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WBUonline

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:**

ACAC 0320 Study Skills

## TERM:

Winter, 2019

November 11 – February 15

## INSTRUCTOR:

Sherrie King

Director & Assistant Professor

Academic Achievement

## CONTACT INFORMATION:

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

WBU Email: [**kings@wbu.edu**](mailto:kings@wbu.edu)

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

## OFFICE HOURS, BUILDING & LOCATION:

Online. Email with questions. Call only if an emergency.

## COURSE MEETING TIME & LOCATION:

Online

## 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 with MySuccessLab. This will be provided through inclusive access by Vital Source. You are required to have this eText and lab for this course.

## **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 lecture notes, messages, assignments, handouts, and quizzes. All information exchanges, homework assignments, exams, and other requirements for this course will be conducted via Wayland Baptist University’s Blackboard. 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 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 be able to:

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:

1. As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings you should log into Blackboard *at least* once a week (although it is expected that you log in much more than once a week). The University expects students to make class attendance a priority. University sponsored/required trips and activities (as well as military related absences) will be considered excused, but it is the student’s responsibility to make appropriate arrangements BEFORE THE TRIP to complete and turn in assignments and acquire any materials distributed during the class meeting.
2. 0 absences (present in the class all 11 weeks): 5 pts added to final grade
3. 1 absence (not logging into Blackboard for 1 week): warning
4. 2 absences (not logging into Blackboard for 2 weeks): F in course, effective immediately
5. Because this class meets online, failure to login to Blackboard and/or participate in any way will constitute as an absence.
6. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. [note] Email the professor prior to the week when you will not be in attendance if possible.
7. Excused Absences

* Death in the family, hospitalization, military related absence, being EXTREMELY sick etc.
* Notify me as soon as you can about your absence, preferably before. Text me ASAP if you can.
* Ask for your assignments which you will miss while you are gone or you did miss while you were gone.
* You have one week extension. If you do not get the assignments turned in by that time, then the assignments cannot be submitted.

1. Unexcused Absences

* Going on vacation, going on a business trip, being sick with something as simple as a cold or the flu, forgetting about working on the class for a week, not participating because you don’t have a textbook or other appropriate material, etc. If something is going to keep you from participating, like not having a textbook, CONTACT ME IMMEDIATELY!!! I can’t help you if I don’t know you have a problem. Not having a textbook still counts as an absence!
* You cannot makeup the work for this type of absence. You can have no extension.

## STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university. The policy statement is located in Course Information of your course. 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).

## 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 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. Any problems with accessibility for digital content should be addressed to Dr. Trifilo the EIRAC coordinator trifilot@wbu.edu.

## COURSE REQUIREMENTS and GRADING CRITERIA:

* Respect: Respect is absolutely necessary in this class. Internet bullying will result in dismissal from the class
* Participation: Participation is required. The lack of participation will only hurt your grade. Participation, interest, and attendance will determine close grades. As a general rule, you should log in to Blackboard at least 3-5 times a week, if not more.
* Assignments: All assignments will be due no later than 11:59 PM CST on the day listed for them to be submitted. All assignments must be submitted to the instructor at the assigned time.
* Grades: Students may check his/her grades on Blackboard.

### Final Grade Calculation

|  |  |
| --- | --- |
| **Graded Work** | **Percentage of Final Grade** |
| Written Assignments & Discussion Boards | 30% |
| MySuccessLab | 30% |
| Exams & Quizzes | 40% |
|  |  |

### University grading system:

**A** 90-100 **B** 80-89 **C** 70-79 **D** 60-69 **F** below 60 **I** incomplete **W** withdrawal

A grade of incomplete is changed if the deficiency is made up by the middle of the next regular semester, otherwise it becomes an “F.” This grade is given only if circumstances beyond the student’s control prevented completion of work during the semester enrolled and attendance requirements have been met, and then only in the last two weeks of a class. For a student to be granted an “I” the instructor must file an incomplete report which details which work must be completed by the student and the deadline date for the completion. The incomplete report must be signed by the instructor and the student (exception for WBUonline students in remote areas).

“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 Vice President of Academic Affairs/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.”

## TENTATIVE SCHEDULE

| **Week** | **Assignments** | **Quizzes** |
| --- | --- | --- |
| Week 1 | Info @ YOU  Activate WBU email  Chapter 1 Getting Started: Habits for Success in College, Career and Life | none |
| Week 2 | YouTube & Discussion Board  Chapter 2 Learning Preferences: Building and Using Self-Knowledge | none |
| Week 3 | YouTube & Discussion Board  Chapter 3 Time and Money: Managing Important Resources | none |
| Week 4 | YouTube & Discussion Board  Chapter 4 Setting and Reaching Goals: Using Values, Stress Management and Team work | none |
| Week 5 | YouTube & Discussion Board  Chapter 5 Critical and Creative Thinking: Solving Problems and Making Decisions | Mid-term Exam – Chapters 1-4 |
| Week 6 | YouTube & Discussion Board  Chapter 6 Active Reading: Learning from Print and Online Materials  Library Exercise | none |
| Week 7 | YouTube & Discussion Board  Chapter 7 Reading and Information Literacy: Targeted and Critical Strategies | none |
| Week 8 | YouTube & Discussion Board  Chapter 8 Listening and Notetaking: Taking in and Recording Information | none |
| Week 9 | YouTube & Discussion Board  Chapter 9 Memory and Studying: Retaining What You Learn | Exam – Chapters 5-8 |
| Week 10 | YouTube & Discussion Board  Chapter 10 Test Taking I: Test Preparation and Objective Tests  Chapter 11 Test Taking II: Essay Tests and Graded Projects | none |
| Week 11 | YouTube & Discussion Board  Chapter 12 Moving Toward Success: Putting Habits into Action | Final Exam – Chapters 9-12 |