**Course ### Syllabus/Course Information**

**LEARNING STRATEGIES**

**Course Description**:

This course in basic learning theory teaches students how learning takes place and provides opportunities to practice various learning strategies. Drawing from cognitive, affective, and behavioral theories in psychology, students will be able to identify their own strengths and weaknesses and apply the skills that are taught to maximize their success in college.

**Prerequisites**:

XXX

I**nstructor**: XXX

Email Address: XXX

Phone Number: XXX

Office Location: XXX

Office Hours: XXX

**Course Material Information**:

*Required Textbook:* Gardner, John N., A. Jerome Jewler and Betsy O. Barefoot: (2011). Your College Experience: Strategies for Success: Bedford/St. Martin’s. For information on the textbook and other course materials, including details about how you can order your book online and have it delivered to you, visit the XXX College Store's Web page.

**Course Objective**:

This course “will explore the unique issues that community college students face both inside and outside of the classroom, including juggling family, school, and work, and living/studying at home”.

**Goals**:

The goals of this course are to help students become more engaged in their college experience and to increase their chances of successful college outcome by understanding their learning styles, recognizing the personal investment required to be successful in college and to orient the student by addressing issues such as motivation, time management, and learning skills necessary for college success.

**Learning Objectives**:

The learning objectives will focus on topics typically experienced by beginning college students to give the student the opportunity to integrate kills needed to be successful in college. Additional objectives are to focus on life issues students face while in college, after college and when choosing their career paths.

**Course Requirements**:

This is a 3 semester hour course requiring three hours per week for 16 weeks, minus holidays. You are expected to be in class for the designated lecture time, participate in class discussion and be prepared for class by actively reading the assigned chapters. There will be three examinations of material taken from the lecture material and the assigned reading. The examinations are a combination of multiple choices, fill in the blank, and essay.

**Proposed Course Outline**

The instructor reserves the right to modify this syllabus as needed.

Chapter 1 – Purpose for Attending College

Chapter 2 – Managing Your Time

Chapter 3 – Understanding Emotional Intelligence

Chapter 4 – Discovering How You Learn

Chapter 5 – Thinking Critically: The Basics of a College Education

**Exam I –**

Chapter 6 – Engage in Learning: Listening, Taking Notes, and Participating in Class

Chapter 7 – Reading to Learn from College Textbooks

Chapter 8 – Learning to Study, Comprehend, and Remember

Chapter 9 – Improving Your Performance on Exams and Tests

Chapter 10 –Writing and Speaking Effectively

**Exam II –**

**Withdrawal Deadline –** XXX**.**

Chapter 11 – Developing Library, Research, and Information Literacy Skills

Chapter 12 – Making the Right Choices for Majors and Careers

Chapter 13 – Managing Your Money

Chapter 14 - Establishing and Maintaining Relationships in College

Chapter 15 - Appreciating Diversity

Chapter16 - Maintaining Wellness

**Written Essay Assignment Due:** XXX

**Final Exam Week (** XXX**)**

**Final Exam Date:** XXX

 **Make up Examination**

If a student misses a major examination, the next major examination will count two times, once for the examination missed and once for the examination taken. Only one major examination may be missed. All students must take the final examination, which is comprehensive.

**Grading**:

There are three major examinations scheduled for this course, including the final examination which will be comprehensive. Questions on the exams are based on textbook readings, class lectures and guest speakers.

Weekly quizzes may be given; then all of the scores for the quizzes are compiled and will count as a fourth exam to compute your final grade average.

The grade for the exams will be the number of correctly answered questions divided by the total number of questions on the exam taken. For example, if you correctly answered 32 out of 40 questions your score calculation would be 40/32 resulting in a score of 80. Your final grade for the course will be the average of your three exams.

Final Grade Calculation

Exams: 300 points

Quizzes: 100 points

Connections Paper: 100 points

Total Points: 500 points

**WRITTEN COMMUNICATION PAPER REQUIREMENT**

One essay paper of at least 500 -700 words will be required for one of your assignments. This assignment will be worth 100 points and is due on XXX**.** The assignment details will be given to students the first week of class along with writing guidelines and rubric information. This assignment will be submitted via My Blackboard and discussed in detail in class.

