Course Syllabus

Class Time: Wednesday, 12:00 - 12:50 p.m., CE 130

Instructor: Carmen Springer-Davis  Office: CE 141  Phone: 268-2515

Office Hours: Daily 1:00 - 2:00 and by appointment


Course Description:
This course provides a forum for the development of strategies, skills and techniques that promote success in higher education. Both academic and personal contributions to student achievement will be explored. Topics include time management, critical thinking skills, study techniques, learning styles, memory skills, and effective utilization of campus resources.

This course focuses first on helping you discover your *goals*, your *strengths*, and your *areas for improvement*. Second, this course encourages your experimentation with attitudes, styles of thinking and learning, and campus resources. Third, this class will focus on improving your academic preparation with improved study skills and your ability to be comfortable with and effectively use computer skills in all your classes. You survey the options, try them out, and choose which tools will be useful to you in becoming a master student.

Course Objectives:

This course will provide you the opportunity to learn and practice how to:

- understand how you learn best.
- brainstorm and represent concepts.
- gain comfort and efficiency with library and research skills.
- format, organize and study from textbook and lecture notes.
- prepare for objective, essay and computational exams.
- find and benefit from campus resources.
- improve your memory skills.
- organize and plan study time for class assignments.
- destress your life.
- listen attentively to different styles of delivery.

Course Format:
Instructional methods used for HMDV 1000 provide an interactive learning environment in which you gain from the input and experience of others. Hands-on computer exercises, interactive computer exercises, lectures, videos, class discussion, small group exercises, in-class and out-of-class assignments, multi-media presentations, and a final project are among the growth-producing exercises that might be included in this course. You are encouraged to help create, through your participation, an optimal learning experience for yourself and your classmates.

All assignments are described on WebCT.
Evaluation Criteria:

Your grade will be based on attendance, class participation, successful completion of all assignments given, midterm quiz, final exam, school sponsored activity and the final project:

<table>
<thead>
<tr>
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<th>Points</th>
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<tbody>
<tr>
<td>Attendance</td>
<td>75 (15 @ 5 points each)</td>
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<tr>
<td>Assignments</td>
<td>275</td>
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<tr>
<td>Midterm Quiz</td>
<td>50</td>
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<tr>
<td>Final Exam</td>
<td>100</td>
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<tr>
<td>Extra Curricular Activity</td>
<td>25</td>
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<tr>
<td>Final Project</td>
<td>75</td>
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Grade based on 600 total points:

- 540-600 (90-100%) A
- 480-539 (80-89%) B
- 420-479 (70-79%) C
- 360-419 (60-69%) D
- Below 360 F
Major Assignments:

Midterm Quiz - Using WebCT on-line from October 16 through October 20
Final Project - Present on November 29, December 6 or December 13
Final Exam - Using WebCT supervised, December 20, 1:00 - 3:00 pm

Absence and Late Work Policy:
This course stresses personal responsibility and active engagement in learning. Attendance is mandatory and I will take attendance at each class. Because there are only 15 class meetings, each session constitutes a significant portion of the course work. If you miss two or more sessions, we will discuss appropriate methods for withdrawal from the course.

Work is due on the dates announced and late after that time. At my discretion, I may accept late work; however, I may also require that you explain why the work is late and how you will complete future work on time.

Expectations:
At the very minimum, I expect you to:
- attend each class meeting.
- be prepared for each class meeting.
- participate fully and actively during each class meeting.
- hand in required assignments on time.
- work toward your own success.

Last date to Change to Audit Status or Withdraw with a W Grade: December 15, 2006

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Electronic Devices: Cellular phones, pages, CD players, radios, and similar devices are prohibited in the classroom and laboratory facilities.

