

SAN CARLOS APACHE COLLEGE



Syllabus: STU 100 College Success Skills

Course Information

Course Prefix/Number: STU 100	Credit Hours: 1
Semester: Spring 2021	Course Title: College Success Skills
Class Days/Times: Online Course	Room: Online/Canvas Dashboard
Dates: January 19- March 12, 2021	

Instructor Information: Rachael Kenton rkenton@tocc.edu 928-475-2016 (Message)	Office location: San Carlos Apache College Main Building Office hours: By appointment
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Course Description:

This course is to enhance academic and personal skills to maximize learning and success at the college level. Includes critical thinking skills, learning styles, college and career goals, study skills, and unique techniques. It also includes examining human diversity, values, and perspectives as they relate to student success.

Course Objectives:

During this course, students will demonstrate knowledge of college success by practicing skills on a personal, community, and global basis to include time management, study, note-taking, test-taking, communication skills, and values of wellness and success.

Texts and Materials: College & Career Success Eighth Edition by Marsha Fralick, **Chapter 4-10**

Student Learning Outcomes (SLOs):

1. Develop and demonstrate self-knowledge of personal success strategies.
2. Summarize strategies for successful time management and develop a time management plan.
3. Develop several approaches to note-taking and study skills based on your learning style.
4. Identify communication skills, both verbal and nonverbal, to increase skills.
5. Develop a life masterplan that includes time management, learning styles, reading and study strategies, note-taking and test-taking skills, communication skills, wellness, and success.

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Cultural Component: We all work together. Respect: all people and opinions, developing a tolerant attitude towards differences. Exploration is encouraged to discover the differences in our traditional culture with modern business and educational culture, recognizing where they compare and contrast while finding the personal balance between these two worlds.

Course Outline:

Week 1

Course Purpose and Class Members Introduction
Review Syllabus
Syllabus Quiz
Self-Assessment: <https://yourfuture.asu.edu/me3>

Week 2

What is Plagiarism?
Videos <https://www.youtube.com/watch?v=Uk1pq8sb-eo>
Online resources
https://owl.purdue.edu/owl/avoiding_plagiarism/guide_overview%20.html

What are my lifetime goals? page 142-143
Journal Entry
Reading: pages 145-167

Week 3

Time Management
Journal Entry pg. 155
Reading: Pages 203-212

Dealing with Procrastination
Managing Money
Journal entry pg 165
Read: Chapter 6

Week 4

Improving Your Memory
MLA Writing Style
Journal Entry pg 193
Read: Chapter 7

Week 5

Helpful tips to improve study skills
Learning Strategies
Learning Styles
Journal entry pg 212
Read: Chapter 8

Week 6

Note Taking Systems
Muscle Reading
Read: Chapter 9
Test Taking
Read: Chapter 10

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Week 7 Communication & Relationships
 Effective Communication Skills
Read: Chapter 11

Thinking Critically
 Creativity
 Critical Thinking

Week 8 **Midterm Test**
Research Paper (How to become a successful college student)
All grades are due

Evaluation and Grading:		
<u>Assignment</u>		<u>Points Possible</u>
Discussion post (10)	3 points each	30
Self-Assessment		10
Journal Entry (5)	3 points each	15
POP QUIZ (2)	10 points each	20
Midterm Test		125
Research Paper		100
(How to become a successful college student and include a 3-page paper, including a reference page of sources).		
Total points possible		300
Point Scale		
240-300 pts = A		
200-239 pts = B		
120-199 pts = C		
80-119 pts = D		
Under 79 = F		

STU 100 Assignments: Self-Assessment, (10) Discussion post, (5) Journal Entry, (2) POP QUIZ, Midterm, 3-page paper on How to be a successful college student.

Discussion Post: Discussion is successful only when students make their first post on time, allowing others to read multiple posts and respond. Students are required to participate in ten discussions in Canvas. This course is online, requiring debate with other students to get the conversation started on the topic for the week. If we were in session, we would dedicate that time in class to reflect on learning.

