

STUDY SKILLS

ASC 110

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Textbook *Study Skills, Do I really Need This Stuff?*, Steve Piscitelli, 3rd Ed. 978-0-13-278951-6

COURSE DESCRIPTION: This course emphasizes learning skills that are essential for success in college work. It includes study techniques, goal setting, memory and concentration, information literacy, time management, learning styles, note taking, critical thinking, reading, civility, and other techniques for improving student performance.

COURSE OBJECTIVES: At the end of the course, the student will be able to:

- Define critical thinking and use the R.E.D. Model to create solutions and establish a clear study plan
- Develop a written schedule with two hours of study time for every hour scheduled in the classroom
- Deal with procrastination, set priorities, minimize stress, and organize a study space
- Use and evaluate multiple types of information sources to help make an educated decision about challenges
- Identify the major motivating force in the student's life
- Identify the preferred learning style, develop and use practical strategies for learning styles
- Use and evaluate one note-taking style, identify the teaching style and classroom expectations of instructors
- Efficiently use the SQ4R method of reading
- Identify and use at least two strategies to help improve how information is stored
- Combat test anxiety and improve test-performance skills
- Use at least three active-listening techniques to improve communication skills

COURSE CONTENT: "Assessment of strengths and weaknesses allow students to self-identify what they already do well as a whole and what they need to improve, then take shorter assessments specific to the study skill topic of each chapter. Chapter opening situations are presented through crisply written 'problem based learning' vignettes to engage in critical thinking and is referenced in key points to reinforce the R.E.D. model. Each chapter concludes with the reader asked to critically apply objectives and strategies and propose a plan for the student in the scenario, again 'problem based learning'. Priority management is a key feature and distinct from time management, as well as Information literacy coverage including social media and how to write for social media - strong and timely." (Piscitelli)

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| • INTRODUCTION: TODAY IS THE TOMORROW YOU CREATED YESTERDAY | • CHAPTER 7: CLASS TIME LISTENING AND NOTE-TAKING |
| • CHAPTER 1: DO I REALLY NEED THIS STUFF | • CHAPTER 8: REVIEWING AND USING YOUR NOTES OUTSIDE OF THE CLASSROOM |
| • CHAPTER 2: CRITICAL THINKING | • CHAPTER 9: READING |
| • CHAPTER 3: PRIORITY MANAGEMENT | • CHAPTER 10: MEMORY |
| • CHAPTER 4: INFORMATION LITERACY | • CHAPTER 11: TEST PREPARATION AND TEST PERFORMANCE |
| • CHAPTER 5: MOTIVATION AND GOAL SETTING | • CHAPTER 12: CIVILITY |
| • CHAPTER 6: LEARNING STYLES | • CHAPTER 13: THE CHOICES YOU MAKE |

COURSE POLICIES:

1. Missed Classes: Attendance is expected. Unannounced quizzes, tests, and class projects can be made-up only when students are excused by the instructor prior to class. You are responsible for the activities of each class period. If you know of a conflict ahead of time, you are welcome to submit assignments early.
2. Assignments: All assignments are due **at the beginning of class** on the date due unless specified prior. **Late assignments receive one-half credit minus errors and must be turned in before the final.** Make sure your name and exercise number appear in the upper-right corner. If an exercise has multiple sheets, then staple them together. Do not staple different assignments together. Disorganized assignments (pages out of order, mislabeled, unreadable, etc.) will be penalized. If there are multiple sheets to be handed in, sequence them according to the order in the exercise.
3. Need for Assistance: If you have any condition, such as a physical or learning disability, for which you need extra assistance, please see me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations can be made.
4. Electronic Devices: Turn off cellular phones, pagers, I-Pods, CD players, radios, and similar devices in the classroom and laboratory facilities. Reasonable laptop-size computers may be used in lecture for taking notes with prior approval.

REQUIREMENTS/EVALUATION: Completion of assignments, tests, and taking the final exam are required. Points are accumulated from tests, projects, and homework.

ACADEMIC DISHONESTY AND GRADE APPEAL POLICES: plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and/or expulsion from the university. For more information, refer to the "Academic Dishonesty" policy in the university catalog or the student handbook online:
<http://www.dakotacollege.edu/pdf/studenthandbook.pdf>

GRADING: Assignments, quizzes, and tests are computed for total points for the final grade. Percentages (%) are listed below.

90-100= A 80-89=B 70-79=C 60-69=D below 60=F

Nature, Technology, and Beyond: Dakota College emphasizes nature, technology, and beyond as a focus for the unique blend of courses and programs offered here. This course will emphasize communications and the use of technology equipment in an office setting.