

Course Syllabus

Counseling 60: EFFECTIVE STUDY WORKSHOP

Section # 0611 MW 1:30pm-2:45pm Bertolini room 4734

10/23/17-12/11/17

Instructor: Jessica Longoria

Office: Bertolini Student Center, 2nd floor counseling

E-mail: jlongoria@santarosa.edu

Phone: (707) 527-4662

Office hours: Mondays & Wednesdays 3:00pm-3:30pm

*Come prepared with pen/pencil and paper for reflection writing.

Required Textbook: Making Your Mark by Lisa Fraser, 9th edition 2009

Course 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.

Student Learning Outcomes:

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.

Course Objectives:

As a result of completing this course, students 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.

Attendance Policy:

Attendance and participation are crucial for the success of this class. Therefore, 100% attendance and promptness will be the goal. If you are unable to attend class for any reason, please contact me. It is your responsibility to obtain any class materials/assignments if you are absent.

Name/identification:

Please tell me your preferred name, if it differs from your name listed on my roster. Please also inform me of other ways you prefer to be addressed – “She,” “He,” “They,” “Them.”

Students with Disabilities:

Please let me know if you need special accommodations for this class. It is the responsibility of the student to inform the instructor of any special needs in a timely manner. Appropriate Disability Resources form is required before any accommodations can be made. The Disability Resource Office is located on the third floor of Bertolini Student Center and can be reached by phone at (707) 527-4278.

Academic Dishonesty

Students are expected to complete their own assignments. Acknowledgement of an original author or source must be made through appropriate references (i.e. quotation marks, footnotes, or commentary).

Assignments

All assignments must be completed by the stated deadline and must be presented in a professional manner. Late work will not be accepted. If a student is absent from class when an assignment is due, he/she must make arrangements to turn the work in on time. There is no make-up work for missed assignments.

Grading Policy

Your grade will be based on satisfactory completion of assignments, quizzes, presentations, and class participation.

Grading Criteria

Attendance and Participation	80 points
Two page written research paper on a student service	75 points
Note taking practicum	75 points
Library visit response paper	75 points
Quizzes	70 points
Final - Two page paper on identifying Stressors and three stress reduction techniques	125 points

Total 500 points possible

Grading Scale

A = 90 - 100% 450-500

B = 80 – 89% 400-449

C = 70 – 79% 350-399

D = 60 – 69% 300-349

F = 59% and below Below 300