Welcome! This class will assist you in developing academic strategies necessary for being successful in a community college or four-year college. These strategies will help you learn from lectures and textbooks, apply memory strategies, prepare for and take tests, and manage student responsibilities. In the coming weeks, you will discover proven techniques for creating greater academic, professional, and personal success. I urge you to make the most of this opportunity!

Required Texts:  
Study and Critical Thinking in College (Custom 6th edition), by Kathleen T. McWhorter;  
College Learning & Study Skills CG 111 Course Packet. Always bring these to class.

Required Materials:  
3-ring binder with pocket dividers; lined notepaper; 3” x 5” or 4” x 6” index cards, highlighter; one folder with pockets and brads for portfolio. Change for photocopies or access to personal copier.

Recommended:  
Color pencils, stapler, hole punch, binder zipper pouch, law/summary margin paper (“Kneepad”), USB key.

Prerequisite:  
Appropriate reading competence as indicated by the Computerized Placement Test.

Learning Outcomes:  
As a result of your work in this class, you will be able to:  
- apply techniques and strategies to function independently as a learner in a four-year college.  
- use effective study strategies to meet learning outcomes in other college courses.

Assessment Tasks:  
You will demonstrate learning outcomes by:  
- developing a time management plan based on student goals  
- identifying and summarizing key information in written passages  
- using a note taking format to record key ideas from a formal lecture  
- developing various learning tools for college-level print and lecture information  
- applying test-taking strategies to various types of tests commonly found in college courses  
- demonstrating independent learning through a capstone assignment which integrates targeted skills  
- demonstrating mastery of course information and skill development through midterm and final examinations

Student-Instructor Expectations:  
To create the best learning environment it is important that we each do the following:  
- attend class regularly and promptly, prepared to contribute in class  
- complete all work on time  
- work to the best of our ability  
- show respect towards ourselves and all others in the class  
- avoid distracting each other with non course related conversations, our cell phones, or laptops  
- inform each other ahead of time if we know we will be absent

Email Communication:  
Always use “CG 111 Winter 2010” and your name as part of your email subject line. Unfortunately, the campus network randomly sends student email to my junk mail. If you have not gotten an email response from me within 24 hours during the school week, please call 541-917-4691 and leave me a message. I do not always check my work email after 6:00 p.m. each day or on weekends, so please plan accordingly.

Learning Activities:  
Learning will take place through discussion, individual and group activities, assignments, readings, lectures, skills practice, and writing. You are expected to apply study strategies you learn in CG111 to your other courses and evaluate how well they work. Always bring your text and course packet to CG 111. Important: let me know if you cannot get the required course materials by the second class
meeting, so that you can avoid falling behind. (The textbook and course materials are on reserve in the Learning Center at the Information counter.)

**Course Requirements**

1. **Assignments must be handed in on the due date at the beginning of class.** You may submit work in class, through e-mail, or by delivering it to my mailbox (WH 200N) or the Learning Center Information counter **before class** on the due date. You can receive up to 90% credit for up to three late assignments with a coupon that is available outside my office door.

2. You are responsible for any assignment assigned on the day you were absent. If you miss a class, check your syllabus and assignment sheet, or my web page and contact me or a classmate **BEFORE** our next class to find out what assignment is due the day you return.

3. Some assignments may require you to meet outside of class time in the Learning Center’s College Skills Zone.

4. Unless you arrange with me in advance or can verify an emergency or crisis, missed exams will receive a maximum grade of 80%. In all cases, you must make arrangements to make up the missed exam within one week of the original exam date.

**Academic Integrity:**

All students are expected to take tests and do their assignments with integrity, jeopardizing neither their own honesty nor that of other students. First violation: 0 for the assignment or test and a written warning. Second violation: F for the course and a written report to the Dean of Students.

**Grading Policy:**

Your final grade will be determined by combining your scores from your assignments, quizzes, portfolio, mid-term test, and in-class final exam.

**In-class Quizzes, Reflections and Activities - 20% of your total grade**

One of the most important factors in college success is consistent and active participation. To encourage you to prepare for class, many classes will begin with a short quiz or reflection based on concepts addressed in the previous class or reading assignment. Quizzes will assess your memory and understanding of course material. Quiz answers are reviewed immediately after the quiz, so no make-ups are possible. Students who are late will not be given extra time to finish a quiz. Students who are absent earn no activity credit. Your three lowest scores will be dropped, so please come to class even if you aren’t prepared.

**Portfolio - 20% of your total grade**

Your portfolio will be a collection of assignments that you select from throughout the term to show that you have:

1) achieved the learning outcomes for CG 111;
2) applied concepts and strategies from CG 111 to your other courses; and
3) used self-reflection to evaluate what you’ve learned and how you might use course concepts in the future.

Portfolio Tips: Start early in the term.