Journal Entry: This will not be a formal paper but required complete journal entries from the textbook's pages. Here's an essential guide to completing a journal entry. The required length is a short paragraph of 5 complete sentences. The purpose of journal writing is to provide the foundation of information on the chapters and give you a chance to reflect on what you have learned. The total number of points you can receive is 15 points. **(If late submission, points will be deducted from the assignment).**

Self-Assessment: This is a significant and career quiz that Arizona State University offers to high school students, college students, parents, or educators. The assessment will help you find a major, degree program, and career that fits you. It's a me3 online interactive quiz. Easily explore you're your options in your interest and passion. The screening will help you design the future you want. Please go to the website: <https://yourfuture.asu.edu/me3> and take the quiz and answer truthful and honest to get some accurate response. Then write about your response to the discussion board.

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POP QUIZ- I will randomly have selected a pop quiz during the eight weeks of the course. The questions will be multiple-choice, true/false, essay questions. Problems might come from the mid-term test.

Midterm Test: The midterm will consist of different questions such as multiple choice and short essay and will be an open book and notes. However, the midterm will be a time limit test on Canvas.

Research Paper: How to Be a Successful College Student:

Students must create individualized essay paper and include a 3-page paper (double spaced, 12 pt. font). Consists of a one-page will be provided with a reference page of sources you used from the book or the internet. The essay paper can consist of information you have learned from the class or research you collected.

(Note: This is not copied and paste from the internet essay. The paper will consist of information you learn from the book and topics presented on success in college and your life).

Course Outline:

- I. Strategies for Success
 - A. Learning styles and active learning
 - B. Goal development
 - C. Identify motivation and intention levels
 - D. Describe barriers to success
- II. Time Management
 - A. Monitor current life activities
 - B. Linear and non-linear time management strategies
 - C. Develop an individualized time management plan
- III. Reading and Study Strategies
 - A. Review, question, interpret and understand
 - B. Respond, recite, review
 - C. Learning styles and study strategies
 - D. Staying motivated
- IV. Note Taking
 - A. Cornell outlines
 - B. Mind mapping techniques
 - C. Listening to cues and participation
 - D. Using all your senses
- V. Test Taking
 - A. Text anxiety and emotional preparation
 - B. Types of tests, approaches, and predictions
 - C. Learning styles and test-taking
 - D. Study groups to prep for tests
- VI. Communication Skills
 - A. Public speaking skills
 - B. Thinking outside the box – developing critical thinking skills
 - C. Non-verbal communication
 1. What are you saying with your body?
 2. What is your instructor saying?
 3. How to communicate with your instructor?
- V. Critical Thinking

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- A. Characteristics of a critical thinker
 - B. Aspects of critical thinking
 - C. Searching beyond right and wrong
 - D. The higher-order thinking process
- VI. Lifestyle and Wellness
- A. Financial planning for college and beyond
 - B. Health/wellness
 - C. Managing stress
- VII. Career Choices and Decision Making
- A. How to think about a career
 - B. How to make decisions
 - C. Moving forward with your life
- VIII. Life Masterplan
- A. Changing values and perspectives
 - B. Developing your plan to incorporate new knowledge into lifelong skills

Course Policy:

Late work: (If late submission, points will be deducted from the assignment) or not be accepted.
Late work accepted under severe circumstances is subject to a decrease of at least one letter grade.

Attendance: The bases of attendance in the online version of STU 100 are logging in to the course periodically and submitting required courses work on or before due dates. The instructor can monitor student activity in the studies by obtaining log-in/out times, pages viewed, activities completed, and work submitted. Students are encouraged to log in to the online course regularly to messages, announcements, or replay to a discussion post.

Student Handbook: Students will follow all the policy and procedures on student handbook.

DISCLAIMER: This syllabus is developed to evolve and change throughout the semester based on class progress and interests. The instructor will notify the students of any changes as they occur.