



**SYLLABUS**  
**Human Development 112**  
**Study Skills: Becoming a Master Student**  
**Student website:** [http://college.cengage.com/  
masterstudent/series/becoming\\_a\\_master\\_student/12e/  
student\\_home.html](http://college.cengage.com/masterstudent/series/becoming_a_master_student/12e/student_home.html)

**Instructor:** Kay Jones, A.A., B.A., M.S.

**Websites:** <http://www.socc.edu>, <http://www.imagenomads.com>, <http://www.k4teens.info>

**E-mails:** [kjones@socc.edu](mailto:kjones@socc.edu), [kay@imagenomads.com](mailto:kay@imagenomads.com), [kay@k4teens.info](mailto:kay@k4teens.info)

**Year and Term:** Winter 2009

**Course Credits:** 3 credits

**Meeting day/time/location:** Tuesdays, 1-3:50 PM, Curry Campus in Brookings

**Course Description:** In this course, you will learn skills necessary to reach your educational objectives and to be successful in your college classes.

**Course Goals:** You will ...

***Knowledge ...***

1. Become familiar with the '100 most threatening' spelling words.
2. Become familiar with a variety of problem-solving and critical thinking skills in relation to home life, education, and goals.
3. Gain an understanding of learning and memory processes and apply this knowledge to academic experiences.

***Skills ...***

1. Assess time use and implement time management techniques.
2. Take notes from lectures and books using mind-mapping, Cornell, and outline forms.
3. Read a textbook with improved retention.
4. Prepare for and take tests.
5. Identify your primary learning mode (visual, auditory, kinesthetic).
6. "Segment" long-term goals into mid-term and short term goals.

***Attitudes and Values:*** You will have ...

1. An appreciation of your role in your education.
2. A willingness to accept and develop self-responsibility.
3. A willingness to learn.
4. An appreciation for peer relationships in relation to meeting your goals.
5. A willingness to strive for and accept academic excellence.

**Grading: See Assignment Log.**

**Text:** Becoming a Master Student, 12th ed., Dave Ellis

**Term Calendar:**

A weekly assignment log will be provided.

**Policies and Procedures:**

If you must miss a class, just as if you were missing a day at work, please e-mail me or call the office to report your absence (469-5017) and ask that a note be left in my mailbox regarding your absence.

**Disability Accommodation Statement:** SOCC recognizes the contribution that a diverse student body brings to the educational experience. If you are a student with a disability or think you may have a disability, contact Advisor Michelle. If you received special education services in high school, you may be eligible for accommodations per the Americans with Disabilities Act (ADA). This is important to consider because some accommodations may be allowed when you take the GED.

**ACADEMIC PLAGIARISM AND CHEATING**

Academic Dishonesty: Plagiarism and Cheating: The policy of the Board of Education of Southwestern Oregon Community College on Student Rights, Student Code of Conduct, and Student Grievance Procedure outlines penalties ranging from admonition through expulsion for violations including plagiarism and academic cheating. In the policy academic plagiarism is defined as: “The intentional submission for evaluation to a college instructor or administrator of material based, in significant part, on work done by someone other than the submitter without reasonable written indication to the evaluator of the material’s true source.” Academic cheating is defined as “The intentional submission for evaluation to a college instructor or administrator of material based, in part, on a source or sources forbidden by generally accepted standards or by regulation established by the evaluator and disclosed in a reasonable manner.” The complete policy, penalties, and recourse through the Grievance Procedure can be found in the Student Handbook.

**DISCRIMINATION/HARASSMENT POLICY**

It is the policy of Southwestern Oregon Community College Board of Education that there will be no discrimination or harassment on the grounds of race, color, gender, marital status, sexual orientation, religion, national origin, age, political affiliation, parental status, veteran status or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact Dean Jason Wood or an advisor regarding any questions about equal opportunity and nondiscrimination.

## **REFUNDS**

Students who stop attending classes during the term must formally withdraw by either dropping their classes through WebAdvisor or by filing a drop form with the Student First Stop Center. In emergencies a phone call followed by a written request will enable us to process a withdrawal for you. Refunds are computed from the date of formal withdrawal, not from the date you stopped attending classes. See SOCC handbook or visit the SOCC website, [www.socc.edu](http://www.socc.edu), for more information.

## **COMPETENCIES**

Competencies are knowledge, skills and attitudes (dispositions) that students will acquire through SOCC degree program curriculum. These essential elements are expected to be demonstrated by SOCC degree graduates.

**The five essential competencies for all SOCC degree graduates, with an accompanying definition, are listed below.**

### **I. Communication**

Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes in reading, writing, speaking, and listening, presentation of self and of information.

### **II. Computation**

Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes in technology skills, computer proficiency, math proficiency, decision analysis (synthesis & evaluation), understanding of and ability to apply mathematical concepts and reasoning, analyzing and using numerical data.

### **III. Creative, Critical & Analytical Thinking**

Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes using curiosity, learning strategies, information gathering, analysis, synthesis, evaluation, creativity, research, and problem solving.

### **IV. Community/Global Consciousness & Responsibility**

Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes involving respect, citizenship, cultural awareness, interpersonal skills, ethics, lifelong learning, community service, self-esteem, integrity and empathy.

### **V. Discipline Content**

Students completing a degree will be able to demonstrate effective skills and attitudes that are specific to a discipline or career.