

SAN CARLOS APACHE COLLEGE



Syllabus: STU 100 College Success Skills

Course Information

<u>Course Prefix/Number:</u> STU 100	<u>Credit Hours:</u> 1
<u>Semester:</u> Spring 2023	<u>Course Title:</u> College Success Skills
<u>Class Days/Times:</u> Mondays, 3:00-5:10pm	<u>Room:</u> CB-01 (Building behind WIOA)
<u>Dates:</u> January 23 – March 10, 2023	

<u>Instructor Information:</u> Mike Kim mike@apachecollege.org (408)771-4282 (message)	<u>Office Location:</u> WIOA Building <u>Office Hours:</u> By appointment
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Course Description:

This course exists to enhance academic and personal skills that will maximize learning and lead to college success. Topics covered include critical life and study skills that apply to college and career goals. The course also examines human relationships, values, and perspectives as they relate to student success.

Course Objectives:

During this course, students will demonstrate acquired knowledge and practical skills that lead to college success and affect change in a student's surrounding community. Each student will improve in the following skills: setting goals, time management, money management, study skills, note-taking, test-taking, communication skills, personal wellness, outlook on life, and human relationships. The end goal is to embed new habits and lifestyles in each student that will yield greater productivity in college endeavors and beyond.

Texts and Materials: *College & Career Success (Ninth Edition)* by Marsha Fralick, Chapters 5, 7-10

Student Learning Outcomes (SLOs):

1. Develop and demonstrate self-knowledge towards a personal success strategy.
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 elevate emotional/social intelligence.

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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 inclusivity.

Cultural Component: We are all on the life transformation journey together. In this journey, we will respect all people and opinions. We will grow in our tolerance of others who differ from the way we look, what we believe/value, or the way we choose to live. We encourage students to compare and contrast the differences in our traditional culture from contemporary business and educational cultures. While exploring those differences, we encourage each student to draw their own lines and find the balance that feels best beneath their feet.

Course Timeline:

Week 1 (01/23/23)	Course Purpose and Class Member Introduction Review Syllabus Health and Wellness as a Lifestyle Diet/Nutrition, Exercise, Spirituality, Sexuality, Substance Abuse Journal Entry 1
Week 2 (01/30/23)	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? pp.153-156 Reading: Chapter 5 – pp.127-144
Week 3 (02/06/23)	Time Management Dealing with Procrastination Journal Entry 2: p.141 Reading: Chapter 5 – pp. 144-151 Managing Money Budget Keeping Money Management
Week 4 (02/13/23)	Midterm Exam Managing Money (cont.) Building Credit Financial Aid Reading: Chapter 10 – pp.285-308; Chapter 7 – pp.191-194
Week 5 (02/20/23)	President's Day – No Class Communication & Relationships (Recorded and placed in Canvas) Personality and Communication Style Effective Communication Skills Relationships and Communication

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Conflict Resolution Techniques
Journal Entry 3

Study Skills (Recorded and placed in Canvas)
Reading: Chapter 8 – pp.219-231; Chapter 9 – pp.251-278

Week 6
(02/27/23) **Note Taking Systems**
Test Taking Preparation and Strategies
Review for Final Exam

Week 7
(03/06/23) **Spring Break**
Reflections Paper Due: How I Can Become a Successful College Student
or Final Exam (Chapters 5, 7-10)
Course Feedback

Evaluation and Grading:

<u>Assignment</u>		<u>Points Possible</u>
Journal Entries (3)	20 points each	60
Class Participation		40
Midterm Exam		100
Final Exam/Paper		100
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: Class Participation (40), Journal Entries (60), Midterm Exam (100), and a 1-2 page Reflection Paper on “How I Can Be a Successful College Student” (100) or optional Final Exam (100) instead.

Journal Entries: Journal entries are informal, reflective writing pieces based on prompts from the textbook pages. Suggested length is a one to two paragraphs of at least 5-7 complete sentences each. The purpose of journal writing is to review the information foundation provided in the chapters and give you a chance to reflect on what you have learned. The total number of points you can receive is 60 points. *(If a submission is late, points will be deducted from the assignment).*

Midterm Test: The midterm will consist of different standardized test and short essay questions that cover the first four weeks of class material. It will be an open book, open notes, and open slides exam.

Reflection Journal: How I Can Be a Successful College Student:

Students will analyze and reflect on all their course learning through the creation of this 1-2 page paper (double spaced, 12 pt. font).

Note: This is not a copy and paste essay. The paper will demonstrate your analyses, reflections, new strategies, and behavior changes you plan to implement as a result of your

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learning in the class. The idea is for each student to be a few steps closer to college success as a result of this exercise.

Final Exam: The exam will consist of different multiple choice and short essay questions that cover chapters 5, 7-10 of the book. It will be an open book, open notes, open slides exam.

Course Outline:

- I. Lifestyle and Wellness
 - A. Health/wellness
 - B. Managing stress
- II. Setting Goals
 - A. SMART goals
 - B. Sustaining momentum in life
- III. Time/Money Management
 - A. Monitor current life activities
 - B. Linear and non-linear time management strategies
 - C. Develop an individualized time management plan
 - D. Budget Keeping and savings
 - E. Paying for College
- IV. Communication Skills
 - A. Non-verbal communication
 - B. Conflict resolution
- V. Note Taking
 - A. Cornell outlines
 - B. Mind mapping techniques
 - C. Listening to cues and participation
 - D. Using all your senses
- VI. 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

Course Policy:

Late work: *If a submission is late, points will be deducted from the assignment. Late work accepted under severe circumstances is subject to a decrease of at least one letter grade, depending on the delay and circumstances. All such grading decisions are subject to the instructor's discretion.*

Attendance: The bases of attendance are 1.) the student's on-time, continuing presence in class and 2.) the student's verbal and non-verbal participation in class discussion. Students are encouraged to show up early, regularly, and ready to engage in each class.

Student Handbook: Students must follow all the policy and procedures in the student handbook.

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