**Grade-Point Value**

A Excellent Four grade points per semester hour

B Good Three grade points per semester hour

C Average Two grade points per semester hour

D Poor One grade point per semester hour

F Failure No grade points per semester hour

**Grade Range**

As a general guide, the following letter grades are assigned for percentage grades:

Grade Range

A 90-100

B 80-89

C 70-79

D 60-69

F Less than 60

**Policies and Procedures**:

*ADA Considerations*

Any student with a documented disability (e.g. Physical, learning, psychiatric, vision, hearing, and so forth) who needs to arrange reasonable accommodations must contact the appropriate disability support service counselor at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the disability support services office. In order to be referred to the appropriate disability support service counselor, please contact the appropriate counselor through the XXX College Enrollment Center at XXX.

*Academic Violations*

Plagiarism, cheating, and other forms of academic dishonesty are violations of the college system and are not accepted. Students found guilty of academic dishonesty will receive a grade of 0 for that assignment or an F for the course based on the instructors discretion. In some cases, individuals may not be allowed to return to class in which case a grade of F will be assigned. Violations of academic violations will be documented in your student file.

*Student Grievance Procedure*

Students who have a grievance not covered by other sections of this catalog should first discuss the matter with the individual concerned. If the student wishes to pursue the matter, he must present his grievance in writing to the department chair or program director. If necessary, the grievance will then be directed through the appropriate division chair to the Provost Dean of Instruction. Further challenge will be referred to the Academic Affairs Committee.

*Attendance*

Unless this is a WebCT (internet) course, you are required to attend scheduled classes. WebCT students are required to contact their instructor at least one time every two weeks and provide status update and to make regular posting on the discussion board of their course. Failure to attend class sections for which the student is officially registered will result in a failing (F) grade. Regular attendance is expected. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Students unable to attend should contact their instructors as soon as possible concerning the absence.

*Make-up*

There is no make- up work. In campus classes if you miss an exam, the next exam will count two times, once for the exam taken and once for the exam missed. All students must take a final exam. All work is final.

*Technical Difficulties*

Any technical problems or issues with logging into MyBlackboard should be directed to XXX. She can be contacted at email addresss or phone ####. Office: XXX, Office Hours: XXX. After hours leave a voice mail or use listed email above.

*Incomplete*

Grade points not assigned. An “I” may be awarded when the instructor determines that minimal work on the part of the student and the instructor will complete the course requirements. An “I” grade not changed by the instructor to a grade of completion (A, B, C, D,

or F) by the end of the following semester (December, May, August) will automatically be changed to an F. An instructor may extend an Incomplete grade deadline for one additional

semester by submitting an **Incomplete Grade Extension** form to the Registrar's Office. If a valid grade change is not submitted by the new deadline, the system will convert the Incomplete grade to an F.

*Class Withdrawal*

Students should talk to the course instructor before withdrawing. The withdrawal process begins in the Enrollment Services Center and is finalized with a college advisor. Course withdrawal can be completed on campus or by fax. Online withdrawal is NOT permitted. Faxed requests should be submitted to the Enrollment Services Center. Include full name, student ID or SSN, course and section number, signature and a current phone number. Students who do not withdraw by the published deadline will receive a grade for the course. All withdrawals must be consistent with Texas Success Initiative policies. Withdrawal deadlines are published in the Academic Calendar found in this publication, Semester Schedule Bulletin or the college web site.

*Six Drop Limit*

First-year students enrolled in the XXXsemester/year or after, for the first time at any (state name) public college or university, are limited to six course drops during their academic career. Students may not drop more than six courses regardless of how many institutions attended, how many courses taken or how many years attended. This policy does not apply to courses dropped prior to census day, complete withdrawals from all courses for the semester, courses taken while attending high school, developmental courses, drops from private or out of state institutions, and courses dropped during the Three Week Mini terms. Drops beyond the maximum of six will be allowed for students who can show good cause for dropping more, including severe illness, active duty military service, or work obligations beyond the student's control. Students who feel they have good cause for an exception should discuss their reasons with a counselor or advisor. Exceptions are granted by the Dean of Academic Programs. Students are encouraged to discuss options with their professors and advisors and to make use of campus resources before deciding to drop a course. Once the six course drop limit has been reached, subsequent drops will be recorded with grades of F. Drops included in the limit will be recorded on the student transcript.