STU 100 – College Study Skills
Course Syllabus

COURSE INFORMATION:

Course prefix/Number: STU 100       CRN: 21800       Credit Hours: 1
Course Title: College Study Skills
Semester: Spring, 2008-09
Class days/Times/Dates: Friday 10:00 - 12:10PM, 1/23/09 - 3/13/09
Site/Room: East Campus, Bldg. L144

Required Assessments: none
Prerequisites: none
Teaching Format: Lecture/Discussion
Estimated Study Time: 3-4 hours/week for out of class assignments
Required Text: Making Your Mark    Author: Lisa Frazer    8th Edition
Required Materials: daily planner, 3 ringed binder

INSTRUCTOR INFORMATION:
Name: Barbara Cortes       Phone: (520) 206-7679       E-mail: bcortes@pima.edu
Availability: By appointment

Assignments

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<tr>
<th>WEEK</th>
<th>DATES</th>
<th>TOPICS</th>
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| Week 1 | Jan 23| INTRODUCTIONS  
SYLLABUS  
CAMPUS RESOURCES  
Homework: Read Ch. 7 managing college life  
  Take the SBI – in the Learning Center (due Feb. 6)  
  Activate MyPima  
  Find an object of value to share in class next week |

Week 2 Jan 30 Meet in Lower Computer Commons  
LIBRARY SKILLS – navigating the library and MyPima  
VALUES CLARIFICATION  
Make an appointment to meet with instructor to start PEP process  
Homework: Read Ch. 1 new beginnings, Ch. 2 timing is everything |

Week 3 Feb 6 TIME MANAGEMENT  
GOAL SETTING  
Bring SBI Results to class  
Homework: Read. Ch. 3 note taking |
Course Requirements:
- Read and complete the exercises when assigned, and be prepared to discuss and work with the material for the day indicated.
- Participate in class discussions and group work.
- All written homework must be sent by email or typed and printed out.
- You will receive partial credit for any late assignments to be completed or handed in. Class activities cannot be made up.

Course Objectives: To provide students with the necessary tools for being a successful student at Pima Community College and at our state universities.

To learn skills and techniques required to be an efficient student, including goal setting, problem solving, time management, organizing study materials/study techniques, college/community resources, learning styles, concentration and memory, notetaking and relieving test anxiety.

Course Contents: This course will include, but not be limited to the following topics:
- Values Clarification
- Learning Styles
- Organization Skills
- Note-taking
- College Resources
- Testing Tips/Test Anxiety
- Decision Making/Goal Setting
- Listening Skills
- Managing stress

Course Policies:
- If you must miss a class, please call or email me to let me know that you will not be there that day. It is your responsibility to make up what you have missed by not attending, and keep up with all material being covered in class. Absence from class does not excuse you from turning in required assignments in a timely manner.
- All classes cover a significant amount of work, and missing a session may result in a lower grade. Students are responsible for making up any material they have missed. Two or more absences may result in a withdrawal from the course. Students who complete the work in a sincere effort to learn study strategies will get the most out of this course. Take this opportunity to learn more about becoming more successful in college.
Classroom Behavior:

- Because of insurance limitation, non-registered visitors are not allowed at class sessions.
- Possession of drugs, alcohol or firearms on college property is illegal.
- Eating, drinking, smoking and soliciting are not allowed in classrooms.
- Pets, telephones, pagers and other electronic devices that distract students are not allowed in classrooms.
- Students creating disturbances that interfere with the conduct of the class or the learning of others will be asked to leave.

Course Feedback: Assignments will be graded and returned or responded to through email by the next scheduled class. You may contact me through email or make an appointment to see me for the status of your grade.

Deadlines: Contact me by phone or email if circumstances require an extension of assignment deadlines.

Workload: Students are expected to spend an average of 4-8 hours per week attending class sessions, doing assignments, reading and preparing for tests. Traditionally, students are expected to spend two to three hours working outside the classroom for each hour of classroom instruction.

Grading Policy: Grading will be based on completion and quality of all in class and out of class assignments, complete and accurately done assignments, and active participation in class. Classroom conduct and self-evaluations will also be considered. Completing all the assignments will be required in order to achieve an ‘A’ in this course.

100 - 90 = A
89 - 80 = B
79 - 70 = C
69 - 60 = D
59 - 0 = F

Emails: When you send your assignments by email, please include your first/last name, class (STU 100), and title of assignment.

Incomplete (I) grade: An incomplete "I" grade can be given only by the student’s request and at the instructor’s option. "I" grades must be requested in writing by the student and final decisions regarding an incomplete grade are made by the instructor, but no incompletes are given if less than 2/3 of the course work has been completed. Incompletes are generally reserved for medical and family emergencies that are of significant duration or occur at a critical time during the semester. Due to the nature of this class, incomplete grades will not be given.

Withdrawals: Should you need to withdraw from this class, fill out a drop/withdrawal form and take it to Admissions to be processed. If you have not withdrawn by February 25, 2009, and want the instructor to post a W on your transcript, you must make this request in writing to your instructor by the end of the final class. Two or more absences may result in an 'F' grade.

Final grades: Students will receive a grade transcript from the college at the end of the class session when all grades have been recorded. For privacy and security reasons, instructors are advised NOT to give grades over the telephone. Students who wish to check grades may retrieve them from MyPima and Banner On-line.

ADA Compliance: Pima Community College District strives to comply with the provisions of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students with disabilities requiring special accommodations must notify the instructor of this need or directly contact the Disabled Student Resources Office on your campus at the beginning of the semester.

Additional Information: I will make every effort to follow the above procedures and schedules, but they may be changed due to extenuating circumstances.