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.


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 and Class Participation
20% Quizzes 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:** Developmental courses may be taken for a combined total of no more than 27 credit hours. In addition, you may repeat this course only once after receiving a grade, including W. If you drop this class before census day, it will not count against you.

**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)

Office Hours: Mondays 12:15- 12:45 p.m.; Tuesdays 8:30 - 9:30 a.m.; 11:30 a.m. - 12:00 p.m.; Wednesdays 12:15- 2:15 p.m.; Thursdays 8:30 a.m. - 9:30 a.m.; 11:30 a.m. - 12:00 p.m.; Fridays 12:15- 12:45 p.m. Other times available upon request.

Office Phone Number: 972-578-5528

Email: lkapocsi@collin.edu Website: http://iws.collin.edu/lkapocsi/

Blackboard: Log on to Blackboard 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.
In case of emergency, contact the Developmental Education office (SCC K102) at (972)881-5720.

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.
**Assignment Calendar**

**Course Calendar**

*Meet in SCC J214 for class unless noted below:

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<tr>
<th>WEEK</th>
<th>LESSON TOPICS:</th>
<th>ASSIGNMENT DUE DATES:</th>
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| Jan. 18-22 | Introduction; Orientation; Self-Regulation; Introduce Library 1; Receive Discovery Packet | 1. Purchase required course materials  
2. Determine username and password for Cougarweb and Blackboard  
3. Get a Student ID Card in SCC F130. |
| Jan. 25-29 | Learning Styles, Introduce Individual Project; Mentors; Goal Setting; VARK     | Due Jan. 25 – Discovery Packet  
Due Jan. 29: * Library 1               |
| Feb. 1-5   | Library Research Strategies and Resources                                      | Wednesday, Feb. 3 Library L110 Library Computer Classroom (behind Circulation Desk)   |
|            |                                                                                 | Friday, Feb. 5 Library L110 Library Computer Classroom (behind Circulation Desk)       |
| Feb. 8-12  | Library Research Strategies and Resources; Motivation                           | Due Feb. 12: *Library 2                                                             |
|            | Friday, Sept. 18 LAB 1230                                                       |                                                                                      |
| Feb. 15-19 | Organization; Note-Taking; Introduce Note-Taking Packet                          | Due Feb. 19: Individual Project                                                      |
| Feb. 22-26 | Introduce Class Visit Project; Note-Taking; Time Management; Receive Take Home Quiz 1 |                                                                                      |
| Feb. 29-Mar. 4 | Note-Taking; Information Processing and Memory                                              | Due Feb. 29: Take Home Quiz 1  
Due Mar. 4: *Library 3                        |
<p>| Mar. 7-11  | <strong>Spring Break – No Classes; College Closed March 11-13</strong>                        |                                                                                        |
| Mar. 14-18 | Note-Taking; Test Preparation; Note: March 17 – ESL Scholarship Luncheon SCC Conference Center 12 p.m. | Due Oct. 16: * Library 4                                                                 |
| Mar. 21-25 | Note-Taking; Test-Taking Tips                                                   |                                                                                        |</p>
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<tr>
<th>Date</th>
<th>Activities</th>
<th>Details</th>
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<tbody>
<tr>
<td>Mar. 28-Apr. 1</td>
<td>Note-Taking; Educational Planning</td>
<td>Midterm Exam: March 31-April 1– SCC Testing Center J232 – Take your Collin ID Card and a pen or pencil. You may take the test any time on March 31 or April 1.</td>
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<td>Apr. 4-8</td>
<td>Note-Taking; Group Collaboration Time</td>
<td>Due Apr. 8: Class Visit Project-Treatise and Class Visit Notes Due</td>
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<tr>
<td>Apr. 11-15</td>
<td>Note-Taking; Group Collaboration Time</td>
<td>Due Apr. 15: Classroom Surveys/Note-Taking Packet</td>
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<tr>
<td>Apr. 18-22</td>
<td>Career Services; Group Collaboration Time;</td>
<td>Due Apr. 20/22 : Group Project - Oral Presentations with Visual Aid and Brochures</td>
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<tr>
<td>Apr. 25-29</td>
<td>TOEFL Test Prep; IELTS Test Prep; Review Final Exam:</td>
<td>Due Apr. 29: Optional Extra Credit Folder</td>
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<td>May 2-6</td>
<td>No Class Except Final Exam</td>
<td>Final Exam: May 6 – Our Classroom</td>
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<tr>
<td>May 9-13</td>
<td>No Class</td>
<td>No Class</td>
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*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. Go to elearning.collin.edu. Enter our course and click on “Content” on the left side. Then click on “Handouts”. Inside the Handouts Folder, 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 Blackboard, 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 Blackboard My Grades in the next couple of days.