

**Course Syllabus**  
**Studying and Learning:**  
**Foundations for Success (*Stdy80*)**  
**Mt San Antonio College**  
**Spring, 2013**

**Class Section Information:**

Days: M-W 4:45 p.m. – 6:10 p.m., Room 6-136  
Course ID # 41534

**Professor: Kathleen High, M.Ed.**

Office Hours: M,W - 3:45 p.m. – 6:10 p.m., or by appointment  
Location: Learning Assistance Center, 6-101  
(Or in classroom before class when not in use)  
Telephone: (909) 274-4300 Ext. 3930  
**Email:** [khigh@mtsac.edu](mailto:khigh@mtsac.edu)\*\* **Best way to contact me**  
Website: <http://faculty.mtsac.edu/khigh>

**Course Description:**

College success course emphasizing academic achievement that promotes learning through self-awareness, time-management, listening, note-taking, oral and written communication, test-taking, memorization, and the use of campus resources using a brain-based perspective.

**Course Measurable Objectives**

1. Identify the physiological, intellectual, and emotional needs of the brain for effective learning.
2. Identify the level of thinking necessary to complete assignments using Bloom's Taxonomy.
3. Identify appropriate contacts for an academic support system.
4. Explain how to use time-management techniques with long-term assignments.
5. Apply studying and learning strategies to lecture and texts.
6. Apply self-awareness strategies appropriate for academic success.
7. List personal extrinsic and intrinsic motivators.
8. Utilize the DAPPS method to create goals.
9. Outline a successful stress-management system.
10. Compare different resources for academic appropriateness.
11. Differentiate between brain-friendly and unhealthy food choices.

**LAC Department Policy on Classroom Behavior Expectations:**

Please show courtesy and respect to each other at all times to promote an environment conducive to academic learning. Mt.SAC's student code of conduct states that disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority

of, or persistent abuse of, college personnel shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

The following are **examples** of disruptive behavior:

- Obstruction or disruption of the educational process
- Willful disobedience
- Open persistent defiance of authority
- Verbal or physical threats to students, faculty, or staff
- Excessive talking in class
- **Use of or disruption caused by cell phones or other devices during class**
- Passing notes in class
- Excessive lateness
- Sleeping in class
- Poor personal hygiene

**Also: You may be dropped for:**

- Three absences in a row
- Falling below 70% completion of assigned work
- Failure to participate in class

### **My Attendance Policy:**

Students are expected to manage their personal lives in such a way so that they are in class every day since this class is about college success; however if you are not here, I can't help you develop those success skills. In addition, attendance problems disrupt the class. **Therefore missing four classes will result in automatic drop/failure – regardless of reason for absence.** You are given three days of grace, and you are advised to not waste them.

### **Required Text**

Ellis, D. (2013). *Becoming a master student. Fourteenth edition.* Boston, MA: Wadsworth.\*

\*The 14<sup>th</sup> edition is fairly new, so be sure to confirm you have the right edition. Buying an obsolete edition to save money will bring many headaches!

Official Mt. SAC Catalog – latest edition (2012-2013)

### **Required Materials**

1ea - **2” Binder**, 3-ring

12-tab dividers

Pens, pencils, highlighters (different colors), and writing paper

Scranton forms #882 – 3 each\*\*

Flash drive (small memory is fine) 1 each. Will not be needed until later in the semester –

### **Assignments**

**Homework & in-class assignments** – Assignments will be based directly from the textbook , and assignments given in class. Most in-class work and homework assignments will be due the session following their class presentation. **Homework and in-class assignments are worth more than 50 percent of your class grade for a total of 310 points.**

**Group Project** – Students will self-select to work in groups of two. Each group will investigate and give a presentation to the class on one of the campus resources offices here at Mt. SAC. The presentation, limited to 10 minutes, will include what the office does, what student populations they serve, where they are located, what services they provide, and other interesting information the presenters found. Groups will sign up for a team, an office to visit, and date to present later on during the semester. More information will be provided then.

