

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

COURSE NUMBER: ACA 115 (5W4)

INSTRUCTOR: Lori Brucken

COURSE TITLE: Success and Study Skills

OFFICE NO: Building 3, Room 4

CREDIT HOURS: 1

OFFICE/VIRTUAL HOURS: Office hours are Wednesdays from 1-4 p.m. and Fridays from 10:00-12:00 p.m. Special appointments at other days and/or times can be scheduled if necessary.

CONTACT HRS/WK: 2 (2 lab)

PHONE NO: (252)789-0206

PREREQUISITES: None

FAX: (252)792-0826

COREQUISITES: None

E-MAIL: lbrucken@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)

- 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:

Three-ring binder with paper and five (5) dividers; student calendar planner; pencils, pens and highlighters

LEARNING/TEACHING METHODS:

There will be a combination of lecture, reading assignments, writing assignments, class discussion, individual projects/reports, group projects/reports, outside reading assignments and guest speakers.

ASSESMENTS/METHODS OF EVALUATION:

1. Homework including Projects and Presentations	45%
2. Learning Portfolio with Completed Assignments	25%
3. Quizzes	15%
4. Outside reading assignments	15%

GRADING POLICY:

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

COURSE OUTLINE:

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

WEEK 1	Syllabus Review, Orientation and Pre-test
WEEKS 2 and 3	Making Transitions/MCC Policies and Procedures; MAPP Test
WEEK 4	GRADE Assessment and Blackboard Orientation
WEEK 5	Chapter 1- First Steps and Financial Aid
WEEK 6	Chapter 2- Time and Counselor
WEEK 7	Chapter 3- Memory and Registrar
WEEK 8	Library Orientation
WEEK 9	Chapter 4- Reading/Active Reading Process
WEEK 10	Chapter 5- Notes and Applying Active Reading Strategies
WEEK 11	Chapter 6- Tests and Applying Active Reading Strategies
WEEK 12	Chapter 7- Thinking and Applying Active Reading Strategies
WEEK 13	Planning and Advising
WEEK 14	Outside Reading Assignments
WEEK 15	Chapter 8- Communicating
WEEK 16	Learning Portfolio Project and Post-test

STUDENT ATTENDANCE POLICY:

Martin Community College recognizes that academic success is tied to regular attendance and completion of assigned work and tasks.

The attendance requirement for the ACA 115 course is eighty-five percent (85%). This means a student is only allowed to miss five hours of class time for the entire semester. If a student fails to report to class within 15 minutes of the scheduled beginning time, and has not notified the instructor in advance, they will be considered tardy. Three tardy arrivals equal one absence.

Leaving a class session early will result in a tardy or absence.

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 minimum 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. 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:

1. Students are expected to complete all assignments by the due date. Late work of any kind will not be accepted.
2. Students are expected to actively participate in class by asking and answering questions, sharing in class discussions and class activities, and working in groups. Working in groups requires the respect of your fellow students and all group members doing their fair share of the task.
3. 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 such as loss of grade (a zero for an assignment) or loss of credit (an "F" for the course).

4. Use of cell phones and other electronic devices is prohibited during class. These devices should be in the “off” position. If there is an emergency situation and you need your cell phone on, please notify the instructor before the start of class.

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.