

Dakota College at Bottineau Course Syllabus

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

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.

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

Instructor: Peggy Gregg

Office: Thatcher Hall 1104

Office Hours: 9:30 - 3:00 Monday; 9:00 - 3:00 Tuesday; 9:00 – 3:00 Wednesday;
9:00 – 1:30 Thursday; 9:00 – 12:00 Friday

Phone: 701-228-5477

Email: peggy.gregg @dakotacollege.edu

Lecture Schedule: W 12:00-12:50 1107 Thatcher Hall;

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

Course Requirements:

Attendance and Grades: Regular attendance is required. Students earn 20 points for each class attended and 10 points for in-class assignments and quizzes. The final grade is based on total points for

attendance and in-class work. Students are not allowed to make up missed in-class assignments unless the absence was excused. 90-100% = A; 80-89% = B; 70-79% = C; 60-69% = D; Below 60% = F.

Tentative Course Outline

- Class 1: Setting the Stage
- Class 2: Goal Setting
- Class 3: Organizing Time and Space
- Class 4: Note Taking
- Class 5: Learning Styles
- Class 6: Using the Library
- Class 7: Class Time
- Class 8: Test Taking
- Class 9: Test Taking cont.
- Class 10: Memory
- Class 11: Memory cont.
- Class 12: Information Literacy
- Class 13: Civility
- Class 14: The Choices You Make
- Class 15: Review
- Class 16: Final Exam

Relationship to Campus Theme:

This course utilizes technology to aid in learning effective study skills. These skills, in turn, allow students to effectively move beyond remedial learning and gain the confidence to enroll in any courses offered, including natural studies.

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 one. Participation within the classroom is highly encouraged and is an integral part of the higher education experience. Ask questions – comment on discussions.

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.

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.