Grad Lab Syllabus

Fall 2020

Contact Information

Administrator/Staff	**Email**	**Office Location & Hours**
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General Information

Description

APEX Learning allows students the opportunity to earn credits for course(s):

1. Previously taken but were unsuccessful, or
2. Assist students that want to get ahead of their education.

Grad Lab is <u>not</u> an environment where students can waste time, but to accomplish necessary tasks toward earning a high school diploma.

Expectations and Goals

Students are expected to work daily in their course(s), for at least two hours per day attend class regularly and follow all guidelines. Students in Grad Lab are assigned APEX Learning course(s) that are either **Original Credit (OC)** or **Credit Recovery (CR).**

<u>Original Credit (OC):</u> First time student is taking the course.

<u>Credit Recovery (CR):</u> Student is recovering the course after an unsuccessful attempt

To be successful in the initiative, students are required to uphold the following guidelines or risk the removal from the Grad Lab need to pursue an alternate venue for recovery or earning credit.

1. Login <u>daily</u> and complete a minimum of   2-3   assignments/quizzes per grad lab period.
2. Refrain from distractions that hinder progress in the Grad Lab.
3. Attend your assigned lab period(s) daily.
4. Attend open lab times and tutorials as needed.
5. Meet the assigned deadline for course completion.

Knowledge

A Passing Grade is **overall grade of 70%.** To be successful in your course(s), you should take your own notes in an interactive notebook (such as a composition book). Taking good notes will essentially be useful throughout the course(s).

1. Students are given   3   attempts on all assignments/quizzes.
2. After   3   unsuccessful attempts, students will be locked out of the assignment.
3. To earn a reset on the assignment, student must show that have review study guides and take proper notes.
4. If the student does not feel confident for another attempt, or

5. The student has continued to be unsuccessful, the instructor may award the student with the highest graded attempt and push the student forward. **This action is limited as the passing grade is overall grade of 70%.**

Original Credit (OC)

An Original Credit is offered to assist students that want to get ahead of their education.

- Students are required to complete all computer scored and teacher scored assignments and assessments; **nothing is excluded**.
- Computer scored assignments and assessments are digital course work such as quizzes and unit tests.
- Written course work such as journals, discussions, practices, and labs are **excluded** from Original Credit courses during remote learning.

Credit Recovery (CR)

A Credit Recovery is offered to assist students to recover the course after an unsuccessful attempt.

- Before each unit, Pre-Test
- Students are required to complete all computer scored assignments and assessments and teacher scored assessments.
- Computer scored assignments and assessments are digital course work such as quizzes and unit tests.
- Teacher scored assessments are written course work such as unit tests and final exam.
- Written course work such as journals, discussions, practices, and labs are **excluded** from Credit Recovery courses during remote learning.

Student Access Course Load and Support

- To access courses, students shall login to their HUB accounts and select Digital Resources. Once selected there will be two prompts; click on the one that displays Login with the Active Directory. Students shall go to a new page that has various HISD tabs and resources in Clever. Search for Apex Learning or scroll your page until you find one of the Apex Learning tabs.

- First time users will have to agree to the online Code of Conduct before proceeding to your Dashboard where you will see all your actively enrolled courses. Select the course that you would like to begin and follow through with the lessons and unit introductions.
- An Independent learner is expected to have basic technology skills such as:

  * Navigating the Internet Safely and Responsibly

  * Using Word Processing effectively (Typing, Cut & Paste, print as PDF files)

  * Use of email to communicate and send attachments

  * Use of online platforms such as Apex Learning, Microsoft Teams and others to seek support

Disclaimers:

NCAA Information and Disclaimer

- Student Athletes are not encouraged to take courses through the Graduation Labs, nor HISD Virtual School, as the NCAA does not always approve online courses for NCAA Scholarship eligibility.

- Therefore, we encourage student athletes to work with their Counselors/ Deans to develop alternate plans for earning credits that will not possibly affect their scholarship eligibility status, as HISD cannot be held accountable for student athletes not meeting NCAA eligibility requirements because they completed a course through the Graduation Labs or HISD Virtual School.

- This implies for past student athletes, current student athletes and future student athletes whether courses were taken before or during the student's intent to become eligible for NCAA scholarships.

Failure to Withdraw

*Failure to withdraw from an original credit online course after 14 calendar days of completing the first graded online assignment will result in a grade of 50 getting posted onto your student historical file (transcript).

Please do not hesitate to contact your campus Graduation Coach with questions or concerns about your courses. Your success is vital for your future and we are a team that will work together to get to the end goal.

We look forward to a great and exciting year of learning and growth.