

COLLEGE READING AND STUDY SKILLS

2010:062-002



Instructor:
Office:
Phone: Main Office (330) 972-7086
Email:
Office Hours:

Description: The overall goal of the College Reading and Study course is to facilitate strategic learning. Our mission is to engage a develop more mature learners who are better prepared to think critically, study strategically, comprehend effectively and utilize resources productively. Demonstration of these abilities will be assessed via classroom discussion and participation, written tasks, and verbal statements. Inside and outside of the class, we want our students to develop, incorporate and continue to apply these skills. Your success is our success.

Although this course is a non-credit and non-degree courses, it may be the most important academic course you ever take. Upon successfully completing this course, you will be better prepared to succeed at other college-level work. Throughout the semester, you will begin to incorporate and apply the following course objectives:

In This Course You Will Learn:

1. **Learning Theory**- how learning occurs, how individuals prefer to learn, and ways to improve learning and memory management
2. **Study Skills Strategies**-ways to study material, including study systems. annotating, Cornell notes, outlining, mapping, note cards, and test taking
3. **Reading Comprehension Strategies**-ways to comprehend what you read, including main idea, supporting details, patterns of textbook and paragraph organization, inferences, summarizing, point of view, and critical thinking
4. **Vocabulary Strategies**-ways to figure out the meanings of words including context clues and word parts
5. **Academic Success Strategies**-understanding of the relationship between academic success and self-discipline, time management, organization, responsibility and critical thinking.
- 6.

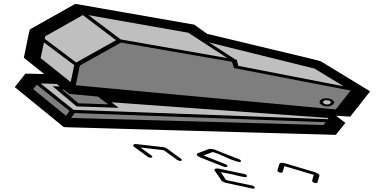
Materials - Students must have obtained all materials by Friday, XXXXXXXX
Used textbooks are not acceptable.

Required texts:

College Reading and Study Skills by Kathleen T. McWhorter-University of Akron custom edition published by Pearson/Longman, 2006

Required materials:

- notebook (for taking notes in class)
- planner of your choice
- notebook for learning journal(3 holes)
- highlighters (3 colors)
- pen (blue or black)
- UANet ID and password
- 3 ring binder, 1 1/2 inch
- lined WHITE note cards (3"x5")
- rubber bands
- stapler (mini is fine)
- pencil
- personal dictionary



Other recommended materials:

- 3.5" computer diskette/flash drive

ACADEMIC INTEGRITY

Every student is expected to demonstrate at least the level of academic integrity expected by the University of Akron as explained on p. P-2 through P-4 in the text. Please pay special attention to the final note on collaboration. **In this class, it is assumed that the work you submit is your own original work in your own words, unless otherwise specified when the assignment is given.** Ask the instructor if you are not sure.

ATTENDANCE POLICY:

There are no excused absences. Please see department policy statement. A tardy is considered arriving more than 5 minutes late or leaving early, based on the discretion of the instructor. Three tardies are counted as one absence. *Schedule routine doctor, dentist, and other appointments (including advisors and other instructors) during free time, NOT class time.*

In the event that the instructor is unavoidable detained prior to class, it is expected that students will act with maturity and engage in productive activities such as taking attendance, reviewing homework assignments, previewing the content for the day's lesson, etc.

CLASSROOM BEHAVIOR

- Please keep in mind that class time is for the entire class, and address issues that apply only to you before or after class, during group work time, or during office hours. This might include things like missed work, questions about grades, etc.
- Frequent leaving of class to go to the restroom, get drinks, take phone calls, etc. is considered a class disturbance and will result in penalties.
- Please turn cell phones off or set them on vibrate. If it is an emergency, please step outside to take the call.
- Please do not bring children or guests to class unless prior arrangements have been made with instructor.
- Please consult the Student Handbook for other guidelines for student behavior. Student comments and written work should be appropriate for a college setting.



COURSE GRADING WEIGHTS

Midterm	15%
Final Exam	20%
Participation	10%
Vocabulary	15%
Homework/Class assignments	25%
Tests	15%
	100%



GRADING PROCEDURES

Students will be given feedback on all assignments in one of 5 ways:

1. verbal discussion/comments in class
2. written grades/comments with no score
3. written grades/comments with a number score
4. written grades/comments with a check grade
 - ✓+ = 3 points, shows outstanding work or extra effort noted
 - ✓ = 2 points, satisfactory work, expected effort was given
 - ✓- = 1 point, not satisfactory work, questionable effort, incomplete work

LATE WORK/MISSED WORK

- No late work will be accepted. Work is considered late if it is not handed in when collected in class.
- If you are absent, you are responsible to find out what assignments you missed. Long term assignments or assignments made prior to your absence are due immediately when you return. Work assigned while you were absent is due the next class session after your return to class. Full credit will not be given to missed work. Missed work will not be accepted after it has been discussed in class with you in attendance.
- Tests and quizzes may not be made up without permission from the instructor, and reasons for absence must be verified for make-ups. Students may make up only 1 test or quiz.
- In class activities are to be completed in class and may not be made up. If you are not in class, you will receive a zero for these assignments.



