

Study Strategies SDV115, Section A, CRN 22011
Course Syllabus Spring 2011
M – W – F 10:10 – 11:05 AM
Building 6, Room 12

Instructor: Sue Wickham

Academic Achievement Center Hours (Building 6, Room 19)

Monday-Wednesday	12:00 – 3:00
Tuesday-Thursday	8:00 – 10:00, 11:00 – 12:00
Friday	11:00 – 1:00

Office Hours (Building 6, Room 25 B)

Monday-Wednesday-Friday	8:00 – 9:00
Tuesday -Thursday	2:30 – 3:30

Other times by appointment.

Please feel free to come in during AAC or office hours for a conference or for extra help.

Phone: 965-7000 (my office) or 965-7004 (Academic Achievement Center)

E-mail: smwickham@dmac.edu

Web page: <http://www.dmac.edu/instructors/smwickham/>

Texts: Wong, *Essential Study Skills*, 6th Edition, with Trimmer, *Guide to MLA Documentation*
DMACC 2010-2011 Student Handbook

Course Purposes:

Study Strategies is a course designed to assist you in building skills for independent learning and academic success. In this class you will have the opportunity to set academic goals and locate the resources you need in order to meet them; examine academic policies; identify study strategies compatible with your learning style; strengthen your time management, memorization, and concentration skills; and refine your textbook study, note taking and test taking skills. You will also become acquainted with basic library research techniques.

Grades:

In-class work, quizzes, and homework assignments--approximately 120-170 points

The most successful students are the ones who are the most actively involved in the learning process. In fact, research has shown that class attendance has a greater correlation to course grades than any other factor. In-class activities for this course will include quizzes on assigned readings, individual work, group work, and class discussion as well as lectures. Therefore, it is essential that you attend class regularly.

Tests--220 points

There will be three tests using a variety of formats, both objective and subjective.

Major Projects --230 points

Learning Styles: 20 points

Time Management: 40 points

SQ4R: 40 points

Notetaking : 30 points

Research: 100 points

Grading Policy:

93%-100% = A	73%-76.9% = C
90%-92.9% = A-	70%-72.9% = C-
87%-89.9% = B+	67%-69.9% = D+
83%-86.9% = B	63%-66.9% = D
80%-82.9% = B-	60%-62.9% = D-
77%-79.9% = C+	0% - 59.9% = F

Class Policies:

Make- up Work

- There will be no make-up for in-class work.
- Homework is due at the beginning of class.
- If you are ill or have another genuine emergency, e-mail your work, send it with a friend or mail it to me, postmarked no later than the due date. Work sent in this manner will be accepted as on time; however, you should use this option as rarely as possible. This is not an online course.
- Only two late homework assignments will be accepted for any reason. A late-work slip must be attached to each late assignment.
- One late major assignment will be accepted for late credit (one grade penalty) if it is submitted within one week of the due date. Because the research project is due on the final day of the course, no late work is accepted on that assignment.
- If you miss class, contact me or a classmate to find out what was assigned for the next class meeting. I will also post assignments on the class website. You are responsible for having the work done on time.
- If you must miss a test, contact me on or before the date of the test so that we can reschedule it. If you do not meet this requirement, a make-up test will be given only at my discretion. (Translation: have an airtight excuse for being unable to call or email me, with proof!)

Withdrawal Policy

I want to help you succeed in this class. If you have a legitimate reason to be absent for an extended time, such as illness requiring hospitalization, please contact me. I'll be happy to assign an "Incomplete" grade **if you request it and if, in my opinion, there is a reasonable probability that you will complete the missing assignments by midterm of the following semester.**

If you choose to drop the class, you **must** withdraw by using DMACC's Web Info System or by completing an official drop slip and returning it to Student Records in Building 1. Without this drop slip, you will receive an F for the course. The last day to drop a class this semester is **February 28, 2011.**

Extra Credit

You can earn extra credit by engaging in the activities of a successful student as you make connections with DMACC's academic resources :