Do your assignments and **save** them from **all** of your courses. (You’ll need these to show that you have used CG 111 ideas.)

As you apply the strategies from class, put copies of your work in your portfolio folder.

(Instructions on how to complete your portfolio and how it will be assessed will be handed out separately.)

**Assignments: 20% of your total grade**

Assignments provide you with the opportunity to practice the skills you are learning, and allow me to coach you on how to strengthen your performance. I will write “keep working” on any assignment that needs additional practice or revision to be satisfactory. You can then revise and resubmit it within a week. Be sure to meet with College Skills Zone staff, a classmate, or me to get the support you need.

**Types of assignments:**

- **Exercises** from the textbook or course material packet will help you develop a skill or practice critical thinking. **Journal entries** are responses to text exercises or questions designed to help you reflect upon and synthesize what you are learning. Portfolio assignments include **Strategy Evaluations**, where you will describe what happens when you use the study strategies in your other courses. For full credit, please turn your assignments in on time and word-process them using the format described in class. Not all assignments will receive a grade, however assignments marked with a ✓ or ✓+ will receive full credit.
Midterm: 20% of total grade
The midterm will be given during week five in the Learning Center, and will cover material from the first half of the course.

Final Exam: 20% of total grade
The cumulative final will be given in ST-102 on Tuesday, March 16th from 12:30 – 2:30 p.m.

Note: If you have a time conflict or an ODS testing accommodation for the midterm or final examination, you must pre-arrange a time with me to take it.

The grading scale is:

<table>
<thead>
<tr>
<th>Quality/Grade Points Per Credit</th>
<th>Other grades:</th>
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<tbody>
<tr>
<td>90% - 100% A 4</td>
<td>IN – Incomplete: if personal crisis or illness occurs. Student must have completed at least 75% of the course work with a passing average (D).</td>
</tr>
<tr>
<td>80% - 89% B 3</td>
<td>Y – No basis to issue a letter grade: if attended less than 25% of class and submitted insignificant course work. (0 GPA value points)</td>
</tr>
<tr>
<td>70% - 79% C 2</td>
<td>WP - Work in progress: if pace of course exceeds student's capacity in spite of appropriate effort by student. No credit earned, not computed in GPA.</td>
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<tr>
<td>60% - 69% D 1</td>
<td>P- Pass, credit earned, not computed in GPA</td>
</tr>
<tr>
<td>59% or below F 0</td>
<td>NP- No Pass – no credit earned (not computed in GPA).</td>
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</tbody>
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✓ ✓, ✓ Assignments marked with a check (satisfactory effort) or check plus (good effort) receive full points. Assignments with a check minus (less than satisfactory effort) will receive 60-65% of possible points.

If you choose the Pass/No Pass (P/NP) grade option, you must fill out a P/NP option form at the registration counter in Takena Hall no later than the end of the sixth week of class.

Office of Disability Services (ODS): LBCC is committed to fostering a learning environment characterized by excellence in instruction and best practices in disability accommodation. The law requires that no qualified student may be discriminated against based on disability and every student with a disability must be provided reasonable accommodations and an opportunity to participate fully in all activities and programs for which they are qualified with or without accommodation.

Please meet with me during the first week of class if:
- you have a documented disability and need accommodations,
- your instructor needs to know medical information about you, or
- you need special arrangements in the event of an emergency.

If you think you may need accommodation services please contact Disability Services, 917-4789.

Important Dates

| Last day to add a class | End of week 2 |
| Last day to drop a class with full refund | End of week 2 |
| Last day to submit Pass/No Pass Form | End of week 6 |
| Last day to withdraw | End of week 7 |

Other important dates are in LBCC’s free 2009-10 Monthly Planning Guide.

Student Rights and Conduct Code

LBCC students are expected to learn their college rights and responsibilities. All students need to follow the LBCC code of conduct. Students at LBCC will: take responsibility to learn material, participate in class, advocate for their needs, and know the rules. Students must follow all lawful directions of staff. Students must provide identification when requested by staff. Students must respect the learning space. Student must interact with everyone is a civil way. Students will follow safety rules. Students will be honest in work and interactions. Students will use equipment properly and return equipment on time. Students will follow all college rules and all state and federal laws. Please go to http://www.linnbenton.edu/go/student-rights to learn what you must and may do in college.
Other policies:
Use of all tobacco products, including chewing tobacco on campus is prohibited except in designated areas.

Please do not use your cell phone or laptop on non-class activities during class time. It is distracting to everyone!

There are many free support services to assist you at LBCC. Here is a partial list:

The Albany Learning Center, Willamette Hall, 2nd Floor (WH-226)
The Learning Center provides academic support and a comfortable place to study. Inside, you’ll find drop-in computer labs, math help, science help, the testing center, College Skills Zone, Writing Center, study rooms, access to the Library, plus free peer