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| <p style="text-align: center;"><b>Study Skills Syllabus</b><br/><b>Developmental Studies Department</b><br/><b>Southwest Tennessee Community College</b></p> |
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**Instructor's Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Office:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Semester/Year:** \_\_\_\_\_ **DSPS 0800** \_\_\_\_\_ **(section)**

**Required Materials:** *Study and Critical Thinking Skills in College* by Kathleen T. McWhorter; Updated 6th ed. (complete packet), Southwest Tennessee Community College catalog, highlighter, paper and notebook/folder, pencil and pen, 5 Scantron scoresheets.

**Course Description:** This course acquaints students with study skills and prepares them to integrate traditional study skills with college content areas. Topics include time management, textbook studying, preparing for and taking exams, research paper/report writing, notetaking, using the library, career exploration, and learning about college resources. Credit hours: 3. Prerequisite: Appropriate placement test score or permission of the Developmental Studies Department Chair.

**Course Goals:** During this course the student will

1. Learn to identify, locate and properly use essential college services and resources.
2. Learn how study skills can help formulate and attain goals.
3. Learn to apply the principles of time management.
4. Assess learning strengths and weaknesses and develop appropriate study strategies.
5. Improve textbook and lecture notetaking skills.
6. Learn to prepare for examinations and other types of assessments.
7. Locate and use the college library.
8. Explore steps required for research and complete a career research assignment.

**Grading Scale:**

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

**Final Course Grade:** The lowest passing grade for this course is C. The final grade will be based on regular weekly assignments from the text, the mastery tests, special projects, and a comprehensive final examination.

**Classroom Expectations:**

1. Students will need to attend class regularly and punctually in order to fulfill course requirements.
2. College policy states that no smoking, eating, or drinking is allowed in the classroom.

3. Students are expected to remain in the classroom during the entire class. Any portion of class missed may be counted as an absence.
4. Students must bring the appropriate “tools,” such as texts, paper, and pencils to each class meeting.
5. No headsets may be worn in class. Beepers and cellular phones must be turned off during class.
6. Students caught cheating or plagiarizing will be dismissed from class and will receive a failing grade.

**Attendance Policy:**

1. Attendance
  - The Tennessee Board of Regents, Southwest’s governing body, mandates regular attendance in all developmental courses. Any student who misses more than two weeks of class meetings may receive an automatic failing grade despite any passing grades earned or any other class meetings attended. Exceptions to this policy will be made only in extenuating circumstances. Documentation of the extenuating circumstances will be required.
  - Students are expected to attend the entire class meeting. Students who leave before the class ends will be counted absent for the entire class meeting.
  - Attendance is recorded for every class. It is also reported to the Records Office. If a student stops attending class, the student will fail the class.
2. Punctuality
  - Students are expected to be in class and seated by the posted starting time of the class. Late arrivals disrupt class and should be kept to a minimum. Three late arrivals will be counted as one absence.
  - If a student is more than 15 minutes late for a class, then that student will be permitted to remain in class and participate, but will be counted absent for the entire class meeting.

**Academic Misconduct:** As stated in the Southwest Tennessee Community College catalog, “Plagiarism, cheating and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that may be imposed through regular College procedures as a result of academic misconduct, the instructor has the authority to assign an “F” grade or a zero for the exercise or examination, or to assign an “F” grade for the course. College sanctions for academic misconduct may include suspension or dismissal from the College.”

**ADA Accommodation:** Southwest Tennessee Community College is committed to providing reasonable accommodation for all qualified students with disabilities. It is the student’s responsibility to contact the Student Disabilities Office to arrange for appropriate accommodation.

**Misuse of Computers:** Computers located in the labs are for EDUCATIONAL PURPOSES ONLY.

**Suggested Course Outline:**

**Week 1:** Pretest – General Assessment  
 Chapter 1: “The College System: An Orientation”  
 Chapter 2: “Taking Charge of Your College Career”

- Week 2:** Chapter 3: “Establishing Goals and Managing Your Time”  
Chapter 4: “Managing Your Life”
- Week 3:** Chapter 5: “Managing Stress”
- Week 4:** **Test I: Chapters 1-5.**  
Chapter 6: “Communication Skills for the Classroom”
- Week 5:** Chapter 7: “Thinking Critically and Solving Problems”  
Chapter 8: “Learning Styles and Teaching Styles”
- Week 6:** Chapter 9: “Learning and Memory”  
Library Tour
- Week 7:** **Test II: Chapters 6-9.**  
Chapter 13: “Notetaking for Class Lectures”
- Week 8:** Chapter 14: “Learning from College Textbooks”
- Week 9:** Chapter 15: “Learning from Visual and Electronic Media”
- Week 10:** Chapter 16: “Organizing and Synthesizing Course Content”
- Week 11:** **Test III: Chapters 13-16**  
Chapter 18: “Preparing for Exams”
- Week 12:** Chapter 19: “Reasoning Skills for Objective Exams”
- Week 13:** Chapter 20: “Taking Essay Exams”  
**Test IV: Chapters 18-20**
- Week 14:** Career Research/Report Writing  
Wrap-Up/Review for Final Examination  
Post Test – General Assessment
- Week 15:** **Final Examination**