

College Study Skills Syllabus

Course Title: ASC 110 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 an online learning environment 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

Office Hours:

Monday: 1-3

Wednesday: 1-3

Thursday 10-12p

Phone: 701-845-7490

Email: joy.smith@vcsu.edu

Textbook: No Textbook Required

Attendance and Grades: Grades are based on weekly assignments, classroom presentations, quizzes, and exams.

This class meets once a week. **Missing class is not acceptable.** 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 or presentations, unless the absence was excused (must be approved by instructor prior to class time).

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

FINALS ARE HELD DURING THE WEEK OF DECEMBER 15-19th.

YOU WILL HAVE A FINAL IN THIS CLASS AND IT IS MANDATORY.

YOU CAN NOT MAKE UP A FINAL.

DO NOT SCHEDULE TO LEAVE FOR HOME PRIOR TO COMPLETING YOUR FINALS.

YOUR FINAL IS SCHEDULED TO BE ON THURSDAY, DECEMBER 18TH FROM 1:00PM-2:50PM.

Topics that we will cover:

- Introductions/Blackboard/ConnectND/Email
- Library & Campus Resources (Learning Communities)
- Time Management
- Note Taking
- Learning Styles & Effective Studying
- Test Taking Skills
- Staying Healthy Mentally & Physically
- Registration Information
- Tools for Academic Success
- Your Major & Your Career

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

SAFETY NOTICE:

In case of a fire, students will gather their material, exit the building using the south stairs and will meet in front of the President's house stairs.

In case of tornado, students will follow the stairs down to the basement of the library and remain there until the weather improves. Students will not be allowed to leave until an "all clear" notice has been given.

In case of lock down, the instructor will guide students to her office to be protected by locked door. Students will **NOT** leave the office until there has been an "all clear" notice. If lockdown occurs, students are expected to work as a team, silence cell phones, and remain calm.