TUTORING

Free tutoring is available in Polsky room 332. It is **STRONGLY** recommended that you take advantage of this service. Research shows that students who attend 3-4 tutoring sessions or more in a semester have significantly higher grades.

WebCT- You can access this syllabus and other necessary course content at:

<http://webct.uakron.edu>

Required Assignments

In addition to the midterm and final exam, the following are required elements of all students:

CONFERENCE

Each student will meet with the instructor just after midterm to discuss his or her progress. During this conference, students will examine their current grade and their goals in maintaining or improving their grade. This is an opportunity to ask questions, address concerns, and give the instructor feedback. Missing the conference will be counted as an absence.



LEARNING JOURNAL

Each student will keep a learning journal which will be turned in every 3 weeks. It will be graded with the ✓ system as described above. The grade is based on effort and thought evidenced in the journal entry. In the back of the journal should be the vocabulary log as described on p. 30 of the text. 5 unfamiliar words should be recorded each week. Students also have the option of using notecards for the vocabulary log.

TARGETED INDIVIDUALIZED UNITS

Each student is required to choose one of the following targeted individualized units to be completed in the Study Skills Lab at the time of their choosing. It is recommended that appointments be made when the concept is studied in class. Students should call the Study Skills Lab at ext. 6551 or sign up on the schedule outside of Polsky room 332. The lab will send proof of completion, and the instructions for the unit will explain how learning is graded. This assignment will be counted as a test grade. Students may choose from the following topics:

Annotation
Context Clues
Cornell Notes
Main Idea
Time Management

**Students who complete additional Targeted Individualized Units successfully may add up to 10 points to the test grade for that topic.

Vocabulary

Each student will take a pretest over the word parts that will be tested on the final exam. Students will be required to complete the Word Roots B1 lessons only for the word parts that are missed on the pretest. They will be excused from lessons on word parts which they already know. Students should make a note card for each word part that can be used to study for the final exam. Instructions on this note card will be given in class.

Word Parts Lab Assignments Spring 07

<u>Week #</u>	<u>Activity Numbers</u>	<u>Due date</u>
3	1 st set of 3	Feb. 2nd
4	2nd set of 3	Feb. 9th
5	3 rd set of 3	Feb. 16th
6	4 th set of 3	Feb. 23rd
9	5 th set of 3	March 16th
10	6 th set of 3	March 30th
11	7 th set of 3	April 6th
12	8 th set of 3	April 13th

The Word Roots B1 program is installed on computers in 3 different labs on campus:

- Polisky 335- M-Th(9am-5pm, F 9am-3pm)
- College of Arts and Science room 103B- (M-Th 7am-10pm, F 7am -8 pm, Sat 8am-5pm) installed on computers 1-10 only
- Carroll Hall room 55 (Adult Focus; open to non-traditional students only)

EXTRA CREDIT

Extra credit points will be available only to students who have 5 or fewer assignments missing. If students have 6 or more missing assignments, extra credit points will be forfeited. Below are the types of extra credit available:

1. Study Groups-Students who participate in a study group of their own choosing in the Study Skills Lab with the observation of a tutor may receive extra credit. They can chose to drop an assignment grade or quiz grade, or receive the equivalent in extra credit points. Tutors must verify attendance and reasonable preparation and participation in the study group. Limit 3 sessions for credit. Tutors will report student completion to me.
2. Individual Tutoring Sessions-Students attending an individual tutoring session in the Study Skills Lab for any topic of their choice will receive extra credit. They can chose to drop an assignment grade or receive the equivalent in extra credit points. Tutors must verify attendance and reasonable preparation for and participation in the session. Limit 3 sessions for credit. Tutors will report student completion to me.
3. Word Roots-Students may complete Word Roots lessons not already required for extra credit. Each lesson will be awarded points as follows: Completed-3 points, In Progress-2 points, Rockpile-1 point. Print outs must be turned in with extra credit sections highlighted to receive credit.
4. Other- Other opportunities may be announced as they become available and are deemed acceptable by the instructor. Examples include Math Anxiety seminars, and seminars offered to the campus by the Study Skills Lab. Credit value will be announced at that time.

Word Roots Software B1 Instructions



1. Log on using your UANet ID and password
2. Click on the Word Roots B1 icon
3. Read the introductory information CAREFULLY and then click "Enter".
4. Click on "New" and then type in your full name.
5. Click "OK" and then "Start".
6. Read the introduction. Move forward by clicking the "Next" button.
7. Make sure that the "auto-grade" mode is OFF.
8. Click "Enter Word Roots".
9. Notice that there are 3 choices in the upper right hand corner of the screen:
 1. Begin activities
 2. View scores
 3. Introduction

You've already read the introduction, so choose "Begin activities".

