

Saint Louis Christian College
GEN100 – COLLEGE SKILLS
Professor Barbara Veech

Spring 2012
1 Credit Hour

Monday
12:00 – 12:50

MISSION STATEMENT

Saint Louis Christian College pursues excellence in the Word and develops servant leaders for urban, suburban, rural, and global ministry.

COURSE DESCRIPTION

This course is designed to make the transition into college life as smooth as possible. Students learn practical study and student survival skills that prepare them to succeed in their college careers.

COURSE RATIONALE

This introductory course is designed to position the student for success at SLCC. It contributes to the fulfillment of Educational Goal # 5, “Sustained Self-Development: Demonstrate personal development skills necessary for lifelong learning and wellness.”

COURSE OBJECTIVES

Upon satisfactory completion of the course, the student will be able to:

1. Identify and implement college level study skills.
2. Demonstrate knowledge of the “Guide to Student Life” at SLCC.
3. Demonstrate knowledge of the policies, capabilities, and functions of the SLCC library.
4. Demonstrate the ability to use library and computer resources.
5. Demonstrate the use of appropriate note taking strategies.
6. Identify various test taking strategies and apply them to own course work and life.
7. Prepare a plan for successful completion of a degree at SLCC.
8. Demonstrate competency with the email and technology used at SLCC.
9. Demonstrate competency of the required writing format: Modern Language Association (MLA).

COURSE POLICIES

Attendance

According to the SLCC Academic Catalog, students missing more than ¼ of the class hours in a course will be dropped from the course. Since this is a one-credit class, fewer absences are allowed than the regular three-credit class. Thus, a student having four absences from this one-credit, 15-hour class, will be dropped. Three times tardy to class counts as one absence. A tardy is defined as arriving late, leaving early, or missing more than ten minutes of class during the class period. An Academic Walk – permission is required from the Academic Dean’s office and will be counted as an absence, but it will not be held against the student’s grade.

Timely Work

Part of being successful in any class is to submit assigned work on time. Therefore, late work will not be accepted without permission from the instructor.

Quizzes and In-Class Work

Unannounced quizzes may be given at any time over the assigned reading and class discussions at the discretion of the instructor. Additionally, graded Individual or small group class work will be assigned during the class period. Quizzes and in-class work cannot be made up without a written note from the Academic Office.

Assignment Format

All assignments must be submitted in typed MLA format unless otherwise specified.

Tests and Final Exam

Four tests over the chapters and a comprehensive final exam will be given. Make-up tests and the final exam will only be given at the request of the Academic Office. A fee may be charged.

Required Textbook:

Langan, John. *Ten Skills You Really Need to Succeed in College*. New York: McGraw Hill Publishing, 2003.

COURSE ASSESSMENT – CRITERIA FOR GRADING

All assignments are weighted according to the category to which they are assigned. In other words, some assignments are worth more than others for the final class grade. Each assignment must meet the requirements which are set forth in this syllabus. Additionally, each assignment must be typed on a word processor/computer and printed in black ink. The format required at St. Louis Christian College is MLA.

COURSE POLICIES

1. Courtesy and a positive regard for the learning of others is expected at all times. Anyone disrupting the learning climate will be dismissed from the class session and will receive an absence for the day. Improper class decorum includes but is not restricted to: lack of attentiveness, excessive and unnecessary talking about material not pertinent to the lecture, talking while another student or the professor has the floor, sleeping, or pretending to sleep, texting, game playing, persistent tardiness, or a consistent lack of preparation for class lectures and accompanying discussions.
2. Do not use cell phones for any purpose during class. Do not text in class. If it even appears that a student is texting, an explanation is required from the student. If the texting persists, the student will be dismissed from class.
3. Do not play games of any kind during class time.
4. Do not eat in this classroom. Beverages are allowed but must be in containers with lids. Out of courtesy to the custodial staff, always clean up the area in which you were sitting. It is kind to pick up any other trash you see as well.
5. Laptops may be used for note taking only. If it appears that the student is using a laptop for any other purpose, the student will be dismissed from class.
6. All email communications from the professor will be sent to the student's SLCC e-mail address. (So know it and check it.)

7. All documents not distributed in class will be put in the student's SLCC mailbox.
8. The professor must approve all incompletes. The incomplete will be granted for extenuating circumstances only.

COURSE DISCLAIMER

Please understand that the professor reserves the right to modify this course plan by changing topics, due dates, or even an assignment so long as it does not add to the learner's workload.

