Reading and Study Skills	- Refer to the Homework assignment at the end of Lesson 7 in Chapter 2.

HUNTINGTON ADVANCED STUDY SKILLS PROGRAM LESSON OUTLINE

Chapter Three: Strategies for Taking Tests

Use the chart at the beginning of each chapter to identify the edition and copyright of the book in your center, and to determine the page number(s) and assignments to be completed in each book during the specified activity.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Study plan	Supplemental curriculum: Managing test anxiety	Homework assigned
Class: #1 Time: 2 hours Chapter Three: Strategies for Taking Tests	- See homework from previously assigned chapter	- Explain the importance of test-taking strategies - Learn how to create a study plan - Develop strategies to manage test anxiety	Essential Ingredients College Reading and Study Skills	Essential Ingredients	- Refer to the Homework assignment at the end of Lesson 1 in Chapter 3.

Class/Time/Topic	Homework Review	Class objective(s)	Supplemental curriculum: Previewing tests	Supplemental curriculum: Qualifying Words	Homework assigned
Class: #2 Time: 2 hours Chapter Three: Strategies for Taking Tests	-Pulling it Together exercise	- Learn how to manage time effectively during an exam - Learn strategies to preview tests and quizzes effectively - Be able to recognize qualifying words on test - Learn to effectively approach questions with qualifying words	College Reading and Study Skills	Essential Ingredients	- Refer to the Homework assignment at the end of Lesson 2 in Chapter 3.

HUNTINGTON ADVANCED STUDY SKILLS PROGRAM LESSON OUTLINE

Chapter Three: Strategies for Taking Tests

Use the chart at the beginning of each chapter to identify the edition and copyright of the book in your center, and to determine the page number(s) and assignments to be completed in each book during the specified activity.

Class/Time/Topic	Homework Review	Class Objective(s)	Supplemental curriculum: True/false questions	Supplemental curriculum: Multiple-choice questions	Supplemental curriculum: Essay questions	Homework assigned
Class: #3 Time: 2 hours Chapter Three: Strategies for Taking Tests	- Quiz in student workbook	- Learn strategies for true/false test questions - Learn strategies for multiple-choice test questions - Learn strategies for essay test questions	College Reading and Study Skills	Essential Ingredients College Reading and Study Skills	Essential Ingredients College Reading and Study Skills	- Refer to the Homework assignment at the end of Lesson 3 in Chapter 3.

HUNTINGTON ADVANCED STUDY SKILLS PROGRAM LESSON OUTLINE

Chapter Four: Papers and Presentations

Use the chart at the beginning of each chapter to identify the edition and copyright of the book in your center, and to determine the page number(s) and assignments to be completed in each book during the specified activity.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: What is an essay and its purpose	Supplemental curriculum: How to improve at writing	Supplemental curriculum: 10 Stages of essay writing	Homework assigned
Class: #1 Time: 2 hours Chapter Four: Papers and Presentations	- See homework from previously assigned chapter	- Understand what an essay is and its purpose - Understand how to improve at writing - Introduce the 10 stages of essay writing	Essential Study Skills The Basics of Essay Writing	N/A	Essential Study Skills	- Refer to the Homework assignment at the end of Lesson 1 in Chapter 4.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Planning an essay	Supplemental curriculum: Overcoming writer's block	Homework assigned
Class: #2 Time: 2 hours Chapter Four: Papers and Presentations	- Complete the chart in the student workbook based on the "ten stages of successful writing"	- Understand how to effectively plan an essay - Gain tools to overcome writer's block	The Basics of Essay Writing Essential Study Skills	Essential Study Skills The Basics of Essay Writing	- Refer to the Homework assignment at the end of Lesson 2 in Chapter 4.

HUNTINGTON ADVANCED STUDY SKILLS PROGRAM LESSON OUTLINE

Chapter Four: Papers and Presentations

Use the chart at the beginning of each chapter to identify the edition and copyright of the book in your center, and to determine the page number(s) and assignments to be completed in each book during the specified activity.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Implementing an action plan	Supplemental curriculum: Research and record information	Supplemental curriculum: Avoid plagiarism	Homework assigned
Class: #3 Time: 2 hours Chapter Four: Papers and Presentations	<ul style="list-style-type: none"> - Complete the "Overcoming Writer's Block" activity in the student workbook - Review the tip to start writing from the three the student selected in the student workbook and put into practice. 	<ul style="list-style-type: none"> - Be able to effectively implement an action plan - Understand how to effectively research a topic and record information - Avoid plagiarism 	Essential Study Skills	The Basics of Essay Writing Essential Study Skills	The Basics of Essay Writing Essential Study Skills	<ul style="list-style-type: none"> - Refer to the Homework assignment at the end of Lesson 3 in Chapter 4.

