

LSK 51-F #1398 Learn how to be a good test-taker Spring 2014

Dates: March 18-April 17  
Classroom General Classroom Building , Room 320  
Days/Times Tuesday and Thursday 12:15 to 1:25 pm  
Instructor Fran Israel  
Office Location DSPS in the Student Services building, room 320  
Office hours: Tuesday/Thursday 10:30 to 11:30, Thurs:3:00 - 5:00 pm  
Phone 310 287-4450 Fax 310 287-4417  
Email [israelf@wlac.edu](mailto:israelf@wlac.edu)  
Textbook Handout  
Materials: 3 ring notebook, paper

Overview Learn ways to control test anxiety and better techniques for test preparation and test-taking. Predict exam questions, Learn how to take objective, essay and open book tests. The class combines lecture, discussion and activities.

Outcomes a) Will create a plan for preparation to increase confidence  
b) Will think critically in choosing exam prep techniques suited to learning style.

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

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. Non-degree applicable and non transferable .

You will be evaluated on

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

This class meets only 8 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) or repeated inappropriate class participation, I will drop you from the roster so you can add another class and not lose the .5 unit

The Rules:

1. Respect for others is the #1 requirement in this class. Talking; texting, passing messages, ringing phones and 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 professors are not required by law to keep anyone in class who has a negative effect in the classroom. College is not everyone's right; it is a privilege .

2. Everyone needs to listen with respect to other's questions and comments. There will be no negative comments or laughter that shows disrespect for others. There are no foolish questions in this classroom. Your comments should be polite and positive at all times.

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. Please fill out the form on the next page and turn it in to me. Thanks!

Student acknowledgement  
(please sign and return to Instructor)

Class Lsk 51F Test -taking

I,(print) \_\_\_\_\_ 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.)

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Sign

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Date