

**REACH Services (Gifted Education)**  
 Reaching Excellence through Academic & Creative Help  
**Honors Seminar Course Syllabus**

<b>Instructor Information</b>	Sally Miller, MEd. - REACH Instructor & Gifted Specialist <b>SITE:</b> Ironwood Ridge High School <b>Office Hours:</b> 8:00-4:00 M-F <b>EMAIL:</b> smiller1@amphi.com <b>PHONE:</b> 520-696-4186 (office) 520-591-9655 (text) <b>REACH Classroom:</b> A254 <b>Website:</b> IRHS REACH Services (Gifted Education)
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**HONORS SEMINAR COURSE OVERVIEW**

<b>Honors Seminar (grades 11, 12)</b>	Honors Seminar is a college-prep course that carries a weighted grade. My primary goal is to facilitate the exploration of student talents, interests, and intellectual curiosities in meaningful and relevant pursuits through personal and professional growth. *This class is a prerequisite for Honors Capstone.
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**HONORS SEMINAR COURSE STRUCTURE**

<b>Class Meetings</b>	Seminar meets once a week during a specified period in the REACH Classroom. Seminar students meet 1:1 with me at least twice per quarter regarding their progress and goals. <b>Weekly attendance is a PARTICIPATION GRADE.</b>  <b>MISSED CLASS MEETINGS:</b> <ul style="list-style-type: none"> <li>❖ Students are responsible for emailing/texting me <b>BEFORE</b> class if they are going to be absent.</li> <li>❖ Students may make-up a missed class meeting within one week for full credit.</li> <li>❖ Missed classes without prior notification and 1:1 make-up meeting will receive 50% credit.</li> </ul>
<b>Professional Growth HOURS</b>	Overall, the course requires 45* hours <b>per quarter</b> in professional growth endeavors. There are many options to fulfill these hours. *4 hours per week.
<b>Deliverables SEMINAR Journals</b>	Students are responsible for submitting Seminar Journals on a weekly basis to document Professional Growth Hours.
<b>Deliverables Personal Growth Life Path Lessons</b>	Homework: 1-2 hours per week are delegated for Life Path (Professional Growth) lessons and/or Personal Growth activities and will be assigned with specific due dates.

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**AGENDA: Quarter 1**

<b>FOCUS: Professional Impressions</b>	<ul style="list-style-type: none"> <li>• Onboarding course materials &amp; forms</li> <li>• Summer Professional Growth hours credit</li> <li>• Seminar Journals - weekly</li> </ul> <b>Life Path: First Impressions - Tool Kit</b> <ul style="list-style-type: none"> <li>• Email Etiquette &amp; Settings</li> <li>• ZOOM/video conferencing Etiquette</li> <li>• Resume Analysis</li> <li>• Transcript Analysis</li> <li>• BRAG Sheet: Letters of Recommendations</li> <li>• World of Work: 1st Impressions</li> <li>• SEL Tool Kit - mindfulness</li> <li>• Post-Secondary: goals, decisions &amp; actions</li> <li>• <b>Outcome Product: RESUME with 1:1 conferences</b></li> </ul>
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**AGENDA: Quarter 2**

<b>FOCUS: Personal Growth</b>	<ul style="list-style-type: none"> <li>• Seminar Journals - weekly</li> </ul> <b>Personal Growth:</b> <ul style="list-style-type: none"> <li>• Social Media Presence, Audit and Personal Brand</li> <li>• Personality Profiles</li> <li>• Communication &amp; Leadership Styles</li> <li>• World of Work: Your Professional Presence (brand)</li> <li>• SEL Tool Kit: self-care</li> <li>• Post-Secondary: goals, decisions &amp; actions</li> <li>• <b>Outcome Product: Personal Statement in a 3-Point FINAL (written, oral, infographic) in 1:1 conference</b></li> </ul>
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**AGENDA: Quarter 3**

<b>FOCUS: Networking</b>	<ul style="list-style-type: none"> <li>• Seminar Journals - weekly</li> </ul> <b>Life Path: Networking</b> <ul style="list-style-type: none"> <li>• Interview Etiquette</li> <li>• Asking Good Questions</li> <li>• Cognitive Dissonance, Depth &amp; Complexity</li> <li>• World of Work: Workplace Etiquette</li> <li>• SEL Tool Kit: work-life balance, intellectual curiosity</li> <li>• <b>Outcome Product: Informational Interviews (2/4)</b></li> </ul>
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**AGENDA: Quarter 4**

<b>FOCUS: World Views &amp; Belonging</b>	<ul style="list-style-type: none"><li>• Seminar Journals - weekly</li></ul> <b>Life Path &amp; Personal Growth:</b> <ul style="list-style-type: none"><li>• Gregoric Survey &amp; World Views</li><li>• Creative Problem-Solving</li><li>• Common Interview Questions</li><li>• Interview Preparation &amp; Practice</li><li>• Honors Symposium</li><li>• VISION BOARD</li><li>• World of Work: Workplace Dynamics</li><li>• SEL: Belonging</li><li>• <b>Outcome Product: 1:1 INTERVIEW &amp; VISION BOARD</b></li></ul>
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**ATTENDANCE AND ENGAGEMENT**

**ATTENDANCE:** Due to the advanced nature of this class, attendance is critical to student success. It is the student's responsibility to engage consistently in our class meetings. Weekly attendance/engagement is a PARTICIPATION GRADE. In the event that an absence is **unavoidable**:

- Email/text me PRIOR to the absence.
- Schedule a 1:1 make-up meeting with me within one week.
- Review/complete class information/assignments.
- Long-term assignment DUE DATES are firm and should be met on time. In case of an emergency, the student should contact me to work out a reasonable resolution.
- Parents will be notified if the student's passing grade for the class is in jeopardy.

**ENGAGEMENT:** Honors Seminar fosters adulting skills and mindsets for the marketplace beyond high school. As such, I expect:

- students to represent the Amphitheater School District in a professional manner, especially when interacting with allies, mentors and interviewees;
- students to practice professionalism in appearance, attitude and conduct;
- students to contribute consistently and authentically to our classroom community
- students to demonstrate respect, dignity and integrity for themselves, each other, and their instructors/allies/mentors

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**GRADES:** Grades are calculated on a 10% scale: 90% + = A, 89-80% = B, 79-70% = C, 69-60% = D, 59% and below = F. Final grades are based on points accumulated in the following weighted categories:

- Seminar Journals - --- 35%
- Professional Growth Activities --- 35%
- Personal Growth Activities --- 30%

**\*Late assignments are subject to 10% point deduction per day late , starting 1 week after the assigned due date.** Students can avoid point deductions by communicating with me **before** due dates and working out a reasonable resolution.

**\*\*Assignments not turned in will receive 50% credit per district policy.**

**\*\*\*Note on grades and points:** The goal of Honors Seminar is to cultivate personal and professional growth and help students feel confident in their long-term journey. The course is designed to set students up for success and support a strong weighted GPA. I encourage students to draw upon intrinsic motivation towards the real value of this experience — it's really all about YOU in this class, so make it count!

**PARENTS:** I value partnerships with parents and guardians. As students prepare to make plans and decisions about life beyond high school, their parents' support is invaluable. Please feel welcome to reach out to me any time you have insights, concerns or questions about your child's progress in class. The best way to contact me is through email @ [smiller1@amphi.com](mailto:smiller1@amphi.com), and I will respond within 24 hours.