**Binder** – Each student will create a binder that demonstrates his/her ability to organize and present his/her class-related work in an orderly fashion. The binder will follow these guidelines:

- Use a 2”, 3-Ring View Binder with inside pockets. This binder is to be used exclusively for this class. By the end of the term, this binder will be full.
- Include a cover page with the following information: your name, the title of this class; the day and time the class meets; instructor’s name; and the date this portfolio is due on Finals day
- Use 8-tab dividers labeled: Introduction, Understanding Learning, Self-Awareness, Self Direction, Academic Skills, Research Skills, Understanding Education, and Final Projects.

**Summarizing What You Have Learned:** – Each student will be responsible for two opportunities to summarize what you have learned in class:

**Paper #1:** The first paper will be a self-reflection paper that answers the question: “Who Am I?” This paper will be a three to six-page reflection on yourself and your identity. You will use the various theories learned in the “Understanding Learning”, “Self-Awareness” and Self-Direction” sections of the class and apply what you learned to your own life.

**Research Project:**

The project will be to present research findings. This project (for most students – See Option 1 below) will answer the question, “What is this career I am considering?”

You have the following options for presentation of findings:

1. Write a research paper
2. Make a PowerPoint presentation
3. Create a video
4. Other options may be considered, but must be approved in advance by the teacher.

Regardless of option chosen, students must provide the teacher with some form of hard copy so she can use it for evaluation purposes.

### **Option One: Goal Exploration**

As we will discuss in the topic of Motivation, it is important to know why you are going to school and what you want from it. Most students educational goals are tied to a career. Therefore the research project will involve investigating an education or career goal of the student's choice, and presenting their findings. This project will build on what you wrote in Paper #1 by indicating whether this particular education/career choice is either possibly appropriate or inappropriate for someone like you. More information will be provided later.

### **Option Two: Subject of Own Choice**

Occasionally, some students enter this class with sufficient knowledge to support their education / career goals. In those cases, students will work directly with the instructor to identify a research topic of his/her individual interests. More information will be provided later.

**Tests** -- There will be a total of three tests in this class. Each test will consist of a combination of True/False, Multiple-choice, Matching, Short Answer, and Short Essay questions.

**Test #1:** Understanding Learning – Self-Direction (worth 25 points).

**Test #2:** Academic Skills (worth 30 points).

**Test #3 (Final):** Final topics and class overview

### **Grading**

<i>Assignment</i>	<i>Total Points</i>	<i>% Of Grade</i>
Homework & in-class assignments	310	62%
Group Project	25	5%
Summarizing What You Have Learned:		
Paper: "Who Am I?"	35	7%
Final Project -: Research Presentation	50	10%
Tests (including Final Exam)	80	16%
TOTAL	500	100%

### **Late/Make Up Assignments**

The purpose of this class is for you to learn how to develop college success skills such as time management, priority setting, note taking, etc. **In order to succeed in college, students must learn that effective time management means turning in assignments on or before the date they are due.**

### **Last Day to Withdraw for Fall Semester:**

It is your responsibility to withdraw from a class whenever you determine you can no longer attend. If you need to withdraw from class during the first four weeks of the semester, there will be no marks on your permanent record. *If you withdraw from class*

*after the tenth week, you will receive either a grade (A, B, C, D, F, CR, NC) or an “I” (Incomplete) on your permanent record. There are no “W” grades offered after the 10<sup>th</sup> week.*

Drop without a “W” on your permanent record: 3/11/13

Drop with a “W” on your permanent record: 5/3/13

You can drop classes online through MyMtSAC.

### **Students With Disabilities**

Students with certified disabilities, who need accommodations, need to be registered with the Office of Disabled Students located in the Student Services building (9B). You may contact that office by phone at (909) 274-4290. <http://www.mtsac.edu/students/dsps/>

### **Plagiarism**

Plagiarism (otherwise known as cheating) is deliberately presenting someone else’s material as your own. It is a form of stealing, which denies the creator of that work their due credit. It is also a waste of time and energy for the person who commits plagiarism because it defeats the original purpose of an education. Why would someone invest so much time and money not to learn? In addition, plagiarism has major consequences. If anyone is caught cheating, s/he will get a failing grade on the assignment and possibly the class. Also, the act of plagiarism (by school policy) needs to be reported to the Director of Student Life and the Director of Admissions and Records. The “no plagiarism” rule applies in all areas of higher education, including all classes offered at Mt. SAC. Detailed information can be found in the college catalog.

### **Advice From Former Students**

#1 Comment from my former students:

**Everyone should be required to take this class!**