

LSK 51-F Section # 1398 Learn how to be a good test-taker Fall 2013

Short term Dates: October 8-31

Classroom General Classroom Building, Room 320

Days/Times Tuesday and Thursday 12:00 to 1:10 pm

Instructor Fran Israel

Office Location DSPS Office, Student Services Building, room 320

Office hours: Tuesday: 10:30 to 11:30 a.m., 4:30-5:00 p.m.

Thursday 10:30 to 11-30 and 3:00 to 5:00 pm

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Textbook Handout

Materials: 3 ring notebook, paper, dividers

Description Learn ways to control test anxiety and better techniques for test preparation and test taking. Learn how to take objective, essay, problem solving and computerized exams.

This class combines lecture, discussion and activities.

Objectives a) Will create a plan for preparation to increase confidence and reduce stress.

b) Will think critically in choosing test preparation techniques suited to learning style.

c) Will become aware of methods to organize exam study.

d) will become aware of methods to reduce test anxiety.

Outcomes: Will plan more effective use of study time

Will analyze and plan starting with the first class

Will distinguish between reality based and free-floating anxiety.

Will be able to identify sources of help and improve self responsibility.

## Topics for the 8 class meetings

1. Introduction
2. Reducing Stress
3. Before the test
4. 5+1 day study plan for 4 chapter exam
5. During the test; after the test
6. Taking objective tests
7. Taking essay tests
8. Math, open book, computer-use, standardized tests

Syllabus Changes : The above schedule will be generally followed. Unforeseen events and circumstances may cause minor changes; These changes will be announced.

Long term assignment: due 8<sup>th</sup> meeting. Develop a study plan for a 3 chapter test. Models provided in your packet. You may work with a study partner. Start after the 4<sup>th</sup> class. This takes planning!!

Grading: Credit/ No credit. This class is non degree-applicable and non transferable.

You will be evaluated on

- |  |        |
|--|--------|
| 1. Completion of long term study plan assignment | 30 pts |
| 2. Regular and on-time attendance                | 30     |
| 3. Appropriate classroom participation           | 30     |
| 4. Notebook organization and completeness        | 10     |

80 points will be needed to pass this class.

## Class Policies (The Rules):

### Attendance:

Only 1 absence allowed. After that you could be dropped. 2 times late is equal to 1 absence. **YOU SHOULD NEVER SCHEDULE A CAMPUS APPOINTMENT DURING SCHEDULED CLASS TIME.** It will count as an absence for grading.

### Walking in and out of class:

This class is not 3 hours long. You need to use the restroom and eat before coming into the room.

Walking in and out is rude, as is throwing trash away while class is in session. If you have an emergency (which would be rare), go quietly and return quietly. I will be noting frequency and deducting points. **ANYONE** who makes a habit of leaving the classroom without medical reasons known to the instructor may be asked to leave the class.

### Be prepared:

You need to start making a list the night before of materials you will need the next day. Your notebook and packet and a pencil are required at every class session. Without them you will not be able to fully participate and will lose points

### NO Technology:

Unless used to take notes with my permission. No cell phones, no texting, no talking, no music on an I-pod.

You must learn to do without these distractions here and in the workplace.

**Disruptive and Rude Behavior:**

Respect for others is RULE 1. Swearing, vulgar language and inappropriate topics will NOT be tolerated in this class or on a job.

College discipline is as follows:

1st offense: A warning                      2nd offense: a 2 day suspension

Since only one absence is allowed ,you will not receive credit.

**Positive Environment:**

You need to listen with respect to another's questions and comments. There will be no negative comments or laughter that shows disrespect. No questions are foolish or wrong in his room. Comments should be on topic and brief.

College Policies

**Student Conduct:**

Discipline is based on code 9803.15; refer to your class schedule or the college catalog for more information.

**Recording devices:**

Before recording, the instructor and administration must be told and must agree to it (WLAC College Catalog 2010-2012).

Where to get help when you need it:

Problems you ignore just grow. See your counselor. Go to the Learning Skills Center on the first floor of the library where instructional support is available. Other campus programs such as UMOJA, EOPS and DSPS can help you or refer you to someone who can.

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The following Page allows you to let us know that you have read and understood this syllabus and gives you an opportunity to communicate any special requirements.

Please complete it and return it to your instructor.

Looking forward to learning with you this Semester!!