10. Click the tab with the number of the activity that you want to do. (for example, click the 1-8 tab to do exercise 6, etc.)
11. Click the activity you want to do.
12. Each activity has 3 progressively challenging parts. In each one, you move blocks by clicking on the block, releasing your mouse button, and then clicking where you want it to go. In some exercises, you are given hints that correspond to the question with the same number. Be aware that using the hints costs you 4 points.
13. When you finish each exercise, click "Check answers". It will tell you which ones are correct and which are not. If you change answers and recheck them, it costs you 8 points no matter how many you corrected. It benefits you to recheck. When you've earned the score you want, click on "Next Section".

1st Section-Using the definitions above, move the block to the wheelbarrow that matches it.

2nd Section -You are give a definition and need to create the word by using the prefix, root, and suffix hints to place your blocks correctly. Move from word to word by clicking the numbers above. When finished, click "review". Look them over and make sure they are what you want. Then check them.

3rd Section-Choose the correct word to complete the sentence. Notice that there are sometimes more choices than blanks to fill, and some words are very similar in meaning.

14. When finished with all 3 sections, click "Finish activity". Your scores are listed in the upper left corner of the screen. You can try again if you want to start over, but be aware that your current score will be erased. Or you may go on to the next activity.
15. If you are finished, you can print your scores by going to "Activity menu" and then "Main menu. Select "View Scores." **Print your "Current activity" score, NOT your score history.** (It's on the left side). Go to the print station, swipe your ID card, and get your print out.
16. **In order for a score to be recorded, you must complete and check answers in all 3 sections. You must earn at least a score of 60%. If you do not, or do not do all 3 sections, your score will not be recorded and you must try again.**

Course Schedule

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Week	Content
1	course intro, syllabus overview, ice breakers, lab tours, roots preview, Syllabus Quiz
2	Ch 1 Setting Goals and Time Management, Nist Readings, SW #1 (p. 2), SW #2 (p. 3-4) SW#3 (p. 5) SW #8 (p. 18-19) SW #9 (p. 20)
3	Ch 2 Learning Styles and Strategies SW #4 (p. 8-10)
4	Ch 3 Improving Learning and Memory SW #5 (p.11-13)
5	Ch 4 Taking Notes in Class, Test Ch 1-3
6	Ch 5 Active Reading Strategies, Ch 12 Context Clues p. 283-296 only
7	Ch 6 Understanding Paragraphs, Test Ch 4-6
8	Review, Midterm
9	Ch 7 Following Thought Patterns, Conference , SW #3 (p. 6-7)
10	Ch 14 Textbook Highlighting and Marking
11	Ch 15 Methods of Organizing Information, Test Ch 7, 14, 15
12	Ch 10 Evaluating the Authors' Message SW #6 (p. 14-15)
13	Ch 11 Evaluating the Author's Technique
14	Ch 16 Study and Review Strategies
15	Ch 17 & 18 Studying for Exams Test Ch 10,11,16,17 , Review

Week 16 is FINAL EXAM WEEK

The exam is on XXXXXXXXXXXXXXXX

Classes will not be held on the following days:

THE INSTRUCTOR HAS THE RIGHT TO AMEND THE SCHEDULE AND PROCEDURES IN THIS SYLLABUS WITH THE AGREEMENT OF THE CLASS OR IN THE EVENT OF EXTENUATING CIRCUMSTANCES.

Developmental Programs Fall 2008 Fact Sheet

Required Materials

Students must have all textbooks and required materials by **Friday, September 5, 2008**.

Registration Policy

Those students who have not registered and paid by **September 8, 2008** (the last day to add a class) may not attend classes or receive credit for the course. Please talk to your instructor before you stop attending class. Note our attendance policy below.

The last day to complete processing of withdrawals is **Friday, November 14, 2008**. If you stop attending this course without going through the formal withdrawal procedures, you will receive a grade of **F** for this course.

Drop:	
Last day to drop without "WD" appearing on student's academic record.	September 8
Withdraw:	
Adviser's signature required	September 9 - October 17
Adviser's and instructor's signatures required	October 20 - November 14
Last day to withdraw from classes	November 14

Attendance Policy

Attendance is required. You are expected to be on time for class. For classes meeting four days a week, it is department policy to consider six absences grounds for dismissal or a failing grade. For classes meeting two days a week, it is department policy to consider four absences grounds for dismissal or a failing grade. **There are no "excused" absences.**

For 24-hour emergency information on University closings call: **330-972-SNOW (330-972-7669)**.

Policy on Class Disruptions

All students are expected to respect the teaching/learning process. To that end, all disruptive behavior is prohibited. Therefore, make sure that your cell phone is silenced and out of sight before class begins. If your instructor considers your cell phone, any other electronic devices, or any other behavior disruptive, you may be dismissed from class.

Grading Scale (%)

100-93	A
92-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C

**You must pass this course
with a "C" or better.**

72-67	D+
66-63	D
62-60	D-
59-0	F

Special Accommodations: Any student who feels she/he may need an accommodation based on the impact of a disability should contact the Office of Accessibility at 330/972-7928. The office is located in Simmons Hall, 105.