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Academic Achievement

**UNIVERSITY MISSION STATEMENT**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success and service to God and humankind.

**COURSE** NUMBER **& NAME:**

ACAC0320 PL02 and PL03 Study Skills

## TERM:

Spring 2019

## INSTRUCTOR:

Sherrie King

Director & Assistant Professor

Academic Achievement

## CONTACT INFORMATION:

Office phone: **806-291-1052**

WBU Email: **kings@wbu.edu**

Cell phone: **806-292-2132**

## OFFICE HOURS, BUILDING & LOCATION:

VHEC 105 – available times TBA

## COURSE MEETING TIME & LOCATION:

PL02: MF 11:00 – 12:15 VHEC 102

PL03: TR 9:25 – 10:40 VHEC 102

## CATALOG DESCRIPTION:

The course is designed to assist students in developing practical study skills techniques that will enhance their academic success in college. The course stresses study and listening skills, learning styles, time management, decision making, goal setting, and the student-teacher connection. It will require oral presentations, using the university catalog, and research projects and a tour of the library. This course is required of all students who must enroll in at least two Academic Achievement courses.

## PREREQUISITE:

none

## REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

## Keys to Effective Learning Habits for College and Career Success, Carol Carter and Sarah Kravits, 7th edition, 2017, Pearson, ISBN978-0-13-447311-6. This will be available through VitalSource etextbook.

## In addition to these two resources, you will need the following:

## • Access to a fully functioning computer with a functioning word processor.

## • A WORKING WBU EMAIL ADDRESS!!!

## **COURSE WEBSITE**:

A course website has been established on WBU’s Blackboard server. Each student is REQUIRED to establish an active account for this website and to log on to BB regularly for posted announcements and supplementary course materials as indicated by the professor. Students are also required to have access to a computer with Microsoft Word processing capability.

## COURSE COMMUNICATION POLICY:

Wayland’s email address is the official electronic method of communication between instructors and students taking courses through Wayland Baptist University. Students are REQUIRED to establish and activate their Wayland email account. Instructors reserve the right to deny email from other sources.

## COURSE OUTCOMES AND COMPETENCIES:

Upon completion of this course, students actively engaged in learning will –

1. Demonstrate effective listening and notetaking skills
2. Utilize informed decision making and goal setting
3. Exhibit public speaking skills with less anxiety
4. Utilize the University catalog
5. Be familiar with the LRC
6. Demonstrate critical thinking and problem-solving skills
7. Utilize time management skills

## ATTENDANCE REQUIREMENTS:

The university expects students to make class attendance a priority. Faculty members provide students a copy of attendance requirements. These are provided on the first day of class. The dean of the school must approve part-time and adjunct faculty class attendance requirements prior to syllabi distribution.

1. Students should arrive to class on time. Three times arriving late will equal one absence, or three times leaving class early will equal one absence.

2. Students must bring books, paper, pens or pencils, highlighters and other supplies required for the course. If students arrive to class without proper supplies, they will be asked to leave, and awarded an absence for the day.

3. University sponsored/required trips and activities will be considered excused, but it is the student’s responsibility to make appropriate arrangements to complete and turn in assignments and acquire any materials distributed during the class meeting.

4. Sleeping and the use of cell phones, headphones, or other electronic devices will not be permitted. Students participating in any of these behaviors in class without the instructor’s permission will be asked to leave, and awarded an absence for the day.

5. All cell phones must be placed in a designated area at the beginning of class and will not be permitted for use until the class session ends. The instructor will inform students where to place these devices during the first week of the semester. At the end of each class session, students will be permitted to pick up their phones. Any student not wishing to abide by this rule, will need to drop the class.

**Option 1: Two Days per week courses**

5 absences: Warning

6 absences: F in course, effective immediately

**Option 2: Three Days Per week courses**

6 absences: Warning

7 absences: F in course, effective immediately

**Option 3: One night per evening courses**

2 absences: Warning

3 absences: F in course, effective immediately

## STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:

## University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work). Disciplinary action for academic misconduct is the responsibility of the faculty members assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty, and with giving sanctions to any student involved. Penalties may be applied to individual cases of academic dishonesty; see catalog for more information about academic dishonesty. Cheating in this class at any time will result in an immediate grade of F for the class.

