HOUSTON COMMUNITY COLLEGE SYSTEM

SOUTHWEST COLLEGE



DEVELOPMENTAL SKILLS DEPARTMENT

COLLEGE STUDY SKILLS

GUST 0303

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MISSION STATEMENT

The Houston Community College System is an open-admission, public institution of higher education offering associate degrees, certificates, academic preparation, workforce training, and lifelong learning opportunities that prepare individuals in our diverse communities for life and work in an increasingly technological society.

COURSE INFORMATION

CRN: 35430

Location: West Loop

Meeting Day(s): Monday and Wednesday

Meeting Time: 2:00 – 3:30

Required Textbook: Piscitelli, Steve. ***Study Skills: Do I Really Need This Stuff?, Second Edition.*** Upper Saddle River, NJ: Prentice Hall.

**Course Goals**: This course is designed to prepare high school students for the demands of college and to gain the necessary skills to be a successful student. The course emphasizes setting priorities, time management, effective listening, note-taking, concentration techniques, retention of information, book analysis and comprehension techniques and test-taking skills. This course also incorporates modules that are designed to facilitate the use of library databases in conducting research, planning and setting educational objectives, decision-making, financial aid, tutoring and student support services which enables the student to maximize the use of college resources.

**Instructional Methodology:**  Because of the interactive nature of this course, a variety of instructional methodology will be used including, but not limited to: lecture, group discussion, group activities, web-based instruction, videotapes and exploration activities.

**Course Objectives**:

By the end of the semester, you will be able to:

**Describe aspects of yourself which affect your academic success, including**

* Describe ways you can create a successful college experience
* Learn and practice how to change inappropriate learning habits and behavior
* Identify your style of communicating with other students and faculty
* What types of learning situations are best for you
* The cultural experiences and values which define you and other people
* How you can bring about change within yourself

**Complete essential steps in identifying colleges, majors and careers**

* Identify and research post-secondary choices
* Develop a perspective of lifelong learning in career development
* Match your interests and abilities with careers and majors

**Use important academic skills, including**

* Time management (manage time more effectively)
* Textbook reading (read with improved comprehension)
* Note-taking (take effective note)
* Test-taking (prepare for and take tests successfully)
* Memory strategies (improve your ability to recall
* Listening (present clear reports, both written and verbal)
* Creative and critical thinking
* Goal Setting

**Attendance Policy: See high school attendance policy**

**Tardy Policy:** Excessive tardiness, either individual or as a class, are an interruption of instruction. Classes begin at the times specified in the schedule of classes. Official tardy count is recorded as follows: Three (3) tardies (or early leaves) count as one class absence.

**Evaluation and Grading Scale**

90-100………………..A

80-89………….. …….B

70-79…………………C

60-69…………………D

59 and below…………F

Grades in this course will be earned as follows**:**

 Mid-Term Exam................... 15%

 Final Exam .......................... 15%

 Quizzes ................... 20%

College Portfolio………….. 20%

Out of Class Assignments… 20%

 Group Presentation…………. 10%

 **Total 100%**

**Late Assignments**: There are NO curves. Your grade is reflective of YOUR efforts and achievements. Refer to your course calendar and I will remind you in class of any work due; therefore, **late work is not acceptable**.

**Required Classroom Activities:**

Below, you will find details concerning each of your projects.

***Mid-Term and Final Exams*:** Each student is required to take a departmental Mid-Term and Final Exam. The tests will cover materials discussed in Chapters 1-13. You will be given a review guide to prepare for the exams. You will need to bring a scantron (green) and a # 2 pencil to each exam session. You will have 2 hours to take the exam. The exam date is found in your course calendar.

***Syllabus Test*:** Because the syllabus is a legal, binding contract between the professor and student, it is imperative that you understand and know the content of the document. You will take a Syllabus Test as acknowledgement that the Professor provided an overview of the syllabus.

***Regular Quizzes/Tests***: To ensure that each student is mastering the materials assigned for reading and discussion in class, quizzes/tests will be administered after each chapter.

***Projects and Exercises***: During the course of the semester, each student will be asked to complete a variety of projects that support lecture and reading materials. Projects/Exercises may include:

Library Orientation Critical Thinking Exercises College/Career Portfolio Journaling Oral Presentation Group Project

**Make-up Work: (Instructor preference)**.

**Counselor approval is required before dropping class.**

**Grade Reports:** HCC does not mail out grade reports. Students get their grades online at http://hccs.edu. Students who require a paper or hard copy of their grades must obtain an official transcript from the Records and Admissions Office at their campus/college.

**Cell Phones/Electronic Devices:** All electronic devices should be in the off/silent position during class. Only devices that have been approved by instructor for use will be allowed. See instructor for any questions prior to use.

 **Sexual Harassment:** It is a violation of HCC policy for an employee (faculty, staff), agent, or student of the College to engage in sexual harassment as defined in the EEOC guidelines. Report any complaints IMMEDIATELY to College Administration or call the EEO/ER Office in Human Resources

(713) 718-8606.

*\* Instructor reserves the right to modify calendar.*

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COURSE CALENDAR

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| --- | --- |
| *WEEK 1* | Course IntroductionSyllabus and Calendar Review |
| *WEEK 2* | Chapter 1 – Setting the Stage Group PresentationChapter 1 Quiz |
| *WEEK 3* | Chapter 2 – Critical ThinkingCritical Thinking Activity **Library Orientation**Group PresentationChapter 2 Quiz |
| *WEEK 4* | Chapter 3 – Goal Setting Group PresentationChapter 3 QuizChapter 4 – Organizing time and Space Group PresentationChapter 4 Quiz |
| *WEEK 5* | Chapter 5 – Learning StylesLearning Styles Assessment Group PresentationChapter 5 Quiz |
| *WEEK 6* | Chapter 6 – Class Time Group PresentationChapter 6 Quiz |
| *WEEK 7* | Chapter 7 – Note Taking Group PresentationChapter 7 Quiz |
| *WEEK 8* | Mid-Term Review**Mid-Term Exam** |
| *WEEK 9* | Chapter 8 – ReadingGroup PresentationChapter 8 Quiz |
| *WEEK 10* | Chapter 9 – Memory Group PresentationChapter 9 Quiz |
| *WEEK 11* | Chapter 10 – Test Taking Group PresentationChapter 10 Quiz |
| *WEEK 12* | Chapter 11 – Information Literacy **Out of Class Assignments Due**Group PresentationChapter 11 Quiz |
| *WEEK 13* | Chapter 12 – Civility Group PresentationChapter 12 Quiz |
| *WEEK 14* | **College Portfolio/Oral Presentation Due** |
| *WEEK 15* | Chapter 13 – The Choices You Make Group PresentationChapter 13 QuizFinal Exam Review |
| *WEEK 16* | **Final Exam** |

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