

## Dakota College at Bottineau Course Syllabus—Bridges Program

**Course Title:** ASC 075 College Study Skills

### Course Description:

The emphasis on this course is on learning skills that are essential for success in college work. This includes strategies for a successful transfer to VCSU after one year in the Bridges Program.

### Course Objectives:

Students will be able to

- Learn time management and organizational skills
- Understand Library Resources
- Develop better reading & vocabulary skills
- Apply successful test taking strategies
- Develop effective strategies to better utilize class time
- Analyze and apply individual learning styles
- Work in a learning community for greater college success
- Analyze and apply critical thinking techniques
- Learn effective communication within the college setting

**Instructor:** Joy Smith

**Office:** Allen Memorial Library 215/VCSU Campus

#### Office Hours:

Monday: 1pm-4pm

Tuesday: 9:30am – 11am / 1pm – 4pm

Wednesday: 1pm-4pm

Thursday: 9am – 11am / 1pm – 4pm

Friday: 1pm – 4pm (By Appointment)

**Phone:** 701-845-7490

**Email:** [joy.smith@vcsu.edu](mailto:joy.smith@vcsu.edu)

**Lecture Schedule:** Mondays 12:00 - 12:50 Library 207

**Textbook:** NONE

### Course Requirements:

**Attendance and Grades:** Class participation is required. You earn 25 points for each class you participate in and 25 additional points for each assignment that will be given in class. You also have a group presentation worth 100 points and an individual presentation worth 200 points toward the end of the semester. The point total for the class is 1000. If you miss 2 classes, you will lose 1 letter grade; miss 3 classes, lose 2 letter grades; miss 4 or more classes, you will fail the class. You **cannot** make up missed assignments, unless the absence was excused.

Grade breakdown: 90-100%-A, 80-89%-B, 70-79%-C, 60-69%-D, Below 60%-F

## **Tentative Course Outline—These May Change Throughout the Semester**

- Week 1-2: Introductions/Blackboard/ConnectND/Email
- Week 3-4: Library & Campus Resources (Learning Communities)
- Week 5-6: Time Management
- Week 7: Note Taking
- Week 8-9: Learning Styles & Effective Studying
- Week 10: Test Taking Skills
- Week 11: Staying Healthy Mentally & Physically
- Week 12: Your Major & Your Career
- Week 13: Tools for Academic Success
- Week 14: Review
- Week 15: Group Presentations
- Week 16: Individual Presentations

### **Relationship to Campus Theme:**

Technology will aid in learning effective study skills for success in the Bridges Program.

### **Classroom Policies:**

Please refrain from doing anything that might be disruptive and disturb other students or the instructor. This academic environment is an open and harassment free zone. Participation within the classroom is highly encouraged and is an integral part of the higher education experience. Ask questions-comment on discussions, etc. Offensive language is **NOT** tolerated. You will be asked to leave the classroom and receive zeros for that day. If it happens too often, you may be asked to withdraw from the class.

### **Academic Integrity:**

The academic community is operated on the basis of honesty, integrity and fair play. It is the expectation that all students, as members of the college community, adhere to the highest levels of academic integrity. This means that:

- Students are responsible for submitting their own work. Student work must not be plagiarized.
- Students must not cooperate on oral or written examinations or work together on evaluated assignments without authorization.

To learn how to avoid plagiarism in your work, review the website from Purdue University, [Plagiarism](#)

Violations of academic principles such as cheating, plagiarism or other academic improprieties will be handled using the guidelines outlined in DCB's Student Handbook.

### **Disabilities and Special Needs:**

If you have a disability for which you need accommodation, contact Jan Drake, [jan.drake@vcsu.edu](mailto:jan.drake@vcsu.edu)