

Dakota College at Bottineau Course Syllabus—Passport Program

Course Prefix/Number/Title: ASC 75—STUDY SKILLS

Number of Credits: 1 semester hour

Pre/Co-requisites: None

Course Description: This course provides an overview of basic study skills. It includes instruction in time management, note-taking, textbook study, test-taking strategies and library skills. Also discussed are motivational techniques and general study tips.

Course Objectives: Upon successful completion of this course, the student should 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: Russ Gagnon

Office: Minot Campus Administration Building 2nd Floor

Office Hours: M-F 9:00 a.m. to 4:00 p.m. and by appointment when not in class.

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Textbook(s): *Study Skills: Do I Really Need This Stuff?* 2nd Edition, by Steve Piscitelli, Prentice Hall, ISBN: 978-0-13-514657-6.

Course Requirements:

1. Completion of assignments, quizzes, and tests.
2. Attendance is mandatory since we only meet once per week.
3. Grading is the accumulation of assignments, quizzes, and tests for total points.

90-100= A 80-89=B 70-79=C 65-69=D below 65=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: Memory
- Class 10: Reading
- Class 11: Information Literacy
- Class 12: Civility
- Class 13: The Choices You Make
- Class 14: Review
- Class 15: Final Test

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 will emphasize communications and the diverse makeup of the business community, which enhances the “Human” nature.

Classroom Policies:

Missed Classes: Attendance is mandatory. Unannounced quizzes, tests, and class projects cannot be made-up. 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. Make sure the class name, your name, date due, and exercise number appear 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; prior permission for computer use is required. I will have my cell phone on for campus emergency notifications.

Academic Integrity: 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" policy in the university catalog or the student handbook online: <http://www.dakotacollege.edu/pdf/StudentHandbook08-09.pdf>

FYE GOALS: The First-Year Experience (FYE) at Minot State University is an opportunity for you to participate in a learning experience that will initiate and ease your transition to university life and learning through unique learning communities, peer mentors, and opportunities to engage with the campus and larger community. Mr. Matthews, Mr. Gagnon, and I will work together with you to meet the FYE Goals through the activities and assignments in our courses, and as a result, enhance your likelihood of success as a first-year student and better prepare you for your studies in subsequent semesters.

Goal 1: To connect you to your peers and faculty members.

Goal 2: To engage you with the campus and larger community.

Goal 3: To enhance your sense of belonging at MSU.

Goal 4: To communicate and facilitate your understanding of the academic expectations of the university.

Goal 5: To enhance your competency in some of the following skills and capacities:

- written and oral communication
- critical thinking
- critical reading
- collaboration
- information literacy
- quantitative literacy
- problem solving.

Drop Policy: This course is part of a four course first-year learning community. These four courses are linked and must be taken together. If you decide to drop one of these classes, you will be required to drop all four. Dropping these courses could have significant impact on your student record and financial aid. It is also recommended, prior to dropping, you consult with the financial aid office.

In coordination with the Disability Support Service, reasonable accommodations will be provided for qualified students with disabilities (LD, Orthopedic, Hearing, Visual, Speech, Psychological, ADD/ADHD, Health Related & Other). Please meet with the instructor during the first week of class to make arrangements. Accommodations and alternative format print materials (large print, audio, disk or Braille) are available through the Disability Support Service, located on campus in the lower level of Lura Manor, or by calling 701-858-3371 or by e-mail at evelyn.klimpel@minotstateu.edu.

Minot State University does not discriminate on the basis of sex, religion, creed, national origin, race, age, disability, or any other basis prohibited by law. If you believe you have been discriminated against unlawfully, please bring this matter to the attention of your instructor or the MSU's Human Resource Office at 701-858-3352.