**Learning Strategies for College**

**2 credits**

Instructor: **Becky Samitore-Durand**

Office Hours: available all days except Sunday

Email: samitoredurand@gmail.com

**Contacting the Instructor:**

Please contact me via email or the Angel communication messaging. If there is an absolute emergency that is not tech service related you may call me (509-301-3293). ***Please do reserve phone calls for emergencies only.***

**My commitment regarding our online communication:**

Our shared communication is vital since I will not see you in person regularly. Therefore, I am online frequently. I am on e-mail throughout the work day on weekdays and at least once per day during the weekend. I am committed to returning your e-mail within 24 hours on a weekday. On the weekend, I usually check at least once.

If you do not hear from me in my committed timeframe, this means I have not received your e-mail. It does not mean I’m busy or ignoring you—I’m here to serve you! Technology can and does fail. Every e-mail that I send to you as a class is replicated in the announcements, so if you log into Angel regularly (should be as often as you check e-mail), you will see the announcement.

**My expectation of YOUR commitment to our online communication:**

First and foremost, you need to have an updated e-mail address in Angel. You can take care of this in the Preferences section of Angel (the silhouette of the head). Next, not surprisingly, I expect that you will be online frequently. Please check e-mail **at least every 48 hours**, and **every 24 hours during weeks that we have a major assignment due**. I know many of you check far more often. If you have a computer or e-mail issue, or if your address is incorrect in Angel, fix it immediately. I may send a personal e-mail if I need to get in touch with you.

**PREREQUISITES:**

None Required

**COURSE DESCRIPTION:**

***This course is designed to equip you with the tools to succeed during your college career.*** Simply attending school for many years is no guarantee that you have a clear understanding of the specific strategies needed to get what you want out of college. This course will provide the opportunity for you to learn and practice methods that will assist you in identifying and reaching your academic and career goals.

Topics and techniques presented will include:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * + Learning Strategies     - Test anxiety/ test taking strategies     - Note taking strategies     - Listening for retention     - Study strategies     - Motivation strategies     - Learning Styles inventory |  |  |  |  |
| * + Life management strategies     - Goal setting     - Social Aspect of College     - Stress management     - Budgeting 101     - Time management     - Exercise & Relaxation strategies     - Cultural Awareness | o Career planning  § Career Exploration  § Develop Career pathway plan  § Networking  § Interviewing for success  § Resume Creation | § Career Exploration  § Develop Career pathway plan  § Networking  § Interviewing for success | o Career planning  § Career Exploration  § Develop Career pathway plan  § Networking  § Interviewing for success | o Career planning  § Career Exploration  § Develop Career pathway plan  § Networking  § Interviewing for success |

**OBJECTIVES**

1. **Clarify individual educational goals and formulate plans to work toward the goals.**

1. **Implement a personal time management plan and identify preferred learning style.**

1. **Examine methods of exam preparation and implement strategies for addressing test anxiety issues.**

1. **Demonstrate effective communication skills in listening, speaking, and writing.**

1. **Prepare for career opportunities.**

**GLOBAL OBJECTIVES:**

1. This course is designed to equip students with critical thinking and problem solving stills.

2. Students will improve writing, speaking, and technology skills through the integration of course materials.

3. Gain key understanding of multi-cultural appropriateness and awareness as a global citizen.

**REQUIRED TEXTS/MATERIALS:**

*Students will be utilizing a free online text “College Success” by Bruce Beiderwell, Linda F. Tse, Tom Lochhaas, Nicholas B. deKanter. You can view the text online for free as often as you like. You may also download the text for a fee of*  $24.99. http://www.flatworldknowledge.com/pub/1.0/college-success/223362

**Technical Requirements**

* Access to a computer (at home, school, or work) which you can use for extended periods of time.
* Broadband internet access (cable modem, DSL, or other high speed).
* Firefox 3.0 or later or Internet Explorer 7 or later. Safari and Chrome are not as compatible with Angel.
* Permissions/ability to install plug-ins or class software (e.g. Adobe Reader or Flash)
* Highly recommended: up-to-date anti-virus software
* Highly recommended: review the System Check nugget on the Angel home page.
* You should back up all your assignments by first completing them in a word processing file then uploading them into Angel. Be sure to save all files first (computers can crash and information can be lost in the process).

**Skills**

* To succeed in an online or hybrid class, you should have the ability to:
  + Navigate web sites, including downloading and reading files from web sites
  + Download and install software or plug-ins such as Adobe Reader or Flash
  + Use email, including attaching and downloading documents/files from emails
  + Save files in commonly used word processing formats (.doc, .docx, .rtf)
  + Copy and paste text and other items on a computer
  + Save and retrieve documents and files on your computer
  + Locate information on the internet using search engines

**DESCRIPTION OF ASSIGNMENTS/ASSESSMENTS:**

***Written Assignments***

**Discussion Forum Posts**

**What Is It?** The discussion forum will give us a place to collaborate, communicate, and embark in shared learning. There are graded discussion forum posts that relate to the concepts we will study. Unless otherwise noted, you ALWAYS respond to someone else’s post to gain full points.

**Where Do I Find It?** You will be prompted to go the discussion forum in the “Write About It”” section.

**How Do I Submit It?** Click on “Write About It” in the module you are working on. Answer the question by the posted due date by clicking on the “new post” button. Scroll down to the “submit” button and click on it when you are done.