HUNTINGTON ADVANCED STUDY SKILLS PROGRAM LESSON OUTLINE

Chapter Four: Papers and Presentations

Use the chart at the beginning of each chapter to identify the edition and copyright of the book in your center, and to determine the page number(s) and assignments to be completed in each book during the specified activity.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Essay structure	Supplemental curriculum: Counterarguments	Supplemental curriculum: Writing a first draft	Homework assigned
Class: #4 Time: 2 hours Chapter Four: Essay writing and presentations	<ul style="list-style-type: none"> - Complete the quiz in the student workbook - Student creates a question matrix for one of his/her school assignments. If the student does not have an assignment to use the matrix with, the student may choose a topic from any class syllabi, or create his/her own topic 	<ul style="list-style-type: none"> - Understand the structure of an essay - Understand the importance of counterarguments -Write a first draft 	The Basics of Essay Writing Essential Study Skills	N/A	The Basics of Essay Writing	<ul style="list-style-type: none"> - Refer to the Homework assignment at the end of Lesson 4 in Chapter 4.

HUNTINGTON ADVANCED STUDY SKILLS PROGRAM LESSON OUTLINE

Chapter Four: Papers and Presentations

Use the chart at the beginning of each chapter to identify the edition and copyright of the book in your center, and to determine the page number(s) and assignments to be completed in each book during the specified activity.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Revising an essay	Supplemental curriculum: Reflecting on your writing	Supplemental curriculum: Other essay types	Homework assigned
Class: #5 Time: 2 hours Chapter Four: Papers and Presentations	<ul style="list-style-type: none"> - Review the remainder of the first draft 	<ul style="list-style-type: none"> - Understand how to revise an essay - Be able to reflect upon his or her own writing - Examine other essay types 	The Basics of Essay Writing Essential Study Skills	The Basics of Essay Writing Essential Study Skills	The Basics of Essay Writing	<ul style="list-style-type: none"> - Refer to the Homework assignment at the end of Lesson 5 in Chapter 4.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Planning a presentation	Supplemental curriculum: Writing a presentation	Supplemental curriculum: Rehearsing and conducting a presentation	Homework assigned
Class: #6 Time: 2 hours Chapter Four: Papers and Presentations	<ul style="list-style-type: none"> -Create an exam essay question on a topic from school -Revise the essay using the developmental and stylist/proofreading checklists -SWOT essay after making revisions 	<ul style="list-style-type: none"> - Be able to effectively plan a presentation -Understand how to write a presentation - Be able to rehearse for and conduct a presentation 	Essential Study Skills	N/A	Essential Study Skills	<ul style="list-style-type: none"> - Refer to the Homework assignment at the end of Lesson 6 in Chapter 4.

HUNTINGTON ADVANCED STUDY SKILLS PROGRAM LESSON OUTLINE

Chapter Five: Writing a College Admissions Essay

Use the chart at the beginning of each chapter to identify the edition and copyright of the book in your center, and to determine the page number(s) and assignments to be completed in each book during the specified activity.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Understanding what a narrative is	Supplemental curriculum: Important decisions to make when writing a narrative	Homework assigned
Class: #1 Time: 2 hours Chapter Five: Writing a College Admissions Essay	- See homework from previously assigned chapter	- Understand what a narrative is -Examine important decisions an author makes when writing a narrative (tense, person, etc.)	Conquering the College Application Essay	Conquering the College Application Essay	- Refer to the Homework assignment at the end of Lesson 1 in Chapter 5.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Overcoming procrastination	Supplemental curriculum: Writing a first draft	Homework assigned
Class: #2 Time: 2 hours Chapter Five: Writing a College Admissions Essay	- Review the college application topic the student brainstormed using the provided space in the student workbook	- Be able to overcome procrastination -Create a first draft	N/A	N/A	- Refer to the Homework assignment at the end of Lesson 2 in Chapter 5.

HUNTINGTON ADVANCED STUDY SKILLS PROGRAM LESSON OUTLINE

Chapter Five: Writing a College Admissions Essay

Use the chart at the beginning of each chapter to identify the edition and copyright of the book in your center, and to determine the page number(s) and assignments to be completed in each book during the specified activity.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Recognizing and remedying common errors	Supplemental curriculum: Evaluating a first draft	Homework assigned
Class: #3 Time: 2 hours Chapter Five: Writing a College Admissions Essay	- Review alternate topic and review the additional first draft.	- Recognize and remedy common errors made when writing a narrative - Effectively evaluate a first draft	Conquering the College Application Essay	Conquering the College Application Essay	- Refer to the Homework assignment at the end of Lesson 3 in Chapter 5.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Literary devices	Supplemental curriculum: Tone and voice	Homework assigned
Class: #4 Time: 2 hours Chapter Five: Writing a College Admissions Essay	- Review the second draft	- Be able to critique the use of various literary devices - Be able to refine the wording used to achieve desired tone and voice	Conquering the College Application Essay	Conquering the College Application Essay	- Refer to the Homework assignment at the end of Lesson 4 in Chapter 5.

Class/Time/Topic	Homework review	Class objective(s)	Supplemental curriculum: Creating a final draft	Homework assigned
Class: #5 Time: 2 hours Chapter Five: Writing a College Admissions Essay	- Review third draft.	- Be able to produce a polished final draft	Conquering the College Application Essay	- Refer to the Homework assignment at the end of Lesson 5 in Chapter 5.