

*In order for an AR community member to be on their **TOES**, they must demonstrate that they are doing their best to fulfill the following expectations.*

### **Time Management**

1. Will demonstrate positive class attendance
  - a. 95% attendance and <5% tardies in each class/semester
2. Will demonstrate ability to plan and utilize some form of planner/schedule
  - a. Include class, study, work, and recreation blocks also monitor and reflect on use of time on a regular basis
3. Will demonstrate techniques to prioritize and set goals
  - a. Create and use a weekly academic “To Do” List
  - b. Create a timeline for long term projects
  - c. Make formal appointments for working in groups (projects/study group)
  - d. Create/maintain a semester calendar for identifying important due dates, events, etc.

### **Organization**

1. Will use and maintain a formal organizational system for all academic courses including the following elements:
  - a. Single notebook or notebook section for each course
  - b. Will use and maintain GAFE/.net tools for all academic courses
  - c. Will check and organize email on a regular basis
  - d. Will maintain/organize assignments/announcements in Google Classroom
  - e. Maintain and be able to readily access class materials/work in Google Drive

### **Engagement**

1. Will demonstrate a pattern of positive in-class behavior
  - a. Will be prepared with materials for every class
  - b. Will focus on learning: attentive to instruction and engaged in activities/discussions
  - c. Will take good notes to enforce retention and provide reference material for reflection
2. Will thoroughly complete all assignments
  - a. Will make sure work reflects your effort to learn; not just meet the minimum
  - b. Will meet all deadlines: including homework
  - c. Will be proactive with planned or unexpected absences

### **Study Skills**

1. Will demonstrate good daily study habits
  - a. Review notes
  - b. Create study aids
  - c. Work in teams/study groups
2. Will demonstrate long term study habits
  - a. Retain materials through the end of unit/semester for reflection
  - b. Check on grades/returned work on a regular basis for understanding and/or reflection
  - c. Continually clarify through communication, electronic and face to face, expectations with instructors