**Module Assignments**

**What Is It?**  Each module will have different content matter however, each will have a required assignment.

**Where Do I Find It?** In individual modules, you’ll find the assignment folder clearly labeled. In the folder will be instructions for the assignment as well as a digital dropbox.

**How Do I Submit It?** Click on the drop box (it will read “submit your assignment here”), upload your assignment, and click submit.

**COURSE GRADING POLICY:**

Attendance, Weekly Participation 20% of grade

Discussion Board Assignments 15% of grade

Weekly Assignments/Activities 50% of grade

Assessments (Quizes) 15% of grade

**COURSE POLICIES/RESOURCES**

A key distinguishing feature of an online course is that communication occurs solely via the written word. Because of this, the body language, voice tone, and instantaneous listener feedback of the traditional classroom are all absent. These facts need to be taken into account both when contributing messages to a discussion and when reading them. Keep in mind the following points:

Tone Down Your Language

Given the absence of face-to-face clues, written text can easily be misinterpreted. Avoid the use of strong or offensive language and the excessive use of exclamation points. If you feel particularly strongly about a point, it may be best to write it first as a draft and then to review it, before posting it, in order to remove any strong language.

Keep A Straight Face

In general, avoid humor and sarcasm. These frequently depend either on facial or tone of voice cues absent in text communication or on familiarity with the reader.

Be Forgiving

If someone states something that you find offensive, mention this directly to the instructor. Remember that the person contributing to the discussion is also new to this form of communication. What you find offensive may quite possibly have been unintended and can best be cleared up by the instructor.

The Recorder Is On

Think carefully about the content of your message before contributing it. Once sent to the group, there is no taking it back. Also, although the grammar and spelling of a message typically are not graded, they do reflect on you, and your audience might not be able to decode misspelled words or poorly constructed sentences. It is a good practice to compose and check your comments in a word-processor before posting them.

Test For Clarity

Messages may often appear perfectly clear to you as you compose them, but turn out to be perfectly obtuse to your reader. One way to test for clarity is to read your message aloud to see if it flows smoothly. If you can read it to another person before posting it, even better.

Netspeak

Although electronic communication is still young, many conventions have already been established. DO NOT TYPE IN ALL CAPS. This is regarded as shouting and is out of place in a classroom. Acronyms and emoticons (arrangements of symbols to express emotions) are popular, but excessive use of them can make your message difficult to read. Please refrain from using them in the online classroom. Some common examples include:

|  |  |
| --- | --- |
| **Acronyms** | **Emoticons** |
| **FYI** = for your information | **:-)** = smiley face: happiness, pleasure |
| **B/C** = because | **:-(** = frowning face: displeasure |
| **W/**  = with | **;-)** = wink |
| **BTW** = by the way | **:-0** = shock, surprise |
|  |  |

### A Course is a Course

You may be familiar with many of the previous points if you have participated in other forms of electronic communication in the past. But Web-based courses have some added constraints not present in other arenas. Keep in mind these additional four points:

Remember Your Place

A Web-based classroom is still a classroom, and comments that would be inappropriate in a regular classroom are likely to be inappropriate in a Web-based course as well. Treat your instructor and your fellow students with respect.

Brevity Is Best

Be as concise as possible when contributing to a discussion. Web-based courses require a lot of reading, and your points might be missed if hidden in a flood of text. If you have several points that you want to make, it might be a good idea to post them individually, in several more focused messages, rather than as a single, lengthy, all-encompassing message.

Stick To The Point

Contributions to a discussion should have a clear subject header, and you need to stick to the subject. Don't waste others' time by going off on irrelevant tangents.

Read First, Write Later

Don't add your comments to a discussion before reading the comments of other students unless the assignment specifically asks you to. Doing so is tantamount to ignoring your fellow students and is rude. Comments related to the content of previous messages should be posted under them to keep related topics organized, and you should specify the person and the particular point you are following up on.

*This list was taken from http://www.online.uwc.edu/Technology/onlEtiquette.asp* *Further netiquette information can be found at* [*http://www.albion.com/netiquette/corerules.html*](http://www.albion.com/netiquette/corerules.html)*.*

**Disability Statement**

WWCC has support services for students with disabilities to ensure that our programs and facilities are accessible. Our campus provides reasonable accommodations to qualified students with disabilities. These services are provided through the Student Development Center.

**For appointments please phone:** (509) 527-4262

TDD: (509) 527-4412

E-mail: claudia.angus@wwcc.edu

**TTY:** (509) 527-4412

**Academic Integrity and Plagiarism Statement**

**PLAGIARISM/CHEATING**

**(1)** Plagiarism is defined as the buying, borrowing, or stealing of written material for the purpose of fulfilling or partially fulfilling any assignment or task required as part of the student’s program of instruction at the College. Any student who plagiarizes shall be subject to disciplinary action.

**(2)** Any student who aids or abets the accomplishment of such activity as defined in subsection (1) above shall also be subject to disciplinary action.

**(3)** An instructor may take reasonable action against any student who is deemed to have been guilty of plagiarism or cheating. Course of action might include but not be limited to:

**(a)** student receive warning and lowered grade;

**(b)** student receive failing grade for the course;

**(c)** student dropped from course;

**(d)** student be recommended for suspension or dismissal from the College;

**(e)** case referred to civil action.