



Fall 2015 (Wednesdays 6:00-6:50 pm & 7:00-7:50 pm)
GST 1112- 01 & 02 Study Skills & Academic Success
Carpenter Hall, Room 240

INSTRUCTOR

Sharon G. Oster, M.Ed.

Academic Success Advisor

CONTACT INFORMATION

972-721-5056 (office); 972-656-9779 (text messaging)

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OFFICE LOCATION & HOURS

Augustine Hall, Room 114; 8:00am-5:00pm, M-F, walk-ins welcome

COURSE DESCRIPTION

This course lays the foundation for the acquisition of the skills required by the courses in the Core. Students will have increased organizational skills, learn how to better access campus resources and have a better grasp on the rigors of being a successful UD student at the conclusion of this course.

UNIVERSITY MISSION

The University of Dallas is a Catholic institution that seeks to educate its students, to develop intellectual and moral virtues, to prepare themselves for life and work, and to become leaders in the community. Through intensive teaching, interactive discourse, and critical analysis, the university pursues truth, virtue, and wisdom in the liberal arts and professional studies.

COURSE OBJECTIVES

Upon successful completion of this course, students should be able to demonstrate the following competencies:

- Manage their time effectively
- Develop a plan for academic success and improve their ability to succeed
- Increased study, comprehension and critical thinking skills
- Understand how to access and utilize campus resources for academic success

TEXTBOOK

College Success developed by Career Management LLC and offered as an open source text.

Chapters uploaded to eCollege

POLICIES & PROCEDURES

Attendance

In order to get the most from this experience, you must be on time and present. Because this course is interactive, it is very important you attend every class. Class attendance is 25% of your final grade. If you

have an emergency or extenuating circumstances, please make sure you contact your instructor as soon as possible. If you miss more than 2 unexcused class periods, you will automatically receive a No Pass (NP) for this course regardless of your overall achievement in the course.

Special Accommodations

If you have a documented condition (e.g., physical or learning disability) requiring a special accommodation, it is your responsibility to provide the instructor with the proper documentation. If you have any questions about this or believe this applies to you and still need to set up accommodations with UD, please contact Jeffrey Taylor by email at ada@udallas.edu or by phone at 972-721-5385. Please feel free to contact your instructor after class or at her office if you need to set up accommodations for this course.

You can also access the accommodation form online at:

<http://www.udallas.edu/aboutus/offices/hr/ada/accommodations>

Late Work

All assignments must be turned in at the specified time. Unless otherwise noted, late work will not be accepted. Part of the key to academic success is learning responsibility. Learning to manage your time is a necessary habit to master as you will always need now and in the future.

Grading

Students will earn a grade of either Pass or No Pass in this course. The following grading scale will be used to determine your final grade for the class:

PASS	65-100 pts.
NO PASS	0-64 pts.

ASSIGNMENTS

Assigned Reading

All course reading must be done prior to each class meeting (unless otherwise noted).

Participation and Attendance (25 points)

Participation is a key component to getting the most out of this course and your college experience. Each time we gather, students are expected to make meaningful contributions to discussions and be present (mentally and physically).

Time Management Log (10 points)

Time can get away from you easily if you are not careful. The purpose of this assignment is to enhance your time management skills. Students must complete a log for two weeks so we may analyze how you are utilizing your time. Ideally, you will continue to better plan your time after the assignment. **Time management logs will be due online for 2 successive class periods.**

Individual Meetings (10 points)

Studies have shown that students are more successful when they have an active academic advisor or “academic coach”. These meetings will provide personalized “coaching” for students in a one-on-one setting. Students are required to attend a minimum of 3 meetings throughout the course. Only one required meeting may be scheduled per week – 1st meeting must be completed by October 9. Additional meetings beyond the 3 required are always welcome and encouraged.

