

Collin College

COURSE SYLLABUS Spring 2017

Course Number: COSU 0301

Course Title: Test-Taking and Study Skills for Non-Native English Speakers.

Class Information:

Section Number: S01

Meeting Times: Mondays, Wednesdays, and Fridays 9 AM – 9:50 AM

Meeting Location: SCC BB122

Course Description: This class will prepare non-native English speaking students for success by providing instruction and practice in test-taking techniques as well as exposing them to the expectations and realities of college academic coursework. Topics that will be covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational planning, and learning styles. Techniques of study such as organization, time-management, listening/speaking/reading/writing in a lecture or classroom setting, note-taking, research skills, and test preparation will be covered. This course will be particularly beneficial to students who are required to complete the TOEFL or the IELTS prior to admission to college or university.

Course Credit Hours: (SCH) Lecture Hours: 3

Prerequisite: Successful completion of ESLC0310, ESLR0310, and ESLW0310 or approval of ESL Testing Coordinator or ESL Dept. Chair

College Repeat Policy: Developmental Education courses may be taken for a combined total of no more than 27 credit hours.

Textbook: *Listening and Note-Taking Skills Level 3* (4th Edition) by Dunkel and Pialorsi

Supplies: Spiral notebook, 3 ring binder, 5 tabbed dividers, pencil, eraser, pen, highlighter, small stapler

Student Learning Outcomes: Upon completion of this course, students will demonstrate note-taking, research, and test-taking techniques resulting in the successful completion of a core academic unit or the admissions requirement for a college or university.

Course Requirements: Students are required to attend lecture the equivalent of three hours per week and to complete all homework assignments, tests, and the final exam.

Method of Evaluation: The final grade for this course will be based on the following criteria:

20%	Attendance, Punctuality, and Class Participation
20%	Quizzes, Class Work, and Homework
20%	Individual Project
20%	Credit Class Visit Project and Group Project
20%	Midterm Exam and Final Exam

Grading Policy: Grades AD, BD, CD, FD, or IP will be awarded. A grade of "DD" will NOT be awarded.

Grading: In order to receive an AD in the course, a student must complete all coursework with an average of 90-100. In order to receive a BD in the course, a student must complete all coursework with an average of 80-89. In order to receive a CD in the course, a student must complete all coursework with an

average of 70-79. If a student has below a 70 average on coursework he/she will receive an FD. Please note that a student cannot receive a DD in this course.

Attendance Policy: Attend class regularly with no more than three hours of absences. Students are expected to attend each class and to arrive on time. Each absence beyond three class hours will result in the final grade being lowered. If a student is late or leaves class early three times, it will count as one absence. If a student is absent, it is his/her responsibility to ask the instructor or classmates about missed assignments.

Withdrawal Policy: See the current Collin Registration Guide for the last day to withdraw.

Administrative Withdrawal: Participation in class is an essential requirement of this course. Maintain contact with your professor if you are not able to attend class or complete an assignment on time. If you miss more than 20% of the meetings of a Developmental Education class between the beginning of class and the college withdrawal date, you may be administratively withdrawn from this class. Administrative withdrawal may have academic, financial, financial aid, and visa implications. It will count toward Collins' Repeat Policy and the 27-hour limitation on Developmental Education courses. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course, you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy, please contact your professor.

Repeat Policy: Texas residents attempting a course more than twice at Collin College are subject to regular tuition plus an additional \$50 per semester credit hour. Please see the "Repeating Courses" section of the Spring 2017 Registration Guide for more information.

Religious Holy Days: Please refer to the current *Collin Student Handbook*.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Collin College Academic Policies: See the current *Collin Student Handbook*.

ACADEMIC ETHICS: Every member of the Collin College community is expected to maintain the highest standards of academic integrity. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission of one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, use of information about exams posted on the Internet or electronic medium, and/or falsifying academic records. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any conduct through electronic or computerized means:

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to failure to acknowledge a direct quotation.

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own; or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to

another student; providing an inappropriate level of assistance; communicating answers to a classmate during an examination or any other course assignment; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

In cases where an incident report has been filed for alleged violation of scholastic dishonesty, faculty are requested to delay posting a grade, for the academic work in question, until the Dean of Students Office renders an administrative decision of the case. Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty from the Dean of Students Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The professor will determine the appropriate penalty.

INSTRUCTOR INFORMATION:

Instructor's Name: Professor Linda Kapocsi, M.Ed.

Office Number: K219 (located on the second floor of SCC in K Wing, inside Suite K216)

Office Hours: **M** 8:20-8:40; 12:20-12:40, **TU** 11:30-12:40, **W** 8:20-8:40; 12:20-12:40,
TH 11:30-12:40, **F** 8:20-8:40; 12:20-2:20

Office Phone Number: 972-578-5528

Email: lkapocsi@collin.edu

Website: <http://iws.collin.edu/lkapocsi/>

Canvas: Log into Canvas **daily** and click on the name of our course for announcements, class materials, and your grades. I frequently post information you need to know under "Announcements". Also, check your Cougar Mail **daily**.

Classroom Expectations

Cell Phones, Pagers, Laptops, and Headphones in Classrooms Policy

Cell phones and pagers should be turned off and put away at all times during class times. Do not answer your phone during class time, send or check text messages during class, or leave the room to answer or make phone calls. Headphones are not to be used in classrooms and computer labs and should be put away during class times. Laptops must be put away at all times in this class, unless you have permission to use them for a project. (7-2.4S, pp. 194-5 in the Student Handbook): "Collin College may initiate disciplinary proceedings for student violations, including, but not limited to, a student who: engages in the use of media or telecommunications devices during class, Collin College labs, and/or other learning environments. In addition, all media and telecommunication devices must be completely turned off (not on silent or vibrate) while taking examinations and prior to entering the Testing Center testing room..."

