

Univ 110- College Study Skills Syllabus-Spring 2020 T 11-11:50

Instructor: Melissa Remick (218)760-7778 melissa.remick@ndus.edu

Office Hours: Any afternoon after 2pm and any time by appointment

Course Objectives:

Students will be able to

- Learn time management and organizational skills
- Understand library resources
- Apply successful test taking strategies
- Develop effective strategies to better utilize class time
- Analyze and apply individual learning styles
- Work in an online learning environment for greater college success
- Analyze and apply critical thinking techniques
- Learn effective communication within the college setting

Course Work & Grading Scale:

Grades are based on weekly assignments, classroom presentations, quizzes, and exams.

This class meets once each week. Due to our limited time attendance is vital. If you miss 2 classes you will lose a letter grade; miss 3 classes and you will lose two letter grades; miss 4 or more classes and you will fail the class. You cannot make up missed assignments or presentations unless the absence was excused (must be approved by instructor prior to class).

A= 90-100%

B= 80-89%

C= 70-70%

D= 60-69%

F= Less than 60%

Final grades are based on the percentages above. The Expectation is that all assignments will be turned in on the appropriate due date. If an assignment would need to be turned in late please make **prior** arrangements with me.

Tentative Course Outline:

- Introductions/Blackboard/Campus Connection/Email

- Library and campus resources
- Time management
- Note taking
- Learning styles and effective studying
- Test taking skills
- Staying healthy mentally and physically
- Registration information
- Tools for academic success
- Your major and your career

Student Email Policy: Dakota College 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 Standards:

Students are expected to practice the highest standards of ethics, honesty, and integrity in all of their academic work. Any form of academic dishonesty (e.g. plagiarism, cheating, and misrepresentation) will result in disciplinary action. Possible disciplinary actions may include failure for part of all of the course, as well as suspension from the university.

Accommodation & Accessibility Notice:

All students are welcome in class and I would encourage students who need special accommodations in this course to contact me as soon as possible regarding special needs or accommodations. Or you may get a hold of Disability Support Services at the Student Academic Services office located in Vangstad. Telephone number (701)845-7304 or 1-800-532-8641. Or by accessing their web page at academic.services@vcsu.edu

Other Available Resources:

I am willing to work with any student on any assignment. If you are unclear about an assignment, have questions, or need help getting it all together feel free to give me a call or email me. The Learning Center is also a great resource for additional help. We will also be spending some time in the library so you can become familiar with the resources there as well.