Special Notes:
If you have a disability or other need that will require adjustments, please let me know as soon as possible.
Policies and information, including assignments and due dates are subject to change based on the needs of the class. Notice of changes will be provided in class either orally, in writing, or both.
<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>In Class</th>
<th>Homework - Due by Next Class</th>
</tr>
</thead>
</table>
| August 30 | Course Introduction  
Syllabus  
WebCT  
College Publications | Learn names.  
Register on WebCT.  
On WebCT, take Botel Vocabulary Assessment.  
Look at assignments, starting with #1. | All assignments are described on WebCT.  
Finish Botel Vocabulary Assessment.  
Take Bonus Quiz.  
Read Introduction.  
Assignments #1 & #2. |
| September 6 | Introduction to Inspiration  
Brainstorming  
Thinking in Graphics  
Outlining | Test taking/relexation  
Begin brainstorming on Inspiration.  
Practice with graphics. | Read Chapter 1.  
Assignments #3 & #4. |
| September 13 | Learning Styles  
Book Gregoric | Test taking/relexation  
Discuss various learning styles. | Read Chapter 2.  
Assignments #5 & #6. |
| September 20 | Time Management  
(Planning) | Test taking/relexation  
Work on time management schedule. | Assignments #7 & #8 & #9. |
| September 27 | Memory | Test taking/relexation  
Consider kinds of memory & apply various techniques to improve memory. | Read Chapter 3.  
Assignment #10. |
| October 4 | Memory  
Multiple Intelligences | Test taking/relexation  
Continue study of memory.  
Study Multiple Intelligences. | Read Chapter 4.  
Assignments #11 & #12. |
| October 11 | Reading | Test taking/relexation  
Assignment #13.  
-Take midterm quiz on WebCT between October 16 and 20. |
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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Activity/Description</th>
<th>Assignment/Notes</th>
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<tbody>
<tr>
<td>October 18</td>
<td>Library</td>
<td>Tour of Library &amp; WYLDcat Learn principles of Boolean Logic Meet in classroom at the</td>
<td>Assignment #14. Take midterm quiz on WebCT between</td>
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<td>back of the main floor in the library. (Note: this information will be included on</td>
<td>October 16 and 20.</td>
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<td></td>
<td>final.)</td>
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<td>October 25</td>
<td>Test Analysis (handout)</td>
<td>Test taking/relaxation Discuss test analysis.</td>
<td>Read Chapter 5. Assignments #15 &amp; #16.</td>
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<td>November 1</td>
<td>Notetaking</td>
<td>Test taking/relaxation Practice textbook and or lecture notetaking.</td>
<td>Catch-up time for reading. Assignments #17 &amp; #18.</td>
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<td>November 8</td>
<td>Critical Thinking</td>
<td>Test taking (Essay)/relaxation See WebCT for example of answer under Course Materials,</td>
<td>Read Chapter 7. Assignments #19 &amp; #20.</td>
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<td>Essay Answer Group problems solving exercise.</td>
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<td>November 15</td>
<td>Communicating Listening</td>
<td>Consider and apply listening techniques.</td>
<td>Read Chapter 8 Assignment #21 &amp; #22.</td>
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<td>Organizing Material</td>
<td>Relaxation (Humor) Presentations Discuss the concept and use of a matrix and the</td>
<td>Read Chapter 9. Assignments #23 &amp; #24.</td>
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<td>Venn Diagram. Mindmapping &amp; outlining.</td>
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<td>Topic</td>
<td>Activities</td>
<td>Assignments</td>
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<td>December 6</td>
<td>Diversity Technology</td>
<td>Test taking (Matching)/relaxation Presentations Lecture Notetaking Practice</td>
<td>Read Chapter 10. Assignment #25. Bonus Points: Test-Wiseness</td>
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<td>Copy, cut &amp; paste, delete &amp; undo Practice a few more techniques with Inspiration and Word. (Time permitting.)</td>
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<td>December 13</td>
<td>Test-Taking Wrap-up</td>
<td>Relaxation (Center Yourself) Presentations Review test-taking principles. Wrap-up.</td>
<td>Read the rest of Chapter 6. All assigned work due - final report &amp; write up for the extra curricular activity.</td>
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<td>December 20</td>
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<td><strong>FINAL EXAM</strong></td>
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