



# UNIV 110 College Study Skills

H. Juwan Owens

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UNIV 110 College Study Skills

1 Semester Credit Hour

**Instructor:** H. Juwan Owens

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864-554-4542

Office Hours: 9am- 3pm or by appointment

**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:**

1. Students will be able to
2. Learn time management and organizational skills
3. Develop better reading skills
4. Apply successful test taking strategies
5. Identify and apply key concepts of memory and concentration
6. Identify and construct personal, educational and career goals
7. Analyze and apply individual learning styles
8. Develop effective strategies to better utilize class time
9. Develop an effective system of taking notes
10. Discuss information literacy and develop methods to make it work effectively
11. Analyze and apply critical thinking techniques
12. Discuss the usefulness of civility in academic success

**Office: Thatcher Hall 1104**

**Office Hours:** 9:00 - 3:00 Monday; 9:00 - 3:30 Tuesday; 9:00 – 3:00 Wednesday; 9:00 - 2:00 Thursday

**Textbook(s):** Optional Gardner, John Your College Experience: Strategies for Success ISBN: 978-0-312-60254-3

## **Course Requirements:**

Attendance and Grades: Regular attendance is a must. You earn a daily class grade for attendance. Contact me before missing class. If no communication exist before missing class it is an unexcused absence after 2 unexcused absences you are subject to failing the class. Your final grade is based on total points for attendance and in-class work. You 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: Exploring Your Purpose for Attending College

Class 2: Managing Your Time

Class 3: Understanding Emotional Intelligence

Class 4: Discovering How You Learn

Class 5: Thinking Critically: The Basis of a College Education

Class 6: Being Engaged in Learning: Listening, Taking Notes, and Participating in Class

Class 7: Reading to Learn from College Textbooks

Class 8: Learning to Study, Comprehend and Remember

Class 9: Improving Your Performance on Exams and Tests

Class 10: Writing and Speaking Effectively

Class 11: Developing Library, Research, Information Literacy Skills

Class 12: Making the Right Choice for Majors and Careers

Class 13: Managing Money

Class 14: Establishing and Maintaining Relationships in College

Class 15: Appreciating Diversity

Class 16: Maintaining Wellness

### **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.

**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:

1. Students are responsible for submitting their own work. Student work must not be plagiarized.
2. 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.