Professor meetings (10 points)

One of the best advantages that you can give yourself is going to meet with each of your professors. You are required to schedule at least one meeting, outside of class time, with each of your professors. Each meeting must be done in person. This gives you the opportunity to get more familiar with what is expected of you as a student, increases your resourcefulness, and teaches you how to be an active participant in your own learning. Please write a meeting summary listing date and time you met with each professor, summarize what you talked about and include one interesting thing you learn about each professor. Once you have completed the entire assignment, submit it via eCollege. **Must be submitted by midnight on November 18.**

Attend a Career Services, Academic Success, or Departmental Workshop/Event (10 points)

One of the best ways to make the most of your college experience is to get involved in campus events. Attend any event on-campus hosted by Career Services, Academic Success, or any academic department (example – Philosophy Department Colloquium) and write a 1 page summary of the event. **Please submit your summary in class or via email no later than 1 week after the event. Must be completed by December 2.** Please remember it becomes harder to find events as it gets late in the semester so do not wait too long to complete this assignment! Summaries must contain the following information:

- Name, date and time of event.
- Event host (s)
- Purpose of the event
- What you learned or experienced
- How it helped you

Library Tour (5 points)

All students at UD must be proficient in conducting research. One of the places to conduct this research is the Blakley library. As part of this course, you will be receiving a guided tour of the library and what it has to offer. Please write up a 1 page summary of what you gained from this experience in the library and how it will help you in your later coursework. **Due 1 week after Library Tour.**

Discussion questions and reflection journals (20 points)

Most weeks you will have either a discussion question or reflection question to complete on eCollege. Discussion questions will require you to respond to the question and also give constructive feedback to at least one other colleague in your class. For reflection questions, please write about a page on the topic given and submit it via eCollege in specified drop box. The discussion questions and reflection journals will be related to the readings for that week. To receive credit for the given week, discussions and journals will be due by midnight on Friday following class. For example a Week 2 discussion question

will open on 9/26 and is due by midnight on 10/3. eCollege has been set to not allow late submissions on questions so plan accordingly.

Academic Success Planning paper/Presentations (10 points)- Due on December 2.

No goal can be achieved without a plan. The purpose of this assignment is to get into the habit of planning for success. Students are responsible for writing a short paper detailing their plan for achieving academic success. You've looked at lots of things over the course of the semester both in this class and your other classes in an attempt to assist you with being successful here at UD. Here is your chance to put it together into a short paper (about 2 pages) detailing:

- Personal goals and action items
- Measureable outcomes
- Prospective (or actual) major

Feel free to make this paper representative of you by including graphs, charts or pictures. Please note, the use of graphs, charts or pictures should not mean you include less detail in your plan to fill two pages, you should still be detailed in your plans or you will need to make revisions for credit.

This syllabus is subject to change at the discretion of the instructor. Whenever possible, students will be consulted and advance notice will be provided for any changes.

Weekly Schedule – All readings are due at the beginning of class. Quizzes may be given as part of attendance if readings are not taken seriously.

Week	Topic	Reading	Assignment due
1 9/16	Introductions, Syllabus, Time management		
2 9/23	Time Management and Organizational Skills	Ch. 1 & 2	Discussion questions begin this week. Begin time management logs
3 9/30	Critical Thinking	Ch. 3	Discussion question or journal & Time management log #1 due
4 10/7	Library Tour	Ch. 4	Discussion question or journal & Time management log #2 due
5 10/14	Listening, Taking Notes, Remembering & Reading	Ch. 5	Discussion question or journal & Library Tour write-up due
6 10/21	Preparing for tests	Ch. 6	Discussion question or journal
7 10/28	Getting the most out of class	Ch. 7	Discussion question or journal
8 11/4	Improving your writing	Ch. 8	Discussion question or journal
9 11/11	Life outside of college	Ch. 9	Discussion question or journal
10 11/18	Campus life and beyond- Keys to success	Ch. 10	Discussion question or journal & Professor meeting assignment due
11 11/25	Thanksgiving- NO CLASS		
12 12/2	Wrapping things up		Event assignment & Academic Success Planning Papers due