

**Dakota College at Bottineau Course Syllabus
Spring 2020**

Course Prefix/Number/Title: UNIV 110—College Study Skills

Number of Credits: 1 semester hour

Pre/Co-requisites: None

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 to create solutions and establish a clear study plan
- Develop a written schedule with two-three 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 SQ3R method of reading/studying
- 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

Instructor: Professor Russ Gagnon, 852-3463, not after 9 p.m.

Office: Minot Campus Administration Building Room 160

Office Hours: TuTh 2-3, W 12-2, F 12-1

Phone: 800-777-0750 ext:4338 or 701-858-4338, Fax: 701-858-4232,

Email: russ.gagnon@ndus.edu

Textbook: *Community College Success A Concise Practical Guide, 7th edition* Strickland, BVT Publishing, eBook Plus 978-1-62751-932-8 or Textbook Plus 978-1-62751-933-5

Course Requirements:

1. Attend class.
2. Completion of assignments, tests, and daily in-class work. Final Project due May 8, 2020
3. Grading:

90-100% =A 80-89% =B 70-79%= C 60-69%= D 0-59% =F

Tentative Course Outline:

Adjusting to College
Connecting to Resources
Learning and Grades
Learning Preferences
Getting Organized
Listening and Taking Notes

Writing College Papers
Psychological Balance
Physical Balance
Managing Your Money
Planning Your Future
Reading Textbook

Final Assignment: Due May 8, 2020 during the last class period.

General Education Goals/Objectives:

Technology - Objective 2:

Uses electronic resources for course related assignments and information

Skill 1: Selects appropriate electronic resources

Skill 2: Recognizes differences in Internet resources based on address extensions

Skill 3: Identifies proper academic library search engines

Skill 4: Evaluates quality/value of web-based information

Beyond - Objective 4:

Works collaboratively with others

Skill 1: Participates in class discussions and in any group projects or activities

Skill 2: Participates in class discussions, peer editing, and group activities or projects, responding productively and respectfully to the work and ideas of others and considering the ideas and suggestions of others

Relationship to Campus Theme: Dakota College at Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses and programs offered here. This course utilizes technology to enhance the educational environment and encourages personal growth as they embark on the adventure of being a college student.

Classroom Policies:

Missed Classes: Attendance is required. Unannounced quizzes, tests, and class projects can be made-up only when the instructor excuses students 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. Recognizing the importance of student participation and interaction with classmates, excessive absences necessitate failure in the class.

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. All late assignments are due before the final examination is administered. Make sure the class name, your name, date due, and exercise number appears in the upper-right corner. If handing in multiple pages, sequence them according to the order in the exercise, and staple in the upper left corner.

Electronic Devices: Turn off or mute cellular phones and pagers, **NO TEXTING** during class, prior permission for computer use is required. I will have my cell phone on for campus emergency notifications.

Academic Dishonesty and Grade Appeals: 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" or "Grade Appeal" policy in the university catalog or the student handbook online: <http://www.dakotacollege.edu/handbook/>

Disabilities and Special Needs: 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 I can make appropriate accommodations.

Student Email Policy: Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the **ONLY** one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Title IX: Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the college as a whole. If you have experienced any form of gender or sex-based discrimination or harassment, including non-consensual sexual intercourse, sexual harassment, relationship violence, or stalking, know that help and support are available. DCB has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The College strongly encourages all students to report any such incidents to the College Title IX Coordinator.

Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can find a list of resources on the Title IX website. www.dakotacollege.edu/student-life/safety/title-ix

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