



**Course Syllabus**  
**ENG0510: Study Skills**  
**Arts and Sciences Division**

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<b>Class Days:</b>	<b>Class Time:</b>
<b>Location:</b>	<b>Laboratory:</b>
<b>Credit Hours: 3      Contact Hours: 3      Lab Hours: 0</b>	<b>Lecture Hours: 3</b>
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<b>Instructor:</b>	<b>Office Location: B303</b>
<b>Phone: (    )      -</b>	<b>Email Address:</b>
<b>Office Hours: By Appointment</b>	
<b>Division Office/Location: Arts &amp; Science - A 202</b>	<b>Division Fax: (419) 355-1248</b>
<b>Full-time Contact Person: Pam Aldrich</b>	<b>Phone(s): (419) 559-2411</b>
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**Course Description:**

This course explores various methods and techniques of improving study skills and habits, including time management, note taking, reading, communication, test preparation, test taking, problem-solving, learning styles, and more. Developing self awareness, supportive relationships, and self motivation are also explored. A specific approach to studying will be developed by each student utilizing individual preferences.

**Prerequisite(s):** none

**Co-requisite(s):** none

**Entry Level Skills and Knowledge:** none

**Required Texts, Supplies and Equipment:**

Becoming a Master Student, 11th Edition, Ellis.  
 Journal notebook  
 Daily planner

**Grading:**

	<u>Points</u>	<u>%</u>
Class attendance & participation.	100	20
Essay and Oral Presentation	50	10
Quizzes and class assignments	50	10
<u>3 Tests</u>	<u>300</u>	<u>60</u>
Total Possible Points	500	100

**Learning Outcomes:**

- General Education
- Communicate effectively

- Demonstrate an understanding of cultural differences and the knowledge of how to work effectively in a global and diverse culture and society.

Technical

**Assessment of Student Learning:**

**Plan of Work:**

Session	Activities
Week 1	Introduction to the course: “Making Transitions” Chapter 1 - First Steps Orientation to Terra Community College Assign Essay and presentation: p. 2 “This book is worth \$1000.”
Week 2	Chapter 1 - FIRST STEPS Discovery Wheel/LSI “Ideas Are Tools”/Quiz
Week 3	Chapter 2 – PLANNING Time Monitor/Anti-procrastination strategies “Be Here Now”/Quiz
Week 4	Chapter 3 – MEMORY Mnemonic Devices/Pay attention to your attention/Using Q-cards “Love Your Problems”/Quiz
Week 5	<b>Test 1 Chapters 1-3</b> Chapter 4 – READING Muscle Reading “Notice your pictures and let them go”/Quiz
Week 6	Chapter 5 - NOTES Note-taking Tools ”I create it all”/Quiz
Week 7	Chapter 6 - TESTS Anxiety/Predicting Test Questions Quiz
Week 8	Chapter 6 - TESTS Essay Test Tools/ “Detach”
Week 9	<b>Test 2 Chapters 4-6</b> Chapter 7 - THINKING Critical Thinking/Find a bigger problem/Quiz
Week 10	Chapter 8 - COMMUNICATING The Communication Loop/Five ways to say “I” “Employ Your Word”/Quiz
Week 11	Chapter 9 - DIVERSITY Living with Diversity/Communicating across cultures/Dealing with Sexism “Choose your conversations and your community”/Quiz
Week 12	Chapter 10 – TECHNOLOGY Technology, satisfaction, and success/Overcoming Technophobia/The library – the buried treasure “Risk Being a Fool”/Quiz
Week 13	Chapter 11 – HEALTH

	Thinking about health/Take care of your machine “Surrender”/Quiz
Week 14	Chapter 12 WHAT’S NEXT? Essay and Oral presentation due Discovery Wheel/ “Be It”/Quiz
Week 15	
Week 16	Review/Exam

### **Course Requirements:**

### **Policies**

**Course Withdrawing:** If for any reason you need to withdraw from this course, be certain that you do so according to College procedure. It is your responsibility to know and follow this procedure. If you simply stop coming to class, without officially withdrawing from the course, your grade is an automatic “F.” Please follow official College procedure for withdrawing from this or any course.

*College Academic Policies are located in the College Catalog. A copy of the current catalog may be picked up in any of the division offices or admissions. The list of college policies is also available online at <https://www.terra.edu/register/Collegecat/policies.asp>.*

**Support Services:** The College offers a number of support services to assist in your success in this course and all courses. Among these services are the Writing & Math Center in B105, the Office of Learning Support Services, which coordinates the campus disability services and tutoring programs, the computer labs, and the computers in the atriums.

Any student who feels he/she may need an accommodation based on the documentation of a disability should contact the Office of Learning Support Services privately to discuss his/her specific issues. Please contact the OLSS at (419) 334-8400 X 208 or visit 100 Roy Klay Hall (Building A) to coordinate reasonable accommodations.

***If you have a documented disability and are receiving academic accommodations through the Office of Learning Support Services, please schedule a meeting with your instructor in a timely manner so that we may discuss how these services will be arranged.***

Tutoring services are available to students beginning the second week of every quarter. Students requesting tutoring services should obtain a tutor request form from the OLSS in 100 Roy Klay Hall (Building A) or online at the Terra website. Please note that instructor verification and acceptance of the Student Learner Agreement is necessary for all tutoring requests. All requests should be submitted to 100 Roy Klay Hall (Building A).