

COURSE SYLLABUS  
 Lourdes University  
 ND 106 C College Study Skills  
 Spring 2012

**Department:** English/ College Readiness Program

**Day:** TR

**Credit hours:** 3

**Time:** 1:00-2:15

**Prerequisite:** none

**General Education:** N/A

**College Learning Outcomes:** 11 F-Express ideas effectively in speech and in writing to inform, engage and persuade audiences

**Instructor:** Lynda Hoffman

**Email:** lhoffman@lourdes.edu

**I. Course Description:** Provides a practical guide to study skills such as goal setting, time management, listening, memory, note taking, and test taking skills. Basic approaches to textbook reading techniques plus oral and written communication in a classroom context are emphasized.

**II. Purpose of the Course:** The major goal of ND106 is to help students understand how to use effective tools to become successful in their college careers by giving them practice with various study skills. Instruction is designed to lead them through the techniques involved in time management, note taking, test taking, textbook study, and reading and listening skills.

**III. College Learning Outcomes and Objectives:**

**IV.** 11 F-Express ideas effectively in speech and in writing to inform, engage and persuade audiences

**V. Program Learning Outcomes:** N/A

**VI. Course Objectives:** Students should be able to:

1. Discover their personal learning styles.
2. Learn effective time management techniques to promote better learning.
3. Use critical thinking skills in problem solving activities.
4. Develop more efficient listening and speaking skills through small group discussions and presentations (CLO1c).
5. Learn to listen actively in lectures and take useful notes.
6. Learn to prepare for and take tests effectively.
7. Learn to locate and use accurately a variety of resource materials.

**VI. Policies:**

1. Emergency Response: In case of a tornado, we will proceed to the nearest shelter. For this course, the shelter is located \_\_\_\_\_. In case of fire, we will proceed in a calm and efficient

manner to the nearest exit. For this course, the exit is to the right of the door. Do not use the elevator. Do not block the building entrances once you have exited.

2. Statement on Disabilities: If you have documented a disability with the Director of Accessibility Services, please discuss with me:

- The adaptations or accommodations you have established with the Director of Disability Services
- Emergency medical information, and/or
- Special arrangements to be implemented if the building must be evacuated.

3. Statement on Academic Honesty: Academic dishonesty is NOT tolerated; please refer to pages 9 and 10 in the Student Handbook, which can be found here:

<http://www.lourdes.edu/content/files/169/StudentHandbook.pdf>.

All tests including the midterm and the final must be taken at the assigned time in the classroom unless accommodations have been established with the Director of Disability Services.

4. Statement on Academic Grievance: Students who have questions or problems related to the course should consult with me. If the matter requires further attention, Please refer to pg. 9 in the Student Handbook, which can be found here:

<http://www.lourdes.edu/content/files/169/StudentHandbook.pdf>

5. Attendance Policy: Your attendance at every class is essential for your success. If you miss more than 2 classes, you may be asked to withdraw from the class. Class begins at 1:00 and you are expected to be present and ready to begin by that time. In class assignments and quizzes may not be made up. Missed tests may only be made up with documentations and prior discussion with the instructor.

6. Evaluation: Your final grade will be calculated as follows:

In class assignments and quizzes 210 pts

Homework: 120 pts

Mid-Term Exam: 100 pts

Final Exam: 100 pts

Presentation: 20pts

Total Pts. 550

A = 550-506

B- = 450-440

D+ = 384-374

A- = 505-495

C+ = 439-429

D = 373-341

B+ = 494-484

C = 428-396

D- = 340-330

B = 483-451

C- = 395-385

F= <329

7. Late Assignments: All assignments are expect to be complete and turned in on time. If you miss a class, you are still expected to complete all work. It is your responsibility to see me with any questions. Failure to complete assignment will result in a grade of zero. You will lose 1 point for everyday late an assignment is turned in.

8. Cell Phones: NO TEXTING OR PHONE CALLS DURING CLASS. There will be plenty of breaks throughout class. If you have an emergency, you are expected to leave class and not disturb other students. Similarly, stay focused on the class discussions and do not misuse the computers during class by checking Facebook or playing games.

9. **Required Text!** Carol Carter, Joyce Bishop and Sarah Lyman Kravits. *Keys to Effective Learning 6<sup>th</sup> Edition*. Pearson

Do not purchase a used text as many pages will most likely be missing as this is more of a work book. Do check on Amazon, dorksbooks.com, or chegg.com. There is a copy on reserve in the Library which may be used in the library.

10. Course Schedule:

\*At the end of each week there will be a quiz on Sakai. Each week's activities are organized by modules in Sakai.

