COUN 60 Course Outline as of Spring 2019

CATALOG INFORMATION

Dept and Nbr: COUN 60   Title: EFFECTIVE STUDY WORKSHOP
Full Title: Effective Study Workshop
Last Reviewed: 1/27/2020

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00		Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.00		Lab Scheduled	0	2	Lab Scheduled	0
			Contact DHR	0		Contact DHR	0
			Contact Total	1.00		Contact Total	17.50
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00   Total Student Learning Hours: 52.50

Title 5 Category: AA Degree Applicable
Grading: Grade or P/NP
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly: GUID 60

Catalog Description:
This course is designed to assist students in improving their study skills. Topics include goal identification, organizing study habits, how to read and study textbooks, take effective notes, how to prepare for and take examinations, and the efficient use of the library. Course covers the total development of the individual and attitudes toward academic and personal problem solving.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Schedule of Classes Information:
Description: This course is designed to assist students in improving their study skills. Topics include goal identification, organizing study habits, how to read and study textbooks, take effective notes, how to prepare for and take examinations, and the efficient use of the library. Course covers the total development of the individual and attitudes toward academic and personal problem solving. (Grade or P/NP)

Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100
Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

			Effective:	Inactive:
AS Degree:	**Area**		Effective:	Inactive:
CSU GE:	**Transfer Area**		Effective:	Inactive:
IGETC:	**Transfer Area**		Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Fall 1981	Inactive:	
UC Transfer:		Effective:	Inactive:	

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Create short and long term goals in order to obtain academic objectives.
2. Identify study methods to prepare for exams.
3. Illustrate time management techniques through the use of a master schedule, daily planner and/or calendar to prioritize academic, personal and work commitments.
4. Identify the resources and student services offered at Santa Rosa Junior College to support academic success.

Objectives:
Upon completion of the course the student will be able to:

1. Explain various time management techniques and analyze time/scheduling as related to school, work, and personal commitments.
2. Develop short-term and long-term goals utilizing specific goal-setting criteria.
3. Analyze motivation for attending and succeeding in college.
4. Identify and apply the different styles of note-taking.
5. Incorporate memory and/or study techniques before, during and after an exam.
6. Predict test questions.
7. Describe how to form and conduct a study group.
8. Analyze various strategies for taking objective and essay exams.
9. Identify components of test anxiety and describe ways to cope with it.
10. Apply active reading strategies.
11. Differentiate between short term and long term memory.
12. Utilize various memory techniques.
13. Describe how to use the college library.
14. Identify various college resources and student services.

15. Describe characteristics of a successful student.
16. Recognize signs of stress and explain how to manage stress.
17. Identify study strategies for the various learning styles.

Topics and Scope:

I. Study Skills
    A. Time management and organization skills
        1. Procrastination habits and strategies for success
    B. Note-taking
    C. Exam preparation
        1. Study techniques before, during and after an exam.
        2. Predicting test questions
        3. Utilizing study groups
        4. Managing test anxiety
    D. Active reading strategies
    E. Short and long term memory techniques
    F. Learning Styles
        1. Auditory
        2. Visual
        3. Kinestheic
        4. Mixed Styles
        5. Study Techniques for various styles
II. Self development for college success
    A. Goal setting: Setting short and long term goals
    B. Motivation/attitude
        1. Internal and external reasons for attending college
        2. Successful students vs. struggling students
        3. Language and actions of successful students
        4. Taking responsibility for successes and failures
    C. Stress management
        1. Recognizing stress
        2. Coping strategies
        3. Campus and community resources
III. College Resources
    A. Library orientation
    B. Writing Lab
    C. Math Lab
    D. Student Services such as:
        1. Adult Reentry Services
        2. Admissions and Records
        3. Assessment Services
        4. Associated Students
        5. CalWorks
        6. CARE
        7. Career Center
        8. Counseling
        9. CyBear Center
        10. Disability Resources Department
        11. EOPS
        12. Financial Aid
        13. MESA

14. Puente Project
15. Scholarship Programs
16. Student Employment Office
17. Student Health Services
18. Transfer Center
19. Tutorial Center
20. Veterans Affairs
21. Work Experience

Assignment:

1. Two page paper on goal setting
2. Oral presentation and two page written research paper on a student service
3. Two page paper on time management priority analysis
4. Three note-taking exercises
5. One page paper on academic motivation
6. Reaction papers to class discussions and videos
7. Reading from textbook
8. Practice note-taking skills based on reading assignments
9. Exercise on reading comprehension and retention
10. Two page paper on identifying stressors and three stress reduction techniques
11. Quizzes, midterm and final

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Homework assignments and exercises, Papers	Writing 30 - 40%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None	Problem solving 0 - 0%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Note-taking practicums	Skill Demonstrations 5 - 10%

Exams: All forms of formal testing, other than skill performance exams.

Objective examinations, quizzes, essay exams	Exams 30 - 40%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation, oral presentation	Other Category 20 - 30%

Representative Textbooks and Materials:
Making Your Mark. Fraser, Lisa, 9th ed. LDF Publishing Inc., 2009

College Study: The Essential Ingredients. Lipsky, Sally A., 3rd ed. Pearson/Prentice Hall, 2013