

MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS
Semester/Year: Spring/2011

COURSE NUMBER: ACA 115 (50)

INSTRUCTOR: Deborah Jo W. Wilson

COURSE TITLE: Success and Study Skills

OFFICE NO: NA

CREDIT HOURS: 1

OFFICE/VIRTUAL HOURS: E-mail Instructor

CONTACT HRS/WK: 2 (2 lab)

PHONE NO: (252)789-0246 ~ Dr. Broughton

PREREQUISITES: None

FAX: (252)792-0826

COREQUISITES: None

E-MAIL: jwilson@mcc.martincc.edu

COURSE DESCRIPTION:

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. Topics include active reading strategies, time management, note taking, test taking, technology, career education and other strategies for effective learning.

PROGRAM LEARNING OUTCOMES:

1. Demonstrate an increase in reading comprehension.
2. Apply critical thinking skills to analyze and solve problems.
3. Demonstrate effective speaking, reading, and writing skills.

COURSE LEARNING OUTCOMES:

1. Demonstrate knowledge of campus policies, resources, and services.
2. Identify short-term and long-term goals for academic planning and advisement.
3. Demonstrate the strategies of the active reading process.

OTHER OUTCOMES:

1. Discuss a positive self-esteem through an exploration of self and a strong sense of responsibility.
2. Acquire time management, college coping skills and wellness skills.
3. Demonstrate effective study methods such as note taking and test taking.
4. Acquire knowledge of MCC's library and use of available resources for research.
5. Demonstrate knowledge of appropriate technology required for academic tasks.
(i.e.BLACKBOARD)
6. Illustrate effective interpersonal skills through interaction in group activities
7. Explore personal and societal issues faced by first year students. (i.e. financial problems, alcohol and drug abuse)
8. Investigate global issues and develop insight as to the impact on students' lives.

REQUIRED TEXTBOOK:

Ellis, Dave. (2011). *Becoming a master student*. (13th ed.). Boston, MA: Wadsworth-Cengage Learning.
ISBN-13:978-1-4390-8174-7. Text includes Passkeys for website access.

SUPPLEMENTAL RESOURCES:

Flash drive
Microsoft Word, WordPad, or Notepad
Folder or Three-ring binder (This is to organize documents printed from the website.)

LEARNING/TEACHING METHODS:

Online assignments
Reading and writing assignments
Discussion boards
Individual projects/reports
Outside reading assignments.

ASSESSMENTS/METHODS OF EVALUATION:

- | | |
|---|-----|
| 1. Quizzes/Assignments | 35% |
| 2. Discussion Boards | 15% |
| 3. Testing Projects | 05% |
| 4. Outside Reading Assignments | 10% |
| 5. Registration Project | 10% |
| 6. Portfolio | 15% |
| a. Journal Entries (All journal entries for assigned chapters typed in a document.) | |
| b. Self-Reflection | |
| c. Master Student Project | |
| 7. Final Exam | 10% |

GRADING POLICY:

A = 93 - 100
B = 85 - 92
C = 77 - 84
D = 70 - 76
F = 69 and below

COURSE OUTLINE:

*Weekly Assignments will be posted each week on **Friday** and due the following **Thursday**. Students will be given seven days to complete assignments. Since assignments will be posted for seven days, no late assignments will be accepted.*

*NOTE: The Learning Style Inventory, Multiple Intelligences Test, and Registration Project cannot be sent digitally (through Blackboard) and will need to be personally turned in. For these assignments, students may **either** mail the assignments (U.S. Postal Service), place the assignments in the instructor's mailbox on campus, or personally give the assignments to the instructor. More information will be given when the items are assigned.*

WEEK 1	Enter Class (<i>Login Blackboard-ACA 115 (50) and complete the Discussion Board Assignment</i>) Syllabus Review/Academic Calendar
WEEK 2	MCC Policies and Procedures (MCC Career Catalog) Blackboard Orientation Pretest College Tour
WEEK 3	Making Transitions
WEEK 4	Chapter 1 - First Steps
WEEK 5	Learning Styles Inventory Multiple Intelligences
WEEK 6	Chapter 2 - Time
WEEK 7	Chapter 3 - Memory
WEEK 8	Chapter 4 - Reading
WEEK 9	Active Reading Process
WEEK 10	Online Library Orientation (MCC Library and NC NET)
WEEK 11	Chapter 5 - Notes
WEEK 12	Chapter 6 - Tests
WEEK 13	Registration Project (Assigned) Chapter 7 - Thinking
WEEK 14	Learning Portfolio Project (Assigned)/Fall 2011 Advising/Chapter 8 - Communicating
WEEK 15	Registration Project Due/Learning Portfolio Project/Post-Test
WEEK 16	Learning Portfolio Project Due/FINAL EXAM

This schedule is tentative and subject to change at the instructor's discretion.

STUDENT ATTENDANCE POLICY:

Martin Community College recognizes that academic success is tied to regular attendance and completion of assigned work and tasks. ACA 115 (50) is an Internet class. Attendance will be taken by assignments completed. If a student completes and submits one assignment for the week the student is present. If the student does not complete any assignments for a week, the student is absent.

The attendance requirement for the ACA 115 course is eighty-five percent (85%). This means a student is only allowed to miss THREE weekly assignments. (If a student completes and submits one assignment for the week the student is present. If the student does not complete any assignments for a week, the student is absent.)

Course Delivery – ACA 115 (50) is an online course using **Blackboard**. Students are expected to login the Blackboard class **AT LEAST 3 times per week**. Students are also expected to use the **MCC e-mail** to correspond with the instructor. Students should check their e-mail **DAILY**.

Assignments for ACA 115 (50) are due each week on THURSDAY at 11:55 p.m.

To enter section 50 (Internet) courses, students must do two things:

- (1) First, students must complete a technology assessment located on the Blackboard or Moodle login page.
- (2) Second, students must login into Blackboard or Moodle and complete the first assignment within seven (7) school days.

Both the technology assessment and the first assignment must be completed for students to remain in the course. If students are taking more than one online course, the student **ONLY** takes the technology assessment **ONE** time.

The census date is the date on which ten percent (10%) of the total course hours have met. Students must be present in at least one class during the first ten percent of a course in order to be considered enrolled in the class. If a student has not attended at least one class by the ten percent census date, the instructor will mark the attendance roster with an NA for Never Attended. This will affect financial aid.

Students who miss more than six contiguous contact hours or fail to attend 85% of the total class hours without verifiable contact, (In PERSON, by EMAIL or by PHONE) with the instructor will be Administratively Withdrawn from the class by the instructor and given a grade of "WF." The "WF" will be equivalent to an "F" when calculated into the student's GPA.

Keep in mind, students may remove a "WF" by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an "F" which is published in the academic calendar for each academic year.

REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES:

***In compliance with G. S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a maximum of two excused absences per academic year for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.**

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a form to the instructor(s) prior to the census date of each class (Census Date for ACA 115 (50) 1/13/10. The **Request for Excused Absences for Religious Observances** form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

COURSE POLICIES:

Late assignments will **NOT** be accepted. Students who do not turn in an assignment by the assignment's due date will receive a **ZERO** on the assignment.

Lying, cheating, and plagiarism are forms of academic dishonesty that violate the integrity of any academic process and will not be tolerated. Any violation will result in disciplinary action.

Cheating is the sharing or copying of work. Any student or students proven to have shared work on any assignment or test will receive a grade of "F" for the course with no opportunity to officially withdraw from the class.

Be certain that any work submitted in this class is totally and completely your own work. If you have any question regarding this policy, please contact your instructor for clarification.

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 or (252)789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.