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AASC 101.01: Study and Learning Strategy

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**AASC 101: STUDY AND LEARNING STRATEGY
FALL 2018 COURSE SYLLABUS**

INSTRUCTOR: Allison Sullivan

E-MAIL ADDRESS: allison.sullivan@umontana.edu

OFFICE LOCATION: Missoula College, 331

OFFICE HOURS: Tuesday 12:30-1:30pm, Wednesday 11-12pm, or By Appointment

Course Description – How will this course be beneficial?

This course facilitates the development of skills needed to become competent and successful in higher education. Topics include management of classroom performance, time, and money; memory, listening and note-taking; reading and test-taking strategies; critical thinking and problem-solving; information literacy and research; ethics and diversity; stress management and healthy choices.

Course Objectives – What will I learn and do in this course?

The course is designed to help students meet a set of learning objectives. If you work hard and take the course seriously...

- You will learn how to apply study principles and techniques to educational activities.
- You will be able to state your understanding of personal responsibility in becoming educated.
- You will be able to identify the resources found within the higher education community.
- You will understand the importance of ethics and diversity in a college or university community.
- You will be able to identify issues that may affect college success.
- You will improve self-knowledge and knowledge of resources to make educational decisions.
- You will be able to identify personal learning goals and processes leading to attainment of those goals.
- You learn how to apply key principles of information literacy and research

Course Materials – What do I need for this course?

1. There will be some assigned reading of *College Success*, a textbook that you can download from our Moodle page.
2. Access to a computer to complete the journals and discussion posts.

Student Responsibilities and Expectations – How can I succeed in this course?

- *Respect your instructor and your colleagues.* This encompasses all of the following items. It is absolutely necessary for a positive educational experience. Whether it is arriving in class promptly, behaving ethically toward your instructor and classmates, or contributing to a positive classroom climate, please act respectfully.
- *During class, do not use media that are unrelated to the class.* This includes cellphones, messaging devices, and music players. Any device that can make noise should be turned completely off for the entire class period.
- *Complete your reading assignments in the textbook.* Students who fail to keep up with reading will perform poorly on assignments and have problems with in class discussions.
- *Turn in assignments on time.* Late assignments will be penalized with a deduction of points. The later the assignment is turned in, the more points lost.
- *Do your own work.* Plagiarism and academic dishonesty will result in penalties ranging from failure of the assignment to expulsion from the College. This topic is addressed below and will be discussed in class.

Attendance Policy – What if I miss class?

The standard penalty for arriving late, leaving early, or missing class is loss of that day's points. During each session, there will be an opportunity to earn points through quizzes, in-class exercises, or other assignments. These points can only be earned by arriving to class on time and attending for the entire session. Exceptions will be allowed only for excused absences.

Students with Disabilities – What if my disability affects my performance?

If you have a disability that may require modification of the course, please obtain the appropriate documentation from the DSS Office and then see me to discuss what, if any, special arrangements need to be made.

Academic Misconduct and Plagiarism – What are my ethical obligations?

Academic misconduct includes plagiarism, cheating, and deliberate interference with the work of others. It is the intellectual equivalent of fraud – a crime against the codes of the academy. At the University of Montana, the Student Conduct Code governs this and other aspects of your conduct. It is available to download at:

http://life.umt.edu/vpsa/student_conduct.php

The standard penalty for this crime is an academic penalty determined by the instructor (typically, zero points on the assignment or F for the course). In egregious or repeat cases, a disciplinary sanction by the University will be recommended.

Student Concerns - What if I have a problem with the teacher?

If the nature of your concern is something that affects your academic performance, first, attempt to resolve the issue directly with me. If resolution is not possible or I am unresponsive to your requests within a week, please contact the Chair of the Department. If the Chair is unable to resolve the matter or is unresponsive to your requests within a few days, please contact the Dean of the College or School. If the Dean is unable to resolve the matter or is unresponsive to your request, please contact the Office of the Provost at (406) 243-4689. If me, the Chair, the Dean, and the Provost's Office have not addressed the matter to your satisfaction, then please contact the ASUM [Student Resolution Officer](mailto:asumresolutionoff@mso.umt.edu) (406) 243-5431, asumresolutionoff@mso.umt.edu. For more information on this, please visit:

<https://www.umt.edu/provost/students/concerns/default.php>

DROP POLICY:

“Beginning the 46th day of the semester through the last regular class day (i.e. Friday) before Finals Week, “students may drop courses only by petition. Note that not all petitions are approved and documentation is required. Some examples of documented circumstances that may merit approval are accident or illness, family emergency, or other circumstances beyond the student’s control. Instructors and advisors have the right to indicate that they do not recommend the drop”- the UM’s Academic Policies and Procedures (see <http://www.umt.edu/catalog/acad/acadpolicy/default-print.html>).

GRADING: Assignments will be scored and awarded points based on completion, accuracy and quality of work. Every student has unique strengths and weaknesses, so I will be looking for a solid effort to improve your skills over the course of the semester.

Attendance – 20% of grade

Discussions – 25% of grade

Journals – 35% of grade

Final Paper – 20% of grade

FINAL GRADES: Traditional letter grades (A-F) will be awarded based on each student’s earned percentage of the total points possible, as shown in the table below. Students who enroll using the Credit/No Credit grading option will need a minimum average of 70% (C) to pass.

GRADING SCALE: 100-90 (A), 89-80 (B), 79-70 (C), 69-60 (D), 59 and Below (F)

