I. INTRODUCTION

A. College Study Skills is designed to provide an opportunity for students to develop, select, and use strategies necessary in becoming prepared and successful in college and life. Emphases in this particular course will be placed on the transference of high-level study skills to practical classroom situations and include the areas of time management, effective listening and note-taking, concentration, learning through media, reading, retention of information, taking examinations, creativity and leadership.

In order to be successful at whatever a college student attempts, prior planning or preparation as well as organization is needed. Because it is necessary for a student to integrate his home life with his school life in order to be successful in school, emphases are also placed on the areas of relationships, money, and health. Any student, who did not develop effective study skills in high school or who has been out of an educational setting for an extended period of time yet intends to pursue college-level academic work, will benefit from the course.

B. This course is required for students who take the TSI Assessment and do not satisfactory pass any part of the test. In addition, the course is required for students who are on probation or suspension.

C. N/A

D. N/A

II. LEARNING OUTCOMES

Upon successful completion of this course, College Study Skills, the student will be able to do the following:

A. Explore, examine, and describe how college students differ.

B. Describe and demonstrate the qualities of a "Effectivemas Student."

C. Discuss and use the different forms of communication (listening, reading, writing, and speaking).

D. Plan and organize time constructively.
E. Develop, select, and use various strategies for motivation, concentration, and reading flexibility and efficiency.
F. Adapt and apply study skills strategies effectively and consistently for the purpose of improving concentration, comprehension, and retention/recall with college-level textbooks and materials.
G. Demonstrate the following study strategies with a college textbook or materials: (1) SQ3R; (2) note taking; (3) outlining; (4) mapping; (5) summary writing.
H. Develop, adapt, and use various techniques and systems to increase recall and retention.
I. Identify and use strategies for coping/controlling test anxiety.
J. Demonstrate competence in test-taking skills in different subjects/courses.
K. Describe and use campus resources available for student and public use.
L. Demonstrate skills necessary for conducting a successful search and accurately reporting information from various resources.
M. Adopt behavioral changes in both "student" characteristics as well as "life" characteristics.

III. INSTRUCTIONAL MATERIALS

To assist in this course, a variety of materials both in and out of the classroom will be required and used.

A. Text: The instructional materials identified for this course are viewable through www.ctcd.edu/books
B. Notebook/Dividers for Portfolio
C. Other Instructional Materials: Assigned by the instructor

IV. COURSE REQUIREMENTS

To have a successful semester a student needs to be aware of what a teacher expects and requires. The requirements for my class are as follows:

A. Actively participate in both individual and group activities in and outside the classroom.
B. Text assignments will be given both inside and outside of class.
C. Complete and turn in all written assignments on time. Instructor will determine whether late assignments will be accepted, and if so, the grade such assignment will be given.
D. Be present for all examinations and quizzes.
E. Write a research paper/report.
F. Demonstrate college study skills techniques by selecting and using techniques in a "sister" class.
G. Create a portfolio for this class.
H. Create an Effective Student Journal
A cumulative score of 70% or better must be earned in order to pass the course.

V. EXAMINATIONS AND ASSIGNMENTS

To assist in determining a student's progress in this class, a number of assignments, quizzes, and tests will be administered throughout the semester. Types of examinations and assignments for this class are described below:

A. Specific reading assignments will be assigned throughout the course. Students will be expected to prepare by completing these assignments for discussion, group work, and quizzes.

B. Teacher and textbook examinations will be given throughout the course.

C. A portfolio will count as the final exam for this course.

D. A student must be present for all examinations. No make-up examinations will be given during class time. Students who know they will be absent from an examination due to valid reasons must arrange to take an early examination. Unexpected absences due to illness or extenuating circumstances will require the student to see the instructor before or after class about individual make-up work.

E. If the student is absent from class, it is the student's responsibility to contact other students/instructors to determine missed instruction. Each student must make appropriate arrangements to acquire assignments, announcements, lecture notes, and other pertinent information missed.

VI. SEMESTER GRADE COMPUTATIONS

In order to receive a passing grade, a student must do the following:

A. Earn a final grade of 70%. The student's grade will be computed as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Work</td>
<td>-10%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>-30%</td>
</tr>
<tr>
<td>Research Paper/Report</td>
<td>-10%</td>
</tr>
<tr>
<td>Portfolio</td>
<td>-30%</td>
</tr>
<tr>
<td>Effective Student Journal</td>
<td>-20%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

B. Not Miss more than four days in class (excused or not excused).

Grades will follow the grade designation for developmental courses:

- “A” – Weighted average of 90 – 100%
- “B” - Weighted average of 80 – 90%
- “C” - Weighted average of 70 – 79%
- “D” – Weighted average of 60 – 69%
“F” – Weighted average of 0 – 59%
“W” - Withdrawal from course (initiated by student)

Students may receive their grades through:

The CTC WebAdvisor (Online) System. Instructions for using the WebAdvisor (Online) Registration and Grades by computer are listed in the schedule bulletin.

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

A. Withdrawal from Course: It is the student's responsibility to officially drop a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student.

CTC Form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16 week fall and spring semesters. The deadline for sessions of other lengths is as follows:

- 12 week session     Friday of the 9th week
- 10 week session     Friday of the 7th week
- 8 week session      Friday of the 6th week
- 6 week session      Friday of the 4th week
- 5 week session      Friday of the 3rd week

The equivalent date (75% of the semester) will be used for session of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

Students who officially withdraw will be awarded the grade of "W" provided the student's academic performance is satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

Before withdrawing from any developmental course, the student should seek the advice of Guidance and Counseling so that the student does not initiate an action that would inadvertently have negative repercussions on his/her enrollment or Financial Aid.

B. Administrative Withdrawal from Course: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements by accumulating more than four (4) absences. The instructor
will assign the appropriate grade on the CTC Form 59 Form for submission to the registrar.

C. **Cellular Phones and Pagers:** The use of pagers, cellular telephones, radios, and other electronic equipment is strictly prohibited in the Developmental classrooms, the Learning Resource Center, and the Computer Lab.

D. **American's with Disabilities Act (ADA):** Disability Support Services provides services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Review the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

E. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements.

F. **Civility:** Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.