# STUDY SKILLS
## UNIV 110
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| **Instructor** | Professor Russ Gagnon, 852-3463, not after 9 p.m. |
| **Email** | russ.gagnon@ndus.edu |
| **Office Info** | Minot Phone & Address:  800-777-0750 ext:4338 or 701-858-4338,  Fax:  701-858-4232, Admin 160. Office hours by appointment |
| **Textbook** | *Study Skills, Do I really Need This Stuff?,* Steve Piscitelli, 3rd Ed. 978-0-13-278951-6 |

**COURSE DESCRIPTION:**  This course emphasizes learning skills that are essential for success in college work.  It 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:** At the end of the course, the student will be able to:
▪ Define critical thinking and use the R.E.D. Model to create solutions and establish a clear study plan
▪ Develop a written schedule with two hours of study time for every hour scheduled in the classroom
▪ Deal with procrastination, set priorities, minimize stress, and organize a study space
▪ Use and evaluate multiple types of information sources to help make an educated decision about challenges
▪ Identify the major motivating force in the student's life
▪ Identify the preferred learning style, develop and use practical strategies for learning styles
▪ Use and evaluate one note-taking style, identify the teaching style and classroom expectations of instructors
▪ Efficiently use the SQ4R method of reading
▪ Identify and use at least two strategies to help improve how inforamtion is stored
▪ Combat test anxiety and improve test-performance skills
▪ Use at least three active-listening techniques to improve communication skills

**COURSE CONTENT: "**Assessment of strengths and weaknesses allow students to self-identify what they already do well as a whole and what they need to improve, and then take shorter assessments specific to the study skill topic of each chapter.  Chapter opening situations are presented through crisply written 'problem based learning' vignettes to engage in critical thinking and is referenced in key points to reinforce the R.E.D. model. Each chapter concludes with the reader asked to critically apply objectives and strategies and propose a plan for the student in the scenario, again 'problem based learning'. Priority management is a key feature and distinct from time management, as well as Information literacy coverage including social media and how to write for social media - strong and timely." (Piscitelli)

- INTRODUCTION: TODAY IS THE TOMORROW YOU CREATED YESTERDAY
- CHAPTER 1:  DO I REALLY NEED THIS STUFF
- CHAPTER 2: CRITICAL THINKING
- CHAPTER 3: PRIORITY MANAGEMENT
- CHAPTER 4: INFORMATION LITERACY
- CHAPTER 5: MOTIVATION AND GOAL SETTING
- CHAPTER 6: LEARNING STYLES
- CHAPTER 7: CLASS TIME LISTENING AND NOTE-TAKING
- CHAPTER 8: REVIEWING AND USING YOUR NOTES OUTSIDE OF THE CLASSROOM
- CHAPTER 9: READING
- CHAPTER 10: MEMORY
- CHAPTER 11: TEST PREPARATION AND TEST PERFORMANCE
- CHAPTER 12: CIVILITY
- CHAPTER 13: THE CHOICES YOU MAKE

**COURSE POLICIES:**
**Missed Classes:** Attendance is required. Unannounced quizzes, tests, and class projects can be made-up only when the instructor excuses students prior to class. 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. Late assignments receive one-half credit minus errors. All late assignments are due before the final examination is administered. Make sure the class name, your name, date due, and exercise number appears 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, **<u>NO TEXTING</u>** during class, prior permission for computer use is required. I will have my cell phone on for campus emergency notifications. Basically, do not be rude to other students trying to learn.

**Course Requirements:**
1. **Attend class.**
2. **Completion of assignments, tests, and daily in-class work.**
3. **Grading:** Assignments, quizzes, and tests are computed for total points for the final grade. Percentages (%) are listed below.

**90-100% =A   80-89% =B    70-79%= C    60-69%= D    Below 60% =F**

**ACADEMIC DISHONESTY AND GRADE APPEAL POLICES: p**lagiarism 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/studenthandbook.pdf

# Nature, Technology, and Beyond: Dakota College 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 use of technology equipment in an office setting.

## 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.

**Disabilities and Special Needs:** If you have any condition, such as a physical or learning disability, for which you need extra assistance, please see me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that I can make appropriate accommodations.

## Final Assignment: Due and must be presented in class during the last class period.