Classroom Courtesies

In this class, we treat others as we would like to be treated. Respect and courtesy are expected towards the professor and other students at all times. Any disruptive or rude behavior will not be tolerated. I do not allow food or drinks in our computer labs. As for the classroom, you may bring food and capped/covered drinks as long as they don't bother anyone else and as long as you clean up after yourself.

Late Work

Late work is not accepted. Tests cannot be made up. Near the end of the semester, there will be an opportunity to complete three optional assignments that can replace your three lowest non-test grades.

Note: The instructor reserves the right to make changes to this syllabus during the semester. Changes will be communicated in a timely manner.

Assignment Calendar

Course Calendar

Meet in SCC BB122 for class unless noted below:

WEEK	LESSON TOPICS:	ASSIGNMENT DUE DATES:
Jan. 16-20	MLK Holiday Jan. 16- No Classes Introduction; Orientation; Self-Regulation; The Hammer; Introduce Library 1; Introduce Note-Taking Packet Receive Discovery Packet;	1. Purchase required course materials 2. Determine username and password for Cougarweb and Canvas 3. Get a Student ID Card in SCC F130. 4. Register for CougarAlert. https://www.collin.edu/cougaralert.html
Jan. 23-27	Motivation; Goal-Setting; Mentors; Learning Styles; VARK Friday, Jan. 27: Meet in I-230 Computer Lab	Due Jan. 25 – Discovery Packet Due Jan. 27: * Library 1
Jan. 30-Feb. 3	Writing College Papers; Introduce Individual Project; Library Research Strategies and Resources Online Questionnaires Friday, Feb. 3: Meet in I-230 Computer Lab	
Feb. 6-10	Library Research Strategies and Resources; Wednesday, Feb. 8 Library L110 Library Computer Classroom (behind Circulation Desk) Friday, Feb. 10 Library L110 Library Computer Classroom	Due Feb. 6 *Library 2
Feb. 13-17	Organization; Note-Taking;	Submit Individual Project to Writing Center
Feb. 20-24	Introduce Class Visit Project; Note-Taking; Time Management; Receive Take Home Quiz 1	Due Feb. 22: Individual Project
Feb. 27-Mar.3	Note-Taking; Information Processing and Memory	Due Feb. 27: Take Home Quiz 1 Due Mar. 3: *Library 3
Mar. 6-10	Spring Break Mar. 6-9: No Classes; Mar.10-12:CampusesClosed/ No Classes	
Mar. 13-17	Note-Taking; Test Preparation;	Due Mar. 15: * Library 4 (Complete Class Visits; after each visit, type the answers to the project questions.)

	Mar. 17 – Last day to withdraw from classes	
Mar. 20-24	Note-Taking; Test-Taking Tips ESL Dept. Party Thurs. March 23, SCC Conference Center A Bldg.	Midterm Exam: Mar.23-25– SCC Testing Center J232 – Take your Collin ID Card and a pen or pencil. You may take the test any time Mar. 23-25.
Mar. 27-31	Note-Taking; Educational Planning; Career Services; Introduce Group Project	
Apr. 3-7	Note-Taking; Group Collaboration Time;	Take your Class Visit Project to the Writing Center.
Apr. 10-14	Note-Taking; Group Collaboration Time; TOEFL Test Prep; IELTS Test Prep; TSI Test Prep Apr. 14-16 – Spring Holiday – Campuses Closed/No Classes	Due Apr. 12: Class Visit Project Notes and Report Take your Brochure to the Writing Center for feedback.
Apr. 17-21	TOEFL Test Prep; IELTS Test Prep; TSI Test Prep Group Collaboration Time;	Due Apr. 19/21 : Group Project - Oral Presentations with Visual Aid and Brochures
Apr. 24-28	Review Final Exam	Due Apr. 24 Optional Extra Credit Folder Due Apr. 26 Classroom Surveys/Note-Taking Packet
May 1-5	No Class Except Final Exam	Final Exam: May 5 – Our Classroom
May 8-12	No ESL Classes	No ESL Classes

***Notes for Library Assignments:**

Library 1: *Where There's a Will There's an A* Video 1 (one handout)

Library 2: *Where There's a Will There's an A* Videos 2 and 3 (one handout)

Library 3: *Where There's a Will There's an A* Videos 4 and 5 (two handouts)

Library 4: *Where There's a Will There's an A* Video 6 (one handout)

To locate the video note-taking handouts, go to Google Chrome or Firefox. Log into Canvas. Enter our course. Find the handout you want, and click on the name of the video/handout and then "open" it and print it out. Take the printout and your Collin ID Card with you to the Collin College SCC Library Circulation Desk. Ask the librarian for the video, which I have on reserve for my classes. Then go upstairs to L219 or L218 to a viewing room to watch the video and answer the questions on the handout. Get a 2 carbon-copy receipt from the librarian and staple both copies to your completed handout.

(If you have difficulty with Canvas, contact elearning at elc@collin.edu or 972-881-5870 or visit the elearning office at SCC L257. If you need an ID Card, go to SCC F129/F130.)

Final Grades:

To obtain your final grade for each course, check the Cougarweb home page, under the heading "Student Quicklinks". Click on "Final Grades" at the end of week 17. Remember, your final average grade (A, B, and so on) will be followed by the letter "D" which stands for "Developmental Course". The "D" isn't part of your grade but just shows that this course was a developmental course. You can also see your final exam grade and your final average in Canvas Grades.