

ACAD 125 Comprehensive Study Skills
2019-20 Course Syllabus
1 credit 7 weeks

Course Description

This course is for students who want to develop greater proficiency in the college-level study and thinking strategies that are essential for academic achievement. With an emphasis on becoming a more efficient learner, the course is suitable for both beginning and experienced college students. Topics include principles of learning and memory, time management, procrastination, note taking, textbook study, test preparation, and test taking. Students will learn how to select appropriate strategies, as well as how to apply them to their academic coursework. A weekly, 20-minute individual meeting is a requirement of the course.

Instructors

Instructor	E-Mail	Office Location	Phone
Gena Frey	freyg@uwosh.edu	Reading/Study Center Nursing Education 201A	920-424-1031
Victoria Haydock	haydock@uwosh.edu	Reading/Study Center Nursing Education 201E	920-424-7211
Lisa Marchetta	marchetl@uwosh.edu	Reading/Study Center Nursing Education 201C	920-424-1031
Melanie Marine	marinem@uwosh.edu	Reading/Study Center Nursing Education 201B	920-424-1031
Jenna Williams	williajl@uwosh.edu	Reading/Study Center Nursing Education 201C	920-424-1031
Kalee Klein Graduate student assistant	kleink94@uwosh.edu	Reading/Study Center Nursing Education 201	920-424-1031

Required Materials

- Pearson Custom Library (2013). *Comprehensive Study Skills*.
 (A small number of copies are on reserve in Polk Library under your instructor’s name)
- ACAD 125 Course Packet 2019-20—available only at the University Bookstore

Course Goals and Objectives

Students enrolled in ACAD 125 Comprehensive Study Skills will:

- Assess personal study skills strengths and weaknesses, and develop a plan for improvement
- Learn and apply research-based strategies for effective time management, learning and memory, note taking, academic reading, test preparation and test taking
- Develop proficiency in the selection and application of appropriate study strategies to one’s own coursework

Course Organization

There are three components to this course, all of which are essential to student learning and achievement:

1. Completion of course packet

This course is organized into six units of work with objectives for each unit, and corresponding activities. Weekly in-class quizzes will be used to gauge mastery of each unit’s objectives. Students will complete one unit each week, and bring this to their individual meeting.

2. Weekly individual meetings and unit assessments

Instead of meeting in class twice a week for seven weeks, students will schedule a weekly individual meeting with an ACAD 125 peer mentor, or instructor, to discuss unit objectives and personal application. Attendance at the weekly individual meetings, like class sessions, is mandatory. Students will be given the opportunity to sign up for a weekly meeting time prior to the first class. This time will remain the same for the entire 7-week term.

3. Class attendance and participation

Attendance and participation in class are both required and beneficial. Students will receive valuable instruction, engage in relevant student activities, and take weekly unit quizzes. Please see below for the policy regarding class absences and missed quizzes.

Grading

There are 120 total points in this course, divided as follows:

Weekly unit quizzes (10 pts. X 5)	50 points
Units 1-6 assessed (3 pts. X 6)	18 points
Final exam (42-pt. multiple choice exam + 10-pt. essay)	52 points

The final course grade will be determined according to the following scale:

A:	111.5--120.0 points	(93%-100%)	C:	87.5 -- 92.0 points	(73%-76%)
A-:	108.0--111.0 points	(90%-92%)	C-:	84.0 -- 87.0 points	(70%-72%)
B+:	104.5--107.5 points	(87%-89%)	D+:	80.5 -- 83.5 points	(67%-69%)
B:	100.0--104.0 points	(83%-86%)	D:	75.5 -- 80.0 points	(63%-66%)
B-:	96.0 -- 99.5 points	(80%-82%)	D-:	72.0 -- 75.0 points	(60%-62%)
C+:	92.5 -- 95.5 points	(77%-79%)	F:	71.5 -- 0.0 points	(59%-0%)

Quizzes and Final Exam

There will be a **10-point unit quiz** in class every week, except for weeks one and seven. These are based on each unit's stated objectives, and are a combination of short-answer, fill-in-the-blank, and multiple-choice questions.

The **52-point final exam** is comprehensive (based on Units 1-5), and consists of 42 multiple-choice questions and a 10-point essay question. Unit 6 in the course packet is designed to help you prepare for this exam.

Grading policies:

1. Students are not eligible to take the weekly quiz unless their unit has been checked by the instructor or mentor. Exceptions to this policy must be approved by the instructor.
2. Make-up quizzes require the instructor's consent, and will earn a maximum of 8 points. Students who miss a quiz should contact their instructor immediately to see to see if they could attend another section of ACAD 125 that week. If so, no late points will be deducted. Exceptions to the make-up policy will be at the instructor's discretion.
3. Students have only one week to make up missed units (or parts of a unit), and quizzes, unless approved by the instructor. Failure to do so will result in a 0 for the assessment and 0 for the quiz.

4. To qualify for a grade of *Incomplete*, a student must have satisfactorily completed at least four units of coursework.

Quiz grades will be posted within 48 hours in Canvas. Should you have any questions regarding your grade at any point in the course, please see your instructor.

Mentor Meetings: Policies

1. If a student misses the first two mentor meetings, and does not communicate with the instructor regarding the absence, he or she forfeits the scheduled appointment time.
2. **What to do if you miss an individual meeting:** Contact the instructor (not the mentor) immediately. Although individual meetings generally cannot be rescheduled due to the mentors' limited work schedules, there are a small number of make-up slots that may be available. Mentor meetings must be made up prior to that week's class, unless approved by the instructor.

Electronic Devices

All cell phones, lap tops, or other electronic devices must be silenced and put away during class. Exceptions may be allowed by the instructor, but only if the appropriate documentation is presented.

Important reminders:

- Complete a unit each week, and bring this to your individual meeting.
- Attend all classes and unit assessments (mentor meetings.) Penalties for not doing so are significant, as described in this syllabus under *Grading*.
- Contact your instructor immediately if you must be absent from class or your individual meeting.
- Check your UW-Oshkosh email account and the Canvas course site frequently for important communications from your instructor regarding this course, and your progress in it.
- Read unit directions carefully so as to avoid doing unnecessary work.
- Expect to spend approximately 2-3 hours each week completing Unit activities in the course packet and reviewing unit objectives prior to the individual meeting. Be prepared to discuss!

Accommodations

It is the University's policy to provide reasonable accommodations to students who have documented disabilities that may affect their ability to participate in course activities or to meet course requirements. To be eligible for accommodations, students with disabilities must register with the Accessibility Center or Project Success to obtain an Accommodation Recommendation form. For more information, call 920-424-3100 or visit <https://www.uwosh.edu/deanofstudents/Accessibility-Center>.

Academic Integrity

ACAD 125 instructors will follow all UW Oshkosh stated rules and guidelines related to academic honesty. The Wisconsin Administrative Code, UWS 14.01 states: "Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors."

