

FLIP it!TM for **INFORMATION SKILLS STRATEGIES**

SAMPLE MNEMONICS:

HOMEWORK ASSIGNMENTS: Posted on the board as follows:

- F**ocus: Unit topic, sub-topic, key questions
- L**ug home from Locker: resources needed; e.g., textbooks, study guide, etc.
- I**nfo due: assignment specifics; e.g., complete questions 1-4, prepare outline of, describe, etc.
- P**ass in on: due date.

STUDY GUIDE / UNIT PLANNER:

- F**ocus: Unit topic, sub-topics, key questions
- L**inks: connections to previous units studied, larger scope & sequence, etc.
- I**mportant details: terms and concepts to be mastered
- P**robable test dates, and kinds of evaluations.

CLASSROOM BEHAVIOR GUIDELINES:

- Focus:** Arrive promptly: get settled quickly.
Be prepared for today's activity: have materials ready.
- Logistics:** Put completed paperwork into appropriate box.
Record assignment information from blackboard.
Fulfill assigned job tasks.
- Involvement:** Pay attention to directions and signals.
Participate appropriately; lend a hand as needed.
Clean up before leaving.
- Payoffs:** Achieve good grades.
Earn rewards and bonuses.

CONFLICT RESOLUTION PROCESS:

Students involved in a disagreement must meet with a mediator and:

- F**ocus on the cause (identify the specific topic/action that started the argument)
- L**ook at each person's point of view objectively
- I**dentify the details they both agree on
- P**lan a mutually agreeable way to resolve the Problem.

Based on that discussion, all parties must come to some kind of resolution, and sign an **I**ndividual **T**urnaround agreement to document that the argument is over.