

MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS
Semester/Year: Spring 2011

COURSE NUMBER: ACA 115 (5W5)

INSTRUCTOR: S. Bond

COURSE TITLE: Success & Study Skills

OFFICE NO: NA

CREDIT HOURS: 1

OFFICE/VIRTUAL HOURS:
E-mail instructor

CONTACT HOURS: 2 (2 lab)

PHONE NUMBER: (252) 789-0246
Dr. Phyllis Broughton

PREREQUISITES: None

FAX: (252) 792-0826

COREQUISITES: None

E-MAIL: sbond@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, technology, career education and other strategies for effective learning.

PROGRAM LEARNING OUTCOMES:

1. Demonstrate appropriate mathematical skills required for academic and work-related tasks.
2. Apply critical thinking skills to analyze and solve problems and make logical decisions.
3. Demonstrate effective speaking, reading, and writing skills.
4. Demonstrate appropriate technology skills required for academic and work-related tasks.

COURSE LEARNING OUTCOMES:

1. Acquire 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. Acquire time management, college coping skills and wellness skills.
2. Demonstrate effective study methods such as note taking and test taking.
3. Acquire knowledge of MCC's library and use of available resources for research.
4. Demonstrate knowledge of appropriate technology required for academic tasks. (i.e. Blackboard)
5. Illustrate effective interpersonal skills through interaction in group activities.
6. Explore personal and societal issues faced by first year students.
7. Investigate global issues and develop insight as to the impact on students' lives.

REQUIRED TEXTBOOKS:

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

SUPPLEMENTAL RESOURCES: Three-ring binder with paper and dividers, 2-3 pocket folders, student calendar planner, pens and highlighters.

LEARNING/TEACHING METHODS: There will be a combination of lecture, reading assignments, writing assignments, class discussions, individual projects/reports, group projects/reports, outside reading assignments and guest speakers.

ASSESSMENTS/METHODS OF EVALUATION:

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| 1. Projects | 20% |
| 2. Outside Reading Assignments (Presentation and Report) | 25% |
| 3. Learning Portfolio | 20% |
| 4. Quizzes/Tests | 20% |
| 5. Final Exam | 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 changes may be necessary.

WEEK	TOPIC	CHAPTER	ASSIGNMENT
WEEK 1	Orientation, Pretest		
WEEK 2	Making transitions, GRADE Assessment	Ch. 1	
WEEK 3	MAPP Assessment	Ch. 1	JE 1, JE 2, JE 3
WEEK 4	Library Orientation & Quiz	Ch. 2	Outside Reading 1 Topic due
WEEK 5	Memory	Ch. 3	JE 4; CT1 as Quiz
WEEK 6	Speaker, Reading	Ch. 4	Quiz, CT2
WEEK 7	Notes	Ch. 5	JE 13, JE 14
WEEK 8	Thinking, Outside Reading 1	Ch. 7	Group Presentations Reading 2 topic due
WEEK 9	Test Taking Skills, Quiz	Ch. 6	Outline due Reading2

WEEK 10	Communicating, Effective Writing	Ch. 8	CT 8
WEEK 11	Diversity	Ch. 9	JE 26
WEEK 12	Money	Ch. 10	CT 10
WEEK 13	Outside Reading 2(rough draft)		
WEEK 14	Health	Ch. 11	JE 29
WEEK 15	Outside Reading 2	Ch. 12	Group Presentation (Final copy—OR2)
WEEK 16	Project/Group Presentations, “What’s Next?”		
WEEK 17	Reading Activities		
WEEK 18	Final Exam		

STUDENT ATTENDANCE POLICY for ACA 115

Martin Community College recognizes that academic success is tied to regular attendance and completion of assigned work and tasks in a timely manner. The attendance requirement for the ACA 115 course is eighty-five percent (85%). This means a student is only allowed to miss six hours of class time for the semester. If a student is late more than 20 minutes for class three times, it will count as one absence. A student is not allowed to leave a class session early without prior permission from the instructor.

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 administratively withdraw the student.

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 may 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. 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 request 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 or make-up work receives an automatic reduction of ten percent (10%) from the earned grade for each day it's late. If you miss a quiz, you must have a documented excuse from a doctor or other care provider, or from an official local, state, or federal agency, and it is your responsibility to set up a make-up time with the instructor (in PERSON, by EMAIL, or by PHONE).
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 Catalog for policies and curriculum requirements, please go to www.martincc.edu.

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