

Help Yourself Succeed at Summit **aka Skills for Success**

Success at Summit, as in life, is not a simple matter of intelligence. To get the most out of your education at Summit, you have to work hard and apply yourself in all of your classes. You also need to make good choices and work efficiently so that you have time to relax and be a kid.

Here are some skills successful learners use. Some are probably familiar, but others may be new. Go through this list and put a ✓ next to ones you already know work well for you, as well as new ones you think you should try.

- 1) Successful Summit students manage and organize their time and materials. What does this mean?
 - Bring your planner to every class, every day and write all your assignments in your planner
 - Finish all your assignments and hand them in on time
 - Print assignments at home and put them into your backpack
 - Organize your desk and backpack before starting your homework
 - Keep your binders and notebooks organized
 - Have all your work from your current unit in your notebook
 - Review your planner and unit calendars often, so you can budget your time appropriately

- 2) Successful Summit students take notes in their classes. What does this mean?
 - Write down anything that your teachers write on the board
 - Write down anything new or surprising
 - Write down anything else your teacher says is important
 - Write neatly so you can study from your notes
 - Use a heading and date to indicate where notes begin and what they are about
 - Clearly show where notes end by starting a new page or writing a line
 - Review your notes after class to help you remember the material better

- 3) Successful Summit students listen courteously and effectively. What does this mean?
 - Give your full attention to whoever is speaking
 - Don't interrupt your teachers or classmates or blurt out answers in class
 - Listen attentively and politely
 - Make eye contact with the speaker
 - Take notes to reinforce and remember what the speaker said
 - Acknowledge the previous speaker in a discussion

- 4) Successful Summit students speak courteously and fluently. What does this mean?
 - Wait your turn...do not "ooh, ooh" or wave your arms when you want to speak
 - Speak correctly and use complete sentences
 - Avoid inappropriate language and "filler"...no "um's" or "likes"
 - Show respect and consideration for the views and feelings of listeners
 - Be clear, concise, and on topic...do not go on and on with multiple re-stated versions of what you already said
 - Disagree respectfully—do not put down other speakers' comments

- 5) Successful Summit students write correctly and effectively. What does this mean?
 - Spelling and grammar count, even in math and science
 - Look up words you don't know how to spell
 - Use complete sentences and paragraph structure in all classes
 - All written work should be neat and word-processed, if required
 - Think about why and for whom you are writing; put yourself in your reader's shoes

- 6) Successful Summit students read critically. What does this mean?
- When appropriate, take written notes to reinforce and remember what you read
 - Use sticky notes to mark important passages
 - Read actively to comprehend what you've read
 - Look up key words you don't know
 - Notice when you don't understand—try rereading and, if that doesn't work, ask a question
- 7) Successful Summit students think critically and use logic. What does this mean?
- Don't rush to find the quick "right" answer—use critical thinking skills to evaluate and examine many points of view when given a complex thinking task
 - Solve problems, evaluate arguments and consider alternate viewpoints
 - Ask yourself *why* you think as you do; have good reasons for your positions and be ready to explain them
- 8) Successful Summit students apply and demonstrate their knowledge. What does this mean?
- Show all the required steps when solving problems
 - Show your understanding by synthesizing knowledge in projects, research papers and essays
 - Act with integrity
 - i. Do your own work
 - ii. Do not use anyone else's work without giving credit
 - iii. Do not copy or plagiarize others' work
 - Review all areas of rubrics before starting the assignment and before turning it in
 - Complete all steps in essays and projects, including research, outlines, and drafts
- 9) Successful Summit students evaluate their learning and seek help when needed. What does this mean?
- Ask questions in class when you don't understand something
 - Get extra help after an absence
 - Attend office hours and study sessions
 - Attend literacy and math labs
 - Correct homework in a different colored pen
 - Rework problems that you got wrong
 - Learn from your mistakes
 - Take advantage of opportunities to re-do work
 - Read teacher comments on graded work
 - Set goals for future assignments
- 10) Successful Summit students study for quizzes and tests. What does this mean?
- Use your notes, handouts, homework and quizzes to study
 - Complete review/study guides carefully and then study from them
 - When studying—do the work rather than just looking at it
 - Predict what will be on the test
 - Use flashcards for pure memorization
 - Study in advance so you do not need to cram the night before
- 11) Successful Summit students use test taking strategies. What does this mean?
- Read all questions and directions carefully
 - Skim the whole test first, so that you can pace yourself
 - Note all parts of multi-step questions, problems and questions
 - Circle your answers in math and science and include units, when appropriate
 - Check your work for small details, like negative signs, significant figures, spelling and accuracy
 - In multiple-choice questions, eliminate wrong answers first, then choose the best answer
 - Give your answers the common sense test...your answers should make sense
 - Start longer answers by restating the question
 - Skip over problem/questions you don't know, mark them clearly and return later if you have time
 - Use extra time to check your work and make educated guesses for answers you don't know

12) Successful Summit students extend their knowledge and effort and strive for personal excellence. What does this mean?

- Try your best
- Be curious about the world—ask yourself “why?”
- Have the courage to develop new skills or take intellectual risks and encourage others to do the same
- Be creative
- Take pride in your own and your community’s effort and achievements
- Consider how the assignments you complete have real-world value

13) Successful Summit students find balance in their lives so that they can have fun, too. What does this mean?

- You don’t have to be perfect
- Sometimes guessing is okay
- Spend reasonable amounts of time on assignments
- Communicate with the adults around you when you are having trouble...in other words, ask for help
- Don’t overload yourself...you don’t have to do it all
- Remember that school is about learning, not about grades