NOTIFICATION OF LEARNING DISABILITY

Learning Disability Statement: In compliance with the intent of *The Americans with Disabilities Act (ADA)* and *Section 504 of the American Rehabilitation Act*, students who have a diagnosed disability and need special accommodations are asked to make the professor aware of the nature of the disability privately and meet with Professor Karen Duffy so that appropriate adaptations can be made.

COURSE INSTRUCTOR CONTACT INFORMATION

1. Keystone Complex Room 105. Office Hours: See posted schedule on the office door. If I am occupied at the time of your visit, you may set an appointment.
2. Email – bveech@slcconline.edu
3. Campus Phone – (314) 837-6777 (ext. 1125)

COURSE SCHEDULE

1. Class 1: January 23

Class Discussion Topic:

Course Syllabus

Campus Life and Policies: General Information

"Guide to Student Life" available on school web site

Assignment #2: Set up a time to meet with the professor. This meeting must take place before class 9.

Assignment #7: Book Report – Select a book from the list.

2. Class 2: January 30

Class Discussion Topic:

Computer Technology at SLCC

Chapter 1: Looking Inside Yourself

DUE: Assignment #1: Take Home Test: "Guide to Student Life"

3. Class 3: February 6

Class Discussion Topic:

Chapter 2: Thinking Clearly

DUE: Assignment #4: Email the Instructor

4. Class 4: February 13**Class Discussion Topic:**

Chapter 4: Managing Your Time

Test # 1: Chapters 1 & 2**5. Class 5: February 20****Class Discussion Topic:**

Introduction to the SLCC Library

DUE AT THE END OF THE CLASS PERIOD:

Assignment #3: Library Scavenger Hunt

6. Class 6: February 27**Class Discussion Topic:**

Chapter 5: Taking Notes in Class

Quiz**DUE:** Assignment #5: Calendar Project**7. Class 7: March 5****Class Discussion Topic:**

Chapter 6: Improving Your Memory and Study Power

DUE: Assignment #8: Note Taking**Test #2: Chapters 4 & 5****8. Class 8: March 12****Class Discussion Topic:**

Chapter 7: Reading Textbooks and Taking Notes

DUE: Assignment #7: Book Report**9. Class 9: March 26****Class Discussion Topic:**

Degree Completion Plan

DUE:

Assignment #6: Degree Completion Plan and Registration Form Provided by Registrar's Office

Assignment #2: Meet with the Professor by this date.

Test #3: Chapters 1 – 6**10. Class 10: April 2****Class Discussion Topic:**

Chapter 8: Taking Tests

11. Class 11: April 9**Class Discussion Topic:**





Chapters 9 & 10: Achieving Basic Goals in Writing & Understanding the Writing Process

DUE: Assignment #9: Test Taking Paper

12. Class 12: April 16**Class Discussion Topic:** End Notes and Final Matters**Test 4: Chapters 7 – 10****13. Class 13: April 23****Class Discussion Topic:**

Review for Final Exam

14. Class 14: April 30**Final Exam****ASSIGNMENT REQUIREMENTS and ASSESSMENTS**

Assignment #	Percent of Grade	Assignment	Assignment Requirements and Assessments
1.	8%	Test: SLCC Academic Catalog & Guide to Student Life DUE: CLASS 2	Take home test. You must have access to the Student Handbook. It is available on-line: http://www.slcconline.edu/academics/catalog/ Click on SLCC Academic Catalog & Guide to Student Life. Graded on percentage basis according to SLCC grading scale.
2.	5%	Meet with the class instructor DUE: CLASS 9	<p> You must initiate and set up a time to meet with the instructor of the course for 30 minutes. This meeting must take place before Class 12 unless other arrangements have been made.</p> <p> In an informal setting, discuss anything on your heart, or express your academic goals.</p> <p> This will be a 30 minute time to talk about a topic of your own choosing or ask questions.</p> <p> No "grade" is given, only credit or no credit.</p>
3.	5%	Library Scavenger Hunt DUE: CLASS 5	After receiving a library tour, you must answer the questions and locate the required items on the Library Scavenger Hunt Questionnaire.
4.	4%	** Self-Selected Response Assignment: Email the Instructor DUE: CLASS 3	<p>Email the class instructor using your St. Louis Christian College email account. (No other email account will be accepted.)</p> <p>Assignment: Write a response to the following questions. Subject Line: College Skills</p> <p>Grades will be based on a complete, and through discussion of the following questions.</p> <p><u>Requirements</u></p> <ol style="list-style-type: none"> 1. <i>What do you expect to be the most crucial skill for one to do well in college?</i> 2. <i>How will you develop this skill in your life?</i> 3. <i>Why do you believe this skill to be a crucial factor for success in college?</i> 4. <i>What habit (or habits) do you believe needs to be changed in order to become a successful college graduate?</i>