**Assignments are subject to change or modification to meet student's needs.**

**Each week's assignment will be posted on Sakai.**

<b>Week 1</b> Tues. 1/17	Introduction to the course and the syllabus Complete pre-course assessment HOMEWORK: Read the syllabus and look at the Sakai site- Note that each week is organized by modules.
Thurs. 1/19 Exploring College Resources	Syllabus quiz Trio and Disability Service Speaker Scavenger hunt <b>HOMEWORK: Read Chapter 1</b>
<b>Week 2</b> Tues. 1/24	Discuss chapter 1- Setting the stage for success! Share results of the Scavenger hunt <b>HOMEWORK: Complete Take Action pg. 14 Bring a syllabus from another class and your planner to class on Thurs.</b>
Thurs. 1/26	What are the advantages of college? How do you establish habits for college success? Quiz on chapter1 <b>HOMEWORK: Read Chapter 2 and complete pathway pg. 33 Start filling out a to-do list one per day- 7 will be due on 2/2</b>
<b>Week 3</b> Tues. 1/31	Discuss learning styles Chpt. 2 <b>HOMEWORK: Complete personality spectrum</b>
Thurs. 2/2	Discuss Personality spectrum Working with disabilities Quiz on Chapter 2 <b>HOMEWORK: Read Chapter 3 watch video on stress</b> <a href="http://www.dartmouth.edu/~acskills/videos/video_sm.html">http://www.dartmouth.edu/~acskills/videos/video_sm.html</a>
<b>Week 4</b> Tues. 2/14	Discuss Time Management and Financial Aid Chpt 3 Speaker from Financial Aid <b>Homework: complete pgs 88-89 and find an article on fighting procrastination</b>

	<p>and bring one idea to share with the next class.</p> <p>View video on time management  <a href="http://www.dartmouth.edu/~acskills/videos/video_tm.html">http://www.dartmouth.edu/~acskills/videos/video_tm.html</a></p>
Thurs. 2/16 The Power of the List!	<p>How can you make the most of your time? Adding 212 degrees of effort!</p> <p>Chapter 3 quiz  <b>Homework: Read chapter 4</b></p>
<b>Week 5</b> Tues. 2/21	<p>Chpt 4 Setting Goals  The SMART system  Stress relief group project-  <b>Homework: Prepare your presentation</b></p>
Thurs. 2/23	<p>Share Relaxation techniques for test taking-  Quiz Chapter 4  <b>HOMEWORK: Read Chapter 5</b></p>
<b>Week 6</b> Tues. 2/28	<p>No Classes- In Service</p>
Thurs. 3/1	<p>Creative Thinking  Chapter 5 quiz  <b>HOMEWORK: Read Chapter 6</b></p>
<b>Week 7</b>	<p>Spring Break</p>
<b>Week 8</b> Tues. 3/13	<p>Chapter 6 How can you improve your memory?  Prep for midterm  Chunking, recite, rehearse and write, practice middle, flash cards  <b>HOMEWORK: Create your own memory device for this class using your preferred learning style.</b></p>
Thurs. 3/15	<p>Memory Web search- we will be doing research on how to improve your memory using the web.  <b>Homework: summarize what you have learned both about how memory works, and how to improve your retention skills. Also, read chapter 7</b> view video on reading  <a href="http://www.dartmouth.edu/~acskills/videos/video_ri.html">http://www.dartmouth.edu/~acskills/videos/video_ri.html</a></p>
<b>Week 9</b> Tues. 3/20	<p>Reading and studying Chapter 7  Finish Memory</p>
Thurs. 3/22	<p><b>Finish Reading and studying Chapter 7</b>  <b>Homework: Read chapter 8</b></p>
<b>Week 10</b> Tues. 3/27	<p>Speaker! Dealing with Math anxiety  Study tips for Math and Science  View video <a href="http://www.dartmouth.edu/~acskills/videos/index.html#Sciences">http://www.dartmouth.edu/~acskills/videos/index.html#Sciences</a></p>
Thurs. 3/29 Last day to	<p>Homework: Read Chapter 9 Active listening and note taking</p>

withdraw 4/30	
<b>Week 11</b> Tues. 4/3	Chpt. 9 Active Listening How can you become a better listener?
Thurs. 4/5	No Classes- Easter Break
<b>Week 12</b> Tues. 4/10	Note taking systems Comparing systems- how do you use your notes? Homework: Read Chapter 10 Test taking <ul style="list-style-type: none"> <li>- How to approach a test</li> <li>- What to do with the results</li> <li>- Dealing with test anxiety</li> </ul> Homework: Research strategies to deal with test anxiety and share your results next class. Begin by exploring these sites: <a href="http://gwired.gwu.edu/counsel/index.gw/Site_ID/5176/Page_ID/14095/">http://gwired.gwu.edu/counsel/index.gw/Site_ID/5176/Page_ID/14095/</a> <a href="http://www.studygs.net/tstprp8.htm">http://www.studygs.net/tstprp8.htm</a>
Thurs.4/12	Using the library-
<b>Week 13 4/17</b>	Share results from your research- offer 1 clear strategy Quiz on Chapters 8-10
4/19	Begin research project: Your team will look for both the causes of the issue and practical solutions. You will each need to find one solid source to support your point and then as a group, deliver a short (5-10 minutes) presentation using power point. You will be given class time for both compiling your research and creating your power point.
<b>Week 14</b> 4/25	You will turn in a progress report at the end of each class!
<b>Week 15</b> 5/1	Present your group project!
5/3	Prepare for the final exam
<b>Week 16</b> 5/8	Final exam.

The syllabus and assignments are subject to change to better meet the needs of the class. Be sure to check the announcements for the class where all changes will be posted.