



COURSE OUTLINE

STUDY SKILLS 040 and DIRECTED STUDIES 040

45 HOURS  
3 CREDIT COURSE

PREPARED BY: \_\_\_\_\_ DATE: January 2011  
Instructor

APPROVED BY: Colleen Stevenson DATE: January 2011  
Chair

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## STUDY SKILLS 040 and DIRECTED STUDIES 040

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**INSTRUCTOR:** TBD

**OFFICE HOURS:** TBD

**OFFICE LOCATION:** TBD

**TELEPHONE/E-MAIL:** TBD

**FAX:** 867-668-8828

**COURSE OFFERING:**

**DAYS & TIMES:** Monday, Wednesday, Friday from 1:00 to 2:30

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### COURSE DESCRIPTION

Students will practice effective time management, study and organization skills, and develop reading strategies. The purpose is to utilize these skills in order to enhance success in other courses and the workplace.

### Learning Outcomes

Upon completion of this course, the student will:

1. Identify and apply reading strategies, practices, habits, and attitudes that improve reading comprehension.
2. Apply a systematic study plan to all academic work.
3. Identify and apply specific strategies to improve results in tests and exams.
4. Use a variety of College resources to complete assignments and succeed in other courses.
5. Develop and apply basic note-taking strategies, such as paraphrasing, outlining, and summarizing.
6. Demonstrate independent strategies to problem solve, complete tasks, and monitor and evaluate own performance.

## **Class Format**

Each week, the class will cover one module as per the Topic Outline included. This will require independent reading, discussion with the instructor and other students, and the completion of short assignments. Student/instructor interaction is essential.

## **Prerequisites**

Acceptance into College Prep.

## **Students with Disabilities or Chronic Conditions**

Reasonable accommodations are available for students with a documented disability or chronic condition. It is the student's responsibility to seek these accommodations. If a student has a disability or chronic condition and may need accommodation to fully participate in this class, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or [lassist@yukoncollege.yk.ca](mailto:lassist@yukoncollege.yk.ca).

## **Electronic Devices**

In order to be successful in classes and minimize distractions for others, cell phones, iPods and other electronic devices must be turned off while students are in class. In an emergency situation, the instructor may give a student permission to use a cell phone or pager.

## **Appropriate Language**

In all areas of the college environment, students are responsible to show respect for others, swearing, or language that is discriminatory or derogatory in relation to race, sex, ethnic background, religious beliefs, age and physical condition is not appropriate.

## **Plagiarism**

Plagiarism involves representing the words of someone else as your own, without citing the source from which the material is taken. If the words of others are directly quoted or paraphrased, they must be documented according to standard procedures (APA). The resubmission of a paper for which you have previously received credit is considered a form of plagiarism.

Plagiarism is academic dishonesty, a serious academic offence, and will result in you receiving a mark of zero (F) on the assignment or the course. In certain cases, it can also result in dismissal from the college. And do not underestimate the impact such a situation will have on your reputation.

## **COURSE REQUIREMENTS AND EVALUATION**

### **Attendance and Participation**

Students must be in class at scheduled times. *It is the student's responsibility to attend all classes. If you miss a class, it is your responsibility to find out what you missed and to complete assigned work on time.* Please partner with someone in the class so you can take notes and collect handouts for each other in case one of you is absent.

The following is an excerpt from *the Yukon College Academic Regulations and Procedures (January 2004)* manual from **section 4.01—Attendance**:

“Students in all program areas are expected to attend classes.

However, attendance requirements may vary from program to program. Special permission from the Dean or Chair is required if a student is enrolled in another course and the timetables for the two courses overlap. Attendance requirements are noted below.

- Individual instructors shall inform students of the attendance requirements for their course at the beginning of the semester
- Admission to a lecture or laboratory may be refused by the instructor due to lateness or misconduct. Students who do not attend classes or submit assignments as required may be refused admission to further classes
- Attendance at practicum activities and work placement activities (in Co-op programs) is required. Students shall notify the placement agency as well as the instructor whenever practicum/work attendance is not possible
- Attendance for sponsored students will be reported to the sponsoring agency as required

## Attendance Policies

Attendance is not mandatory, but based on this course being a precursor to a successful college career, attendance is heavily weighted (50% of the course grade). Students will not be dismissed based on poor attendance, but this will likely have a significant negative impact on the final course grade. Students should be aware that a fail in this or any course could mean **academic probation, loss of full-time status** and **loss of sponsorship funding**.

## Assignments

Students will be required to complete approximately ten assignments worth 25% of their final course grade.

### Late Policy

All assignments that are handed in late will have 10% deducted from the final mark. If an assignment is more than one week late, a mark of zero will be assigned.

All Study Logs and Task Lists are due every Monday (or Tuesday if Monday is a holiday) at the end of the day. Late Study Logs or Task Lists will receive a mark of zero.

## Evaluation

Attendance <sup>1</sup>	50%
Assignments	25%
<u>Study Logs/Task Lists</u>	<u>25%</u>
Total	100%

<sup>1</sup> **Students will earn approximately 1.3% per class attended to a maximum of 50%.**

Please note that the instructor will assign only a portion of the mark for classes where students arrive late or leave early.

Letter Grade	Percentage Equivalent	Grade Point Average
A+	95–100	4.0
A	86–94	4.0
A-	80–85	3.7
B+	75–79	3.5
B	70–74	3.0
B-	65–69	2.7
C+	62–64	2.5
C	58–61	2.0
C-	55–57	1.7
D	50–54	1.0
F	Under 50	0.0

## REQUIRED TEXTBOOKS/MATERIALS

### Required Textbook

1. **Making Your Mark**, Ninth Edition; Lisa Fraser; LDF Publishing Inc.; ISBN 0-9735298-2-1.
2. Study Skills 040 Student Binder (available through the Yukon College Bookstore)

### Required Materials

Writing paper, pencils, pens, highlighters.

## TOPIC OUTLINE

<u>Week</u>	<u>Module</u>
Week 1	Building a Foundation for College Success
Week 2	Study Planners and New Vocabulary
Week 3	Managing Your Time
Week 4	Setting Goals
Week 5	Learning Style and Learning Strategies
Week 6	Traditional Values and Attitudes
Week 7	Taking Notes in Class
Week 8	Textbook Highlighting and Marking
Week 9	Active Reading Strategies
Week 10	Improving Your Reading Rate
Week 11	Organizing Material for Review
Week 12	Preparing for Exams / Review Strategies
Week 13	Taking Exams
Week 14	Test Anxiety and Study time
Week 15	Study Time

\*Note: Order of topics is subject to change.