

ARIZONA WESTERN COLLEGE  
SYLLABUS

## AWC 101 STUDY SKILLS

Credit Hours: 2 Lec: 2

PREREQUISITE: None

COURSE DESCRIPTION

This course is designed to assist students in developing and enhancing common study skills and qualities needed for college success, including: time management, note-taking, test-taking strategies, critical thinking, reading, memory techniques, learning styles, utilizing college resources, discipline, motivation. Students will reflect on their own behaviors, expectations, and attitudes to build effective academic strategies. The course will target students having academic difficulties, including those on probation.

1. COURSE GOAL

Provide struggling students with the strategies and skills needed for college academic success.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 exhibit the motivation, attitude and discipline needed to competently complete college coursework.
- 2.2 demonstrate understanding of past academic failures by communicating what contributed to those failures and committing to resolving such issues.
- 2.3 practice time management on a consistent basis.
- 2.4 apply effective test taking strategies.
- 2.5 demonstrate the ability to take comprehensive, accurate lecture notes.
- 2.6 utilize college resources dedicated to enhancing academic achievement.

3. METHODS OF INSTRUCTION

- 3.1 Lecture
- 3.2 Class discussion
- 3.3 Video
- 3.4 Guest speaker

4. LEARNING ACTIVITIES

- 4.1 Reading assignments
- 4.2 Group activities
- 4.3 Class presentations
- 4.4 In-class exercises

5. EVALUATION

- 5.1 Written assignments
- 5.2 Quizzes
- 5.3 Tests
- 5.4 Classroom participation

## 6 STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45<sup>th</sup> day of the course will be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Behavioral Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester. Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid. For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
- Submitting an academic assignment
  - Taking an exam, an interactive tutorial or computer-assisted instruction
  - Attending a study group that is assigned by the school
  - Participating in an online discussion about academic matters
  - Initiating contact with a faculty member to ask a question about the academic subject studied in the course