- Spend time studying in the Academic Achievement Center. Write a one-page evaluation of this service. (1 point per hour, up to 2 hours per week)
- Work with a tutor in one of your courses. Write a one-page evaluation of this service. (1 point per session, up to two sessions per week)
- Organize a study group for one of your courses. Meet at least 3 times prior to a test. Keep a log of your group's activities, and write a one-page paper evaluating the effectiveness of this approach after you take the test. (10 points)
- Make an appointment with a counselor to discuss career/transfer planning or personal concerns impacting your college life. In a one-page paper, summarize your discussion and identify your next steps. (10 points)
- Plan and complete a long-term project (4 weeks or more) using the goal-setting steps presented in Chapter 4. In a one-page paper, detail the process you used and evaluate its effectiveness for you. (10 points)
- Attend and take notes on a college-sponsored lecture (other than the study skills sessions I present). See me for prior approval for this option. Write a one-page summary of and reaction to the lecture. (5 points).

Academic Honesty

Academic honesty is a fundamental value of this class. Cheating of any kind, whether it involves using crib notes on a test, plagiarizing from a published source, submitting someone else's work as your own, or allowing someone else to copy yours, will not be tolerated. Academic sanctions will include, but are not limited to, a 0 on the assignment in question. A record of your violation will be placed on file with the Judicial Affairs officer. Please see the Academic Misconduct policy (Education Services Procedure 4670) on pp. 55-56 of the *2010-11 Student Handbook* for a full explanation of the consequences of academic misconduct at DMACC.

Electronic Devices

Turn off cell phones, I-Pods, laptops, etc., before entering the classroom and put them away in your backpack or purse. One of the objectives of this class is to help you improve your concentration. Eliminating electronic distractions is one step toward accomplishing that goal.

Accommodations

It is the policy of DMACC to accommodate students with disabilities. Any student with a documented disability who requires reasonable accommodation should contact the disability services coordinator at (515) 964-6850 voice or (515) 964-6810 TTY.

Suggestions for Success:

Ultimately, your progress in this class—and all your other courses—depends on the time and attention you choose to devote to it. Here are some specific strategies by which you can take responsibility for your learning:

1. Attend class regularly and on time. Regular attendance is a fundamental characteristic of a good student. This class meets only 30 times. Be here for every session! Schedule medical and other appointments outside class time. Try to anticipate problems such as car trouble, icy roads, and kids with minor illnesses. When Plan A fails, have Plans B and C ready to go. Except for spring break, don't take vacations during the semester.

2. Complete assignments on time. Practice time management strategies.
3. Listen carefully. Respect both your instructor and your classmates by listening attentively during lectures and class discussions. During class activities, avoid side conversations and other distracting behaviors.
4. Take good notes. Have your notebook open and a writing utensil ready at the beginning of every class. Use them!
5. Participate in class discussions and other activities. Don't just warm a seat. The more active you are in class, the more you'll get out of it and the easier you'll find it to study for exams.
6. Follow directions carefully.
7. Ask questions in class, and get extra help when you need it.
8. Apply what you've learned here in your other classes.

TENTATIVE COURSE SCHEDULE

(This schedule may be changed to meet the needs of the class. Specific assignments will be given in class and posted on the course website.)

January 10	Introductions
January 12, 14	Chapter 1, Learning Styles, and Campus Resources
January 19, 21, 24	Chapter 2-3, Information Processing, Memory
January 26	Test 1, Chapters 1-3
January 26, 28, 31	Chapter 4, Academic Standards, Time Management, and Goal Setting
February 2, 4, 7	Chapter 5-6, Self-Management and Test Preparation
February 9	Test 2, Chapters 4-6
February 11, 14, 16	Chapters 7-8-9, Textbook Study
February 21, 23, 25	Chapter 10-11, Listening and Notetaking
February 28, March 2, 4	Chapter 12-13, Objective and Essay Tests
March 7	Test 2, Chapters 7-13
March 9	Introduction to Research Process
March 11	Library Orientation (in the DMACC library)
March 21, 23	Library Research (in the DMACC library)
March 25	Outlining, Paraphrasing
March 28	Works Cited Page
March 30	Research Projects due; presentations; course evaluation
January 17	No classes; campus closed for Martin Luther King Day.
February 18	No classes: campus closed for staff meetings.
March 14-18	No classes: spring break.