

Dakota College at Bottineau Course Syllabus

UNIV 110 College Study Skills 1 Semester Hour Credit

Course Description: The emphasis of this course is on learning skills that are essential for success in college work. 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.

Schedule: Fall and spring semesters. This course follows the traditional on-campus schedule for beginning and ending dates.

Delivery Method: Online. Students are not expected to come to campus anytime.

Prerequisite Courses: None

Instructor: Peggy Gregg; email: peggy.gregg@dakotacollege.edu

Textbook: Piscitelli, Steve. *Do I Really Need This Stuff?* 2nd ed. Pearson Education, Inc. ISBN: 0-13-514657-7

You can order your book through the **DCB Bookstore**.

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.

Course Objectives: Students will be able to

- Learn time management and organizational skills
- Develop better reading skills
- Apply successful test taking strategies
- Identify and apply key concepts of memory and concentration
- Identify and construct personal, educational and career goals
- Analyze and apply individual learning styles
- Develop effective strategies to better utilize class time
- Develop an effective system of taking notes
- Discuss information literacy and develop methods to make it work effectively
- Analyze and apply critical thinking techniques
- Discuss the usefulness of civility in academic success

Course Requirements:

- Regular participation in the class is expected.
- Grades are based on total points earned and include the points earned from assignments

completed, quizzes and discussions. Grading scale: 90-100% = A; 80-89% = B; 70-79% = C; 60-69% = D; below 60% = F.

Technology Required: [Click here to view our technology required page.](#)

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, [Is It Plagiarism Yet?](#)

Violations of academic principles such as cheating, plagiarism or other academic improprieties will be handled using the guidelines outlined in the [Student Handbook](#) on pages 18, 19, and 37.

Disabilities and Special Needs:

If you have a disability for which you need accommodation, contact the Learning Center to request disability support services: phone 701-228-5477 or toll-free 1-888-918-5623.