

DAILY DOZEN – “FAKE-IT-UNTIL-YOU-MAKE-IT”

Attend class	<ul style="list-style-type: none"> • By attending regularly, you will build the relationships needed to help you achieve your goal. • When you attend regularly, you are saying “I am trying” and this usually results in getting more help and more support. • The key to learning is <i>doing</i>, and attending class helps you do more. • Concepts build on each other. By attending regularly, you learn the foundation first and then it’s easier to build on top of that foundation.
Every moment matters	<ul style="list-style-type: none"> • For students who have lots to catch up, every moment matters. • This class is based on respect for your time. • Everything during class time is intentional and planned by the teacher to help all students make progress and learn. • This class is designed to be done “in class”. This means that you can do the work required to pass during class time alone (not as homework). (For students aiming for higher marks, you may need to work on the major assignments at home as well.)
Be on time	<ul style="list-style-type: none"> • Since every moment matters, arriving on time helps you make sense of the lesson and activities that will follow. It wastes everyone’s time if the teacher repeats information already covered at the start of class. Please be on time, and if you are late, please enter quietly.
Have your materials	<ul style="list-style-type: none"> • Again, every moment matters. You must bring a pencil, lined paper, and notebook to class every day. Other materials will either be provided, or you will be told in advance to bring them.
Look like you’re paying attention	<ul style="list-style-type: none"> • Students are required to “look like they are paying attention” which means look at the teacher or other speaker, appear focused and attentive, and look like you are working during work times.
Take notes	<ul style="list-style-type: none"> • Copy from the board all the notes in your spiral notebook. • Take additional notes (whatever format that helps you the most).
Do the work	<ul style="list-style-type: none"> • This course is practical. <i>Do the work and you will learn.</i> Your reading and writing will improve. • There is lots of work to do. Many students won’t do it all. The teacher will help you prioritize what helps the most.
Neat and complete	<ul style="list-style-type: none"> • Use the format required for all your work. This plays to possible bias of the teacher. Using the correct format helps you focus on the deeper learning and speeds things up. It’s faster. It’s easier. Just do it!
Guess and go	<ul style="list-style-type: none"> • If you don’t know, just guess and go. Something beats nothing.
Ask for help	<ul style="list-style-type: none"> • The teacher’s job is to help you learn. Need help? Just ask for it...
Use the shortcuts	<ul style="list-style-type: none"> • In this class you will be taught many shortcuts. <i>Here’s a secret:</i> Almost every student who achieves Bs and As uses shortcuts.
Everything adds up	<ul style="list-style-type: none"> • A big part of this class is about “making your learning visible” so that you can see how you are learning. This helps you see how everything you do in class has value and adds up. Do the work and you will learn.

