



GNST 1010

Division: Office of VP for Academic Affairs

Department: General Studies

Course: GNST 1010

Title: College Study Skills

Catalog Description:

This course emphasizes developing academic skills, making career choices, and managing personal responsibility. Elements of the course include attitude, career exploration, goal setting, time and stress management, effective study skills, test taking, note taking, reading and memory strategies, listening skills, and emotional intelligence. This course is also offered online.

General Education Requirements: N/A

Semesters Offered: Fall, Spring

Credit/Time Requirement: Credit: 1; Lecture: 1; Lab: 0

Clock/Hour Requirements: 0

Offered for Non-Credit: No

Credit/Clock Comments: Variable credit (1-2 credits)

Justification:

This study skills course will be offered both on campus and online, thereby reaching the maximum number of students. This should improve student retention and student success rates. By having an online course we can reach non-traditional evening students, high school students wishing to prepare for their college experience, and anyone wishing to improve their study skills.

Student Learning Outcomes:

Through successful completion of this course, students will:

- Utilize self awareness assessments to understand areas for improvement.
- Identify the qualities and attitudes of successful students.
- Recognize resources on and off campus.
- Identify career choices based on interests, skills, and values.
- Learn to set and prioritize academic and personal goals.
- Identify distractors and utilize concentration techniques to improve reading skills.
- Utilize the SQ4R Method.
- Utilize and understand varying note-taking methods including the Cornell Method.
- Recognize study issues and utilize best study practices.
- Understand the principals and the process involved in active listening.
- Understand information processing, utilizing memory principals and mnemonics.
- Discuss test-taking strategies.
- Discuss time and stress management strategies.
- Understand critically and creative thinking, and learn how to make wise choices both personally and

academically.

- Learn the language of self responsibility and how to re-script for success.
- Discuss emotional intelligence and the importance it plays in student success.

Content:

Course objectives will be accomplished by providing students with learning experiences in the following areas:

- Qualities and attitudes of successful students
- Interdependence and networking on campus
- Career Exploration
- Goal Setting
- Concentration, Reading, and the SQ4R Method
- Note-taking and the Cornell Method
- Study Issues and best practices
- Active Listening
- Information Processing, Memory principals, and Mnemonics
- Test-Taking Skills
- Time Management
- Stress Management
- Critically Thinking, Creative Thinking, and making wise choices
- Self Responsibility
- Scripting for success
- Emotional Intelligence

General Education Outcomes:

- 4) Retrieve, evaluate, interpret, and deliver information through a variety of traditional and electronic media. This course will be delivered via traditional, online, and hybrid formats, thus students will be using a variety of methods to relate material to the instructor and to other students within the class. Students may be using electronic reserve, retrieving information off the internet, as well as sharing their work via email. Online students will be required to conduct discussion using a "Blackboard" online service. Many of their assignments will ask them to utilize the study tools they are learning about online in their other classes.

Applied Education Outcomes:

- 4) Students will demonstrate interpersonal skills specific to the skills and environment inherent in their field. Students will learn a variety of interpersonal skills that will help them in any and all environments, including interpersonal skills necessary to have a successful and rewarding college experience. They will learn about attitude, goal setting, time management, stress management, listening skills, motivation, emotional intelligence, and about self responsibility. These topics can be applied beyond the classroom experience to everyday life and to any career they might choose. Students will also have the opportunity within this course to examine a variety of careers to find the best match for their values, interests, and skills. Students will learn the different interpersonal skills needed for their career choice.

Assessment will occur via a range of writing assignments, online (Blackboard, email) inputs, quizzes, literacy/learning logs, and/or presentations.

Representative Text and/or Supplies:

"Essential Study Skills" by Linda Wong, Fifth Edition

"Begin It Now" Binder of Handouts put together by instructor

"On Course: Strategies for Creating Success in College and in Life," by Skip Downing, Third Edition -- excerpts on-line

"Keys to Success: Building Successful Intelligence for College, Career, and Life" by Carol Carter, Joyce Bishop, and Sarah Lyman Kravits, Fifth Edition

Optimum Class Size: 12

Maximum Class Size: 30

Signatures:

I hereby submit this course syllabus:

Erick Faatz, MA, Associate Professor

I hereby find this course consistent with the goals and resources of the General Studies Department:

Kim Cragun, MS, Associate Professor, Chair

I hereby find this course consistent with the goals and resources of the Office of VP for Academic Affairs Division:

Gary Smith, Ph.D, , Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

Michelle Olsen, MLS, Campus Librarian (Richfield Campus)