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C&I 160.01: Learning Strategies for Higher Education

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C & I 160: Learning Strategies for Higher Education  
Fall 2006  

Instructor: Melinda M. Bollinger, NBCT  
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Email: melinda.bollinger@mso.umt.edu  
Office Hours: Mondays 1-3, Tuesdays 1-3, or by appointment.  

Required Text and Materials:  
• Calendar (Bear Facts), portfolio file folder, and index cards.  
• Text Website: http://college.hmco.com  
• Blackboard Class Support Site: http://umonline.umt.edu  

Class Description:  
This class is designed to help you become a more efficient and successful student, one better able to juggle the demands of earning a formal education. We cover techniques proven to help people manage time and stress, alleviate test anxiety, and improve reading comprehension, note-taking skills, and test-taking skills. Students also have the opportunity to apply the new skills in their other semester classes. If you attend class, meet class requirements, actively learn and apply the new strategies, you will leave class with ideas for living a more pleasant and effective student life.  

Class Format:  
We meet twice a week for two elective credits. You will receive a letter grade for this class that will count toward your degree credits although it does not complete a general education requirement.  

Course Objectives:  
In this course, students will:  
• Practice learning strategies, including lecture note-taking, time management, reading comprehension, test taking, and critical thinking.  
• Explore campus services such as the Recreation Center, Advising Center, Writing Center, Career Services, Blackboard, and the Mansfield Library.  
• Learn communication skills and strategies that can be applied to achieve professional goals now and throughout their careers.  
• Learn specific writing techniques and organization strategies for composing clear, concise, and purposeful papers.  
• Practice Internet research techniques and online learning systems.  
• Learn specific organizational techniques through the creation of a portfolio.
Attendance:
Your attendance and active participation are vital to your success in this class. Lectures and class activities extend your understanding of the subject matter. If you are not in class, you may miss information and activities that are difficult to make-up. Please be on time and well-prepared for class. In cases of serious illness or emergencies, you are still responsible for any missed assignments or handouts. Call me as soon as possible for instructions. Grades for late assignments will be reduced and in-class activities cannot be made-up. More than four unexcused absences will result in grade reductions.

Course Requirements:
- **Classwork and participation:** Participate in class discussions and projects. Your presence and active involvement is important to the success of these projects and will be factored into your grade.
- **Reading:** Read assigned chapters in our textbook in order to prepare for quizzes and to facilitate participation in class discussions and completion of in-class assignments.
- **Quizzes:** Take three quizzes on information from the text. Each quiz will also feature a section on grammar and mechanics.
- **Portfolio of written assignments:** Write eight chapter assignments over the course of the semester. All written assignments must be word-processed in 12-point standard font.
- **Final team assignment:** Create a team presentation on one of the supplemental chapters.

Grading Scale:
A: 90-100
B: 80-89
C: 70-79
D: 60-69

Standards of Student Conduct:
Students have the responsibility to conduct themselves in a manner that does not impair the welfare or educational opportunities of others in the UM community. Students must act as responsible members of the academic community, respecting the rights, privileges, and dignity of others as well as refraining from actions, which interfere with normal university functions. This includes cell phones, which should be turned off during class.

Disability Statement:
If you have a disability for which accommodations are needed for you to perform to your highest potential in this course, arrange a meeting with me during the first two weeks of the semester in which we will discuss what accommodations you need and will receive in this course.

Academic Misconduct:
All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or disciplinary sanction by The University of Montana. Academic misconduct is defined as all forms of academic dishonesty, including by not limited to plagiarism, misconduct during an examination or academic exercise, unauthorized possession of examination or other course materials, submitting false information, submitting work previously presented in another course, improperly influencing conduct, or facilitating academic dishonesty. All students need to be familiar with the Student Code, which is available for review online at [http://www.umt.edu/SA/VPSA/index.cfm/page/1321](http://www.umt.edu/SA/VPSA/index.cfm/page/1321).
Dynamic Course Schedule:

**Week 1:** Chapter 1: *Setting Goals*
- August 29: Introduction to class.
- August 31: Chapter discussion.

**Week 2:** Chapters 2 & 5: *Controlling Your Time & Managing Stress*
- September 5: Chapter discussion/Portfolio Letter #1 due.
- September 7: Bring your datebook and all syllabi from current classes.

**Week 3:** Chapters 3 & 4: *Staying Focused & Defending Your Memory*
- September 12: Chapter discussion/Portfolio Letter #2 due.
- September 14: Fieldtrip (Rec. Center).

**Week 4:** Chapters 6 & 7: *Improving Your Reading & Building a Lasting Vocabulary*
- September 19: Chapter discussion/Portfolio essay #3 due.
- September 21: Quiz #1.

**Week 5:** Chapter 8: *Thinking Visually*
- September 26: Chapter discussion/Portfolio essay #4 due.
- September 28: Fieldtrip (Mansfield Library)/Tutoring Services (Extra Credit).

**Week 6:** Chapters 9 & 10: *Adopting a Note-Taking Mindset & Taking Effective Notes*
- October 3: Chapter discussion/Portfolio essay #5 due.
- October 5: Quiz #2.

**Week 7:** Chapter 11: *Mastering Your Notes*
- October 10: Chapter discussion/Portfolio essay #6 due.
- October 12: Fieldtrip (Advising Center)/Catalog (Extra Credit).

**Week 8:** Chapters 12 & 13: *Managing Test Anxiety & Answering Objective Tests*
- October 17: Chapter discussion/Portfolio essay #7 due.
- October 19: Chapter discussion.

**Week 9:** Chapter 14: *Tackling Essay Tests & Research Papers*
- October 24: Chapter discussion/Portfolio essay #8 due.
- October 26: Quiz #3.***

**Week 10:** *Tackling Essay Tests & Research Papers*
- October 31: Chapter discussion.
- November 2: Fieldtrip (Writing Center).

**Week 11:** Supplementary Chapters.
- November 7: **Holiday**
- November 9: Fieldtrip (Career Center)/Career Research.
Week 12: Supplementary Chapters.
  • November 14: Career Research.***
  • November 16: Chapter discussion/ Portfolio essay #9 (Career Report) due.

Week 13: Supplementary Chapters.
  • November 21: Presentation prep.
  • November 23: **Thanksgiving Vacation**.

Week 14: Supplementary Chapters.
  • November 28: Presentation prep.
  • November 30: Presentation prep.

Week 15: Supplementary Chapters.
  • December 5: Presentations/ (Portfolio essay #10).
  • December 7: Presentations/Class wrap-up.

Week 16: Finals Week
  • **No class or final.**

*Instructor reserves the right to make adjustments to syllabus.