Casper College Course Syllabus

College Studies HMDV 1000 NI
Summer 2006

Internet class: 1 credit

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Course Description:
This class is part of the ParaEducator Preparation Program (PEPP). It is designed to prepare college students for the rigors of balancing their lives and school studies. Participants will be given the opportunity to acquire and develop the skills needed for success in college and throughout life. Students will learn ways to use techniques in the most effective way possible to enhance and maximize their education.

Statement of Prerequisites: No prerequisites required

General Objectives:
Upon completion of this course, students will be able to identify and use skills to improve the learning for themselves and others. Students will demonstrate competencies in both achievement in this class and future course work by practicing the methods learned in this class. They will be able to articulate and teach the strategies to others.

Specific Objectives:
1. Students will be able to assess current learner abilities and learning styles.
2. Students will demonstrate ability to monitor time use. They will display focused attention versus procrastination by adopting tools for staying focused.
3. Students will identify twenty memory techniques and display proficiency in at least one of those techniques.
4. Students will improve reading comprehension and build vocabulary.
5. Students will improve note taking skills in lectures, reading and distance education.
6. Students will improve test taking abilities, including test preparation, predicting test questions, and using key words.
7. Begin to critically look at issues in a more discriminating manner.

Methodology:
discussion threads, student readings and responses, student research, quizzes and final project.
Evaluation Criteria:

1. Students will participate in the discussion threads via distance learning. A minimum of once weekly on-line is required for successful completion of the course. The student’s grade will be lowered by one full letter grade for every two weeks of non-participation. Participation can be just a statement of opinion or can ask a question. The length of the comment on the discussion threads is irrelevant. Please remember that all contributions will be valued equally and that everyone has a right to their beliefs. No put-downs will be accepted. You may disagree respectfully. Please do not draw conclusions about others based on their comments. Writing on-line is easily misinterpreted compared to face-to-face discussion so please be careful what you say and how you phrase it. Also, use your spelling and grammar checkers as your written material displays your level of professionalism.

2. Students will be held accountable for the content of the textbook. Reading assignments will be given and should be completed on time.

3. Students will provide evidence of attempts to use different strategies in their personal learning and complete reflections including noticed strengths and weaknesses of strategies in their personal use and what might work for others.

4. Complete all assignments and quizzes. Submit on time.

5. Students will maintain a journal focusing on the most challenging aspects in improving their skills. Components of the journal should include a reflection of the challenges faced by the individual and the noticed improvement as the course progresses.

Required text: Becoming a Master Student by Dave Ellis; Tenth Edition

Last Date to Change to Audit Status or Withdraw with a W Grade: July 1, 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 and participant in the Project Readiness for Paraeducators program.

Class Policies:
All assignments are due as assigned. Special circumstances can be addressed individually. Late assignments are not accepted. Discussion and participation are required.

Notice of Background Check: All education students are subject to background checks and finger printing for selected educational coursework involving student contact and future employment as professionals in education and related fields.
ADA Accommodations Policy: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please see the college's Accommodative Services Counselor at your earliest convenience.

Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, and lastly the vice president for academic affairs.

Academic Dishonesty - Cheating and Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

Statement of Course Content (tentative)
Week 1, 2006; Chapter 1 first steps
Week 2, 2006; Chapter 2 time management
Week 3, 2006; Chapter 3 memory skills
Week 4, 2006; Chapter 4 reading comprehension
Week 5, 2006; quizzes due for Chapters 1-4
Week 6, 2006; Chapter 5 note taking skills
Week 7, 2006; Chapter 6 test skills
Week 8, 2006; Chapter 7 critical thinking

Grading:
Grades will be awarded on a point basis. Total points possible is 400.
- discussion threads and weekly assignments are worth a possible total of 100 points.
- quizzes are worth a possible total of 200 points.
- Journal is worth a possible total of 100 points.

90%-100% = A
80%-89% = B
70%-79% = C
60%-69% = D
below 60% = F