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AASC 101.01: Study and Learning Strategies

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**The University of Montana-Missoula
College of Technology
Applied Arts and Sciences Department**

COURSE SYLLABUS

COURSE: AASC 101 Study and Learning Strategies (2 credits)

CREDITS: 2

PREREQUISITES: None

INSTRUCTOR: Cecilia Gallagher, Ed.D.

Phone: 243-7878

E-mail: cec.gallagher@mso.umt.edu

Office: COT AD building

Office Hours: Contact by e-mail or phone. Appointments available.

COURSE DESCRIPTION: This course facilitates the development of skills needed by the student to be competitive in higher education. Topics include management of classroom behavior, time and money; personal health and safety; listening; memory; critical thinking; reading; note making; ethics; and testing. Elective credit only.

STUDENT PERFORMANCE OUTCOMES:

Upon completion of the course, students will be able to:

1. demonstrate awareness of personal learning style.
2. set academic goals.
3. manage time effectively and plan adequate study times.
4. understand how memory works and utilize effective memory strategies.
5. record and retain information.
6. select effective note-taking strategies for academic tasks.
7. select functional study environments.
8. utilize textbooks effectively and utilize a study reading technique.
9. identify main ideas and distinguish supporting material from main ideas.
10. apply study principles and techniques to academic tasks.
11. apply principles of successful test-taking.
12. understand and demonstrate critical thinking and problem-solving skills.
13. understand and demonstrate information research skills.
14. recognize and apply measures for personal health and wellness.
15. research topics and develop and use personal finance skills.
16. understand and apply principles of ethics to their academic, professional and personal circumstances.
17. create success in their academic efforts.
18. conduct successful on-line classroom participation.

ASSIGNMENTS

This course is designed to develop your academic skills and abilities as well as those in other areas which impact your academic success. You will have 3 regular assignments per unit which are as follows and sometimes a 4th assignment. (In addition to your regular assignments, I may on occasion give you an additional task to complete.) Many of these assignments are geared for practice in learning activities in your other classes. **Consequently, if you are not taking other classes, contact me so we can determine an alternative learning activity to which you can apply the skills and respond to your assignments.**

Assignments will be posted by Monday mornings at 8:00 AM unless otherwise notified, and are due as described here in the syllabus, on the assignments themselves and/or in an announcement. You won't have assignments for the Thanksgiving Holiday week with the possible exception of an extra credit option.

1.) Readings

Reading assignments will include your text, on-line readings and course documents you will find in Blackboard. However, you will not have reading assignments from each source every week. You will find your weekly unit readings under the Assignment button. You may also have an activity section in your text to complete.

2.) Journals

Much of what you are learning in this class is not just content but the process of learning. Your journals should reflect your engagement in the process of learning how to learn as well as reflecting your thoughts about the new information you are learning. Since your journals are private documents, you will post your journal writings directly to me in the Digital Dropbox. **DO NOT POST YOUR JOURNALS TO THE DISCUSSION BOARD; THAT MAKES THEM AVAILABLE TO THE WHOLE CLASS.** I may also have you post journals to me via email but will inform you if I make that change.

I am looking for evidence of thought and introspection. Your journal entries should be substantive. They do not have to be pages long. Two good paragraphs on a question should be adequate, although you may write more if you choose. Use good writing skills. These assignments are like short papers and writing skills count in your grade.

Journal entries are due Fridays by midnight. I would not advise waiting until Friday evening to check the assignment as it may take you longer than you anticipate. If this becomes a problem, I may change the times assignments are due.

3.) Discussion Board postings

You will receive points (most often 5 points) in each unit for participation in discussions on the Discussion Board in Blackboard. I will post questions and you will respond on the Discussion Board (due Wednesdays by midnight). You will also receive points for responding to the comments of your classmates (due Fridays by midnight). I encourage you to participate in on-line discussions with each other in this forum. It will be an important part of creating a connected classroom in the on-line format.

4.) Written Assignments

Occasionally you will be given a written assignment on the unit topic. You will be informed of the point values of those assignments. Use good writing skills as that will figure into the grade.

LOGISTICS

I will keep you posted on things via the Announcements button so be sure to check those periodically. I'll announce the posting of assignments each week and other items of interest such as the availability of tests.

The Discussion Board postings go to everyone in the class. The Digital Dropbox only comes to me.

Again, assignments are due Fridays at midnight except for discussion board questions which are due twice a week, Wednesdays and Fridays at midnight. Tests will be posted for an announced limited time. Instructions will be posted. Plan to spend about 6 hours per unit, some more and some less, depending on the topic. I strongly urge you not to wait until Friday night to start your units. If this seems to become a problem I may change the times assignments are due, so be aware that that could happen. Units at the beginning of the semester will probably take you less time than those later on. **PLAN ACCORDINGLY.**

Contact me if you have questions. I will use your email to contact you as well. If you would like to meet in person, you may contact me for an appointment at my office.

It is important that we communicate since we have no scheduled face to face contact. Please make sure that you participate. Again, let's create a respectful and supportive online classroom.

STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:

Pre- and post- LASSI assessment scores

Students may opt for traditional grades or CR/NCR. Graded activities include tests (50 pts. each with some extra credit), optional quizzes (5 pts.), journals (10 pts.), on-line discussion participation (5 pts./session), and any additional writing assignments and extra credit options. In some cases, these activities may be assigned different points than is noted here.

Letter grades for all activities will be based on the following scale as will your cumulative point total for your final grade. To repeat, your final grade will be based on your total accumulated points on the following scale.

A.....90-100%

B.....80-89%

C.....70-79%

D.....60-69%

F.....59% and below

POLICIES:

Participation is critical to an on-line class. Courtesy and respect for your classmates and instructor is expected in that participation.

Late work is not accepted unless a valid and compelling reason is presented to and accepted by the instructor, preferably in advance. No make-up on missed quizzes. Make-up on tests will occur only for valid and compelling reasons as accepted by the instructor and with advance arrangements.

Students are expected to conduct themselves in accordance with the University of Montana Student Conduct Code. Academic integrity is a requisite of this class.

Please notify the instructor if you need disability accommodations which will be provided for qualified students. Please provide documentation from your DSS coordinator. Early notification is the best assurance that accommodations can be provided in a timely manner.

REQUIRED TEXT:

KEYS TO SUCCESS IN COLLEGE, CAREER, AND LIFE by Carol Carter, Joyce Bishop and Sarah Lyman Kravits.

OTHER MATERIALS:

LASSI study skills inventory (2 copies)

Online readings as assigned