

Short term dates: (6 sessions) Feb 18-March 25

Classroom General Classroom Building, Room 320

Days/Times Tuesdays 2:45-4:15 pm.

Instructor Fran Israel

Office Location DSPS, Student Services Building, Room 320C

Office hours: Tuesday/Thursday 10:30 to 11:30 and Thursday 3:00 to 5:00 pm

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Textbook Handout

Materials: 3 ring notebook, paper;

Description There is no substitute for your own notes! Improve your planning and note-taking to save time and improve grades.
This class includes skills for better class participation.
The class combines lecture, discussion and activities.
It is graded credit/no credit and is non-degree applicable and non-transferable.

Objectives:

- a) Will become aware of and able to identify how lectures are organized
- b) Will think critically and develop an improved note-taking system
- c) Will understand and practice classroom participation skills that will lead to academic and career success

Outcomes: More effective notes leading to better grades in other classes

Topics for the 6 class meetings

1. Introduction ; Why take Notes; organizing a notebook
2. How are your classroom skills?
3. Organizing the page; systems for note-taking
4. Skills for writing, abbreviation, symbols and word-economy
5. Making ideas your own; paraphrasing and summarizing
6. Organizing your notes for studying
After your classes: editing and revising notes; computer lab practice

Grading: Credit/ No credit. You will be evaluated on

1. Regular and on-time attendance
2. Appropriate classroom participation
3. Notebook organization and completion of all exercises

CLASS POLICIES: (The Rules)

Attendance: This class meets only 6 times; you cannot learn if you are not in class...on time! 1 absence is allowed; 2 times late =1 absence. If you have 2 unexcused absences (other than emergency) and/or repeated inappropriate class participation, I will drop you from the roster so you can add another credit class.

Syllabus Changes: The class will follow the syllabus schedule as closely as possible. Unforeseen events may require minor modifications to the order of topics.

Standards of 1. Respect for others is the #1 requirement in this class. No casual Technology Talking; texting, passing messages, ringing phones, getting up to answer phones/pagers in middle of class are all disruptive, rude behaviors that lead others to believe that you believe that no one else's time is as valuable as your own. In college, an instructor is not required to keep anyone in a class. College is a privilege, not a right. You cannot do this in the workplace.

2. Everyone needs to listen with respect to other's questions and comments. There are NO foolish questions in this room.

No comment or question should be a reason for laughing at another person's expense. Comments should be polite and positive at all times.

Never schedule an appointment or meeting that conflicts with class time!!
This is an automatic absence unless a medical or emergency excuse is provided

This class is offered to help you to learn better, improve your grades and reach the goals in life that you have chosen, both in college and the world of work.

If you apply the above rules to your other classes and in your workplace...you are opening the door to success!!

The ne3xt page provides you with a form. Please fill it out and return it to me at the end of class.

Thank you

Student acknowledgement
(please sign and return to Instructor)

I, _____, have read this syllabus and understand and agree with the course requirements.

Below, please describe/list any special needs or circumstances that may cause interruption of your work in this classroom, inability to arrive on time or to regularly leave class early (less than 10 minutes) or need to observe religious holidays.

Special Circumstances or needs: (Not to include counseling appointments made over class time.)

Signature

Date