## DISABILITY STATEMENT:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services (Theresa Moore) serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

## COURSE REQUIREMENTS and GRADING CRITERIA:

|  |  |
| --- | --- |
| A 90-100 Cr CreditB 80-89 NCR No CreditC 70-79 I Incomplete\*D 60-69 W WithdrawalF below 60 WP Withdrew PassingWF Withdrew Failing X No grade givenIP In Progress | A grade of “CR” indicates that credit in semester hours was granted but no grade or grade points were recorded.\*A grade of incomplete is changed if the work required is completed prior to the date indicated in the official University calendar of the next long term, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to the grade of F. An incomplete notation cannot remain on the student’s permanent record and must be replaced by the qualitative grade (A-F) by the date specified in the official University calendar of the next regular term. |

**Course grading criteria**: All assignments are due as noted by the professor. All assigned work must be word processed unless otherwise directed by the professor. Assignments not completed on time will reflect a lowered grade of 10% deduction per day minimum. Late work will not be accepted after 7 calendar days.

final grade for course will be based on the following

Attendance and Class Participation Required

Written Assignments 40%

1. Chapter Homework Assignments
2. Chapter Quizzes and Pop Quizzes
3. Backyard Missions Response Paper
4. Cultural Event Paper
5. Scavenger Hung Slides

Presentations 20%

1. Chapter Homework Assignments
2. Backyard Missions Response
3. Cultural Event Response
4. Scavenger Hunt Group Presentation

Mid-term Exam 20%

Final Exam 20%

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

GENERAL RULES FOR THE CLASSROOM:

1. All questions are important questions. There is no “dumb” question except a question that is not asked. Ask your questions!
2. Each student will respect other students and their comments or questions.
3. Each student will respect the instructor. While the instructor is talking, students will not carry on conversations in class. If this condition exists, the student may be sent away from class.
4. If you are going to be absent, please let the instructor know in advance, if at all possible.
5. All cell phones, texting devices, and beepers must be out of sight and turned off or on vibrate in class unless permission to leave them on is granted by the instructor.
6. Students, please do not leave the class and return. This disturbs your fellow classmates and the instructor. If you must leave in case of an emergency, please do not return to the class but see me after class.
7. Cheating and plagiarism will not be tolerated. Any student who cheats or plagiarizes will be dismissed from the class and receive an “F” for the semester.

**Please note that your grade will be weighted, meaning that some grades count more than others. You will not come out with the correct grade for this course by averaging up your grade by giving equal values to each assignment. To clarify, some assignments are more important than others.**

## COURSE SCHEDULE

This schedule is subject to change

Week One: Aug 21-23

 Course Introduction

 Syllabus

 Ice Breaker

 Begin Chapter 1

Week Two: Aug 26-30

Continue Chapter 1 Welcome to Your College Experience

Week Three: Sept 2-6

**Monday, September 2 – Labor Day – No Class**

Chapter 2

Scavenger Hunt and Presentations

Week Four: Sept 9-13

Chapter 3

History of WBU (Dr. Estelle Owen)

Week Five: Sept 16-20

Chapter 4

Rainbow Room Visit/Work

Week Six: Sept 23-27

Rainbow Room Paper and Presentation

Week Seven: Sept 30 – Oct 4

Chapter 5

Cultural Event

Week Eight: Oct 7-11

Midterm Exam

Week Nine: Oct 14-18

Registrar and Financial Aid

**Fall Break, Oct 17 and 18 No Class**

**Midterm Deficiencies Due Oct 18**

Week Ten: Oct 21 - 25

Work on Schedules

Week Eleven: Oct 28-Nov 1

**Registration for Spring 2020 Classes**

Week Twelve: Nov 4-8

Chapter 6

Library Tour

Week Thirteen: Nov 11-15

Chapter 7

Week Fourteen: Nov 18-22

Chapter 8

Week Fifteen: Nov 25-29

Chapter 9

**Thanksgiving Break Nov 27-29 No Class**

Week Sixteen: Dec 2-6

Chapters 10 and 11

**Final Exams:**

**PL02 Monday, December 9 at 10:15 am**

**PL03 Thursday, December 12 at 10:15 am**

\*Final Examinations will not be given in advance of the scheduled hours. Students should make transportation arrangements which will allow them to meet the examination schedule.

Please note that you are responsible for all of the information listed in this syllabus. Students will be held liable for failure to meet requirements stated within the syllabus. It is not the responsibility of the professor to remind the student of information contained in the syllabus.