

College of San Mateo
Official Course Outline

1. **COURSE ID:** COUN 122 **TITLE:** Study Skills
Units: 1.0 units **Hours/Semester:** 16.0-18.0 Lecture hours
Method of Grading: Grade Option (Letter Grade or P/NP)

2. **COURSE DESIGNATION:**
Degree Credit
Transfer credit: CSU
AA/AS Degree Requirements:
 CSM - GENERAL EDUCATION REQUIREMENTS: E5d. Career Exploration and Self-Development

3. **COURSE DESCRIPTIONS:**
Catalog Description:
 (Formerly CRER 122) This course provides students with information about what is expected of a college student. Students practice a variety of techniques to increase confidence and to develop college-level study skills. Emphasizing individual learning styles, effective study habits and reducing test-taking anxiety. Each student will create a study plan reflecting his/her specific learning needs. A materials fee as shown in the Schedule of Classes is payable upon registration.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
 Upon successful completion of this course, a student will meet the following outcomes:
 1. Identify the role of a college student and the expectations of the college and professors
 2. Identify the characteristics of an efficient study environment
 3. Demonstrate effective self-management and time management skills to build study habits.
 4. Demonstrate an ability to listen and learn in a classroom
 5. Demonstrate critical thinking
 6. Create a study plan including a time line, due dates and study sessions

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
 Upon successful completion of this course, a student will be able to:
 1. Effectively participate in self-assessment activities to determine strengths and challenges
 2. Demonstrate self-management and time management techniques to build study habits
 3. Engage in appropriate college-level classroom behavior
 4. Develop effective personal and educational goals and study plans
 5. Participate in team- work using collaborative skills
 6. Demonstrate library research skills and internet research skills
 7. Utilize effective test taking and note taking strategies
 8. Demonstrate memory and metacognition skills

6. **COURSE CONTENT:**
Lecture Content:
 1. Getting ready to learn
 - A. Daily attendance
 - B. Weekly attendance
 - C. Books, supplies, things you need
 - D. Efficient learning environment
 2. Principles of time management
 - A. Weekly schedule, know what you value and how you SPEND your time
 - B. Preventing procrastination
 - C. Establishing college goals
 - D. Take responsibility for your time
 3. Critical listening
 - A. Evaluate your listening skills
 - B. Identifying important points in a lecture
 - C. Lecture notes
 - D. Class discussions and asking questions
 4. Memory

- A. Reading to remember, SQ3R
 - B. Listening to remember
 - C. Practice memory techniques
 - D. Note taking and memory
5. Assessing learning styles
- A. Methods of using visual, motor, and auditory learning modalities
 - B. Connecting mind-body learning
 - C. Knowing how you learn and what you value
 - D. Self-reflection and metacognition
6. Test taking
- A. Value of preparation
 - B. Create a study plan and schedule
 - C. Prepare through review
 - D. Make and take a pretest

7. REPRESENTATIVE METHODS OF INSTRUCTION:

Typical methods of instruction may include:

- A. Lecture
- B. Activity
- C. Discussion
- D. Guest Speakers
- E. Other (Specify): Short lectures, classroom exercises, required reading and writing assignments such as reflection papers and journals. Students will be asked to apply new learning strategies and to report on the outcomes.

8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

Writing Assignments:

Reflection papers on topics such as: students' educational goals, educational experiences, learning styles.
Research papers on student success and college level study skills.

Reading Assignments:

Reading is assigned from instructor developed handbook and handouts, the college catalog, student handbook, other college publications, and other assigned texts.

Other Outside Assignments:

Worksheets covering topics such as: time/workload management, and college success. Assessments of learning styles, and study skills.

9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Class Participation
- B. Class Work
- C. Exams/Tests
- D. Homework
- E. Papers
- F. Portfolios
- G. Quizzes
- H. Students will write self-reflection papers and notes, demonstrate academic skills such as note taking and engage in open discussion and feedback sessions. There will be quizzes and opportunities for feedback as part of the experiential process. All Assessments will directly coincide with the student learning outcomes listed on the course syllabus and on the outline. Students will be encouraged to collect representative work in a portfolio.

10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

- A. Dave Ellis. *Becoming a Master Student*, 14th ed. Cengage Learning, 2013
- B. Skip Downing. *On Course: Strategies for Creating Success in College*, 7th ed. Cengage, 2014
- C. Walter Pauk. *How to Study in College*, 11th ed. Cengage, 2014

Other:

A. Division prepared materials, handouts, assessment tools, readings and internet sites will be provided.

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Curriculum Committee Approval Date: April 2016

Effective Term: Fall 2016

Course Originator: Martin Bednarek