5.	12%	** Self-Selected Response Assignment: Calendar Project DUE: CLASS 6	Keep track of your daily schedule for one week by doing the following: Write a paper reflecting on your week. Grades will be based on a complete, and through discussion of the following requirements. <u>Requirements</u> 1. Submit in table format your life in one-hour blocks – 24 blocks a day—seven days. 2. Discuss: Academic Goals: What are your realistic goals for the semester? What sacrifices do you need to make in order to meet your goals? What strategies will you use to make the sacrifices less painful? 3. Discuss: Use of Time: What is your biggest time waster? What activities are the most meaningful in your schedule? How will you keep yourself organized? 4. Discuss: Accountability: Do you have an accountability partner? How will you implement accountability into your academic and social life?
6.	3%	Degree Completion Plan & Registration Form DUE: CLASS 9	Submit your individual degree completion plan and registration plan on the form provided. This is graded as Pass / Fail.
7.	12%	** Self-Selected Response Assignment: Book Report DUE: CLASS 8	Select a book from the Book List for Assigned Reading. Write a report on the book. Do not summarize the plot of the book. Grades will be based on a complete, accurate, and through discussion of the following questions. <u>Requirements:</u> 1. Discuss the main conflict in the book. Did this conflict involve choices within or without the character's mind? How could you tell? How did the character deal with this conflict? 2. How is this book relevant to your everyday life? What points of connection did you make with it? How could you use this story to point someone to Jesus? 3. What lasting impressions has this book made on you and your spiritual life? 4. Select and analyze one of the characters in terms of moral values or lack of moral values.
8.	8%	** Self-Selected Response Assignment: Note Taking DUE: CLASS 7	From a class in which you are enrolled at SLCC: <u>Requirements</u> 1. Submission of handwritten Class Notes without following the format from the textbook. 2. Submit carefully developed handwritten Class Notes. (See page 99 of the textbook.) 3. Prepare a Study Sheet over the content of the class notes. (See page 100 of the textbook.) 4. Prepare four to five Note Cards over the content of the class notes. (See page 101 of the textbook.)

9.	12%	** Self-Selected Response Assignment: Test Taking Paper DUE: CLASS 11	Write a paper explaining different strategies for taking tests. Grades will be based on a complete, accurate, and through discussion of the following requirements. <u>Requirements</u> <ol style="list-style-type: none"> 1. List and explain four different strategies that are discussed in the textbook. 2. Provide supporting details and examples to back up your understanding for each test-taking strategy. 3. Evaluate your own test-taking strategies before and after reading this chapter. Demonstrate evidence for learning and applying the material. 4. Describe the methods you will use to become a better test-taker.
10.	16%	Four Tests	The students will take tests covering the material presented in lectures and assigned reading. Graded on percentage basis according to SLCC grading scale.
11.	10%	Final Exam	This will be a comprehensive multiple choice, short answer, and identification test. Graded on percentage basis according to SLCC grading scale.
12.	5%	Quizzes & In Class Work	Small group work and quizzes will be assigned and graded.

**** Self-Selected Response Assignments:**

4. Email the Instructor = 4% grade
5. Calendar Project = 12% grade
7. Book Report = 12% grade
8. Note Taking = 8% grade
9. Test-Taking Paper = 12% grade

To receive the grade for which you are working, the work must be complete, accurate, thorough, and demonstrate evidence for learning and applying the material.

To receive

A (94 – 100%) = Requirements 1- 4.

C (78 – 85%) = Requirements 1 & 2.

B (86-93%) = Requirements 1-3

D (70 – 77%) = Requirement 1

College Skills: Book List for Reading Assignment

1. Things Fall Apart by Chinua Achebe
2. Heart of Darkness by Joseph Conrad
3. A Passage to India by E. M. Forster
4. Howards End by E. M. Forster
5. Joshua by Joseph F. Girzone
6. The Testament by John Grisham
7. Fear of Strangers by J. Philbric Hasty
8. The Old Man and the Sea by Ernest Hemingway
9. Lake Wobegon Days by Garrison Keillor
10. The Darkest Evening of the Year by Dean Koontz
11. Watchers by Dean Koontz
12. Screwtape Letters by C. S. Lewis
13. Out of the Silent Planet by C. S. Lewis
14. The Call of the Wild by Jack London
15. The Princess and Goblin by George Mac Donald
16. This Present Darkness by Frank Peretti
17. Piercing the Darkness by Frank Peretti
18. Redeeming Love by Francine Rivers
19. Ethan Frome by Edith Wharton
20. The Book Thief by Markus Zusak