



**READ YOUR SYLLABUS
 CAREFULLY**

SYLLABUS

EDUCATION 105: COLLEGE READING AND STUDY SKILLS

Instructor: Carl O'Neil

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Office Hours: Wednesday 12-1, by appointment

TEXT (Rental): Ellis, Dave. Becoming Master Student, Concise. New York:

Course Description:

Education 105 is designed to enable the students to think critically about many aspects of their college lives. This course attempts to address study strategies such as, time management, organizational techniques, effective note taking, reading, writing, and test preparation.

Attendance:

You are expected to attend every class and be an active participant. An unexcused absence will cost 2 points.

****Attendance refers not only to physical presence, but also active mental engagement.***

Classroom Etiquette and Courtesy:

This syllabus contains the policies and expectations intended to provide a productive learning atmosphere for ALL students. Please read it carefully.

You are expected to follow basic classroom common courtesy including,

- DO's:**
- Arrive on time with proper material
 - Ask pertinent questions
 - Hand in assignments on time

- DON'Ts:**
- Read material other than class related
 - Use of electronic devices such as cell phone, iPod, ear buds, etc.
 - Packing up/leaving before class dismissal by the instructor

Cell Phone Policy:

The use of cell phones in this learning environment is disruptive to me and other students, and therefore prohibited. Cell phones should be silenced and put away UPON YOUR ARRIVAL in class. An infraction of this policy results in final grade reduction without notice.

Assessment:

Your final grade will be determined by three assignments, your attendance, and a final test. Assignments should be completed by due dates. Medical and personal emergencies will be considered if due dates are not met.

Assignments #1	30 Points	Due: 10-02
Note taking activity	10 Points	Due: 10-16
Final Assignment	30 Points	Due: 10-25
Final Quiz	20 Points	Due: 10-25
Attendance	<u>10 Points</u>	
Total: 100 Points		

All assignments should be handed in by the due dates. Unexcused late assignments are subject to point reductions.

Grading System:	93-100= A	82-86 = B	72-76 = C
	90-92 = A-	80-81 = B-	70-71 = C-
	87-89 = B+	77-79 = C+	60-69 = D

Students can check their grades on mobilePoint.uwsp.edu

Class Sessions and Topics:

Sep-6	Introduction
Sep -11	Syllabus, Grading /Value of Higher Education
Sep -13	Involvement Fair, 6-8, Sept 14th DUC (No Class Sept 13th)
Sep -18	Master Student/ Successful Transition/ Discovery Wheel
Sep -20	Academic Support Services/ Code of conduct /Writing
Sep -25	Writing/ 1st assignment announced
Sep -27	Effective Note taking Skills/ Activity #1 announced
Oct- 02	Multiple Intelligence Survey 1st assignment due
Oct -04	Time Management Skills/Personal Strength
Oct- 09	Career Center Presentation
Oct -11	Time Management/Effective Study Skills
Oct -16	Instructor / Activity #1 due
Oct -18	Reading and Memory/
Oct -23	Test Anxiety/Test Taking skills
Oct -25	Communication and speech/ Final assignment due on D2L/ Final test

Graded Assignment # 1 (hard copy) (30 Points)

Complete the Discovery Wheel in your book. Then do the following,

1. First, List at least 5 of your personal strengths (include 2 from Discovery Wheel Survey results):
2. Second, List at least 5 of your personal weaknesses (Include 2 from Discovery Wheel Survey results):
3. Last, Following the basic format of essay writing, as discussed in class, write a page discussing two areas in your life you need to improve, and explain how you are going to do that.

Your paper should be typed, stapled, and double spaced.

There would be point reduction if any of the requirements is not met.

Note Taking Activity, (hard copy), (10 Points)

Following the Cornell Note Taking Technique as discussed in class, hand in two complete examples of sample notes taken during lectures in two other classes.

Further instructions will be provided in class.

Final Assignment, (D2L), (30 Points)

Following the basic format of essay writing, as discussed in class, compose a paper (at least a page), answering the following,

1. What are some strategies that have proven to be successful, so far, in college?
 2. What are some obstacles that you still need to overcome in college?
 3. What are some strategies you have learned in this class that will help you succeed in college.
- *Your paper should be at least one page, double spaced, and in MS Word or PDF format.*
 - *You must upload your paper to D2L Dropbox titled "Ed 105 Final Assignment "by the deadline.*

Ed 105 Learning Outcomes

After completing this course, the students will be able to,

Transition:

- Distinguish the differences between college and high school in the areas of, expectations, study time, teaching styles, assessment, attendance, and organization.

Writing Skill:

- Recognize basic components and the structure of a college research paper.
- Identify the most common mistakes in writing, including grammar and spelling.
- Practice outlining and structuring strategies before composing a paper.
- Compose a paper, following the appropriate structure and the basic components.
- Utilize power words in their writing.

Note Taking:

- Recognize different sections and the structure of Cornell Note Taking System.
- Understand the purpose and the practical applications of the note taking system.
- Take effective notes using Cornell Note Taking System.

Reading Skills:

- Recognize pre-reading strategies.
- Follow the steps of effective reading system (Muscle Reading).
- Eliminate factors interfering with reading for comprehension.
- Apply effective reading techniques.

Test Taking:

- Identify different assessment tools utilized in college courses.
- Employ effective strategies before and during testing.
- Apply appropriate skills and strategies in taking essay, multiple choice and true/false test questions..
- Utilize effective strategies to reduce test anxiety.

Time Management:

- Understand the importance of time management and the value of setting short and long term goals.
- Reflect on causes of procrastination and learn practical skills to help reduce procrastination.
- Develop different strategies to manage time, such as scheduling, blocking, and planning.

Communication and Speech

The students in Education 105 will also be offered information about the following:

- The intrinsic and extrinsic value of the higher education.
- The operation, location, and type of help offered by different campus support services
- Academic Code of conduct.
- The appropriate code of behavior for positive and productive interaction with university instructors and the faculty.
- Balancing social and academic life in college.
- Career and field of study exploration through information presented by campus Career Service advisor.

I reserve the right to modify this syllabus at any time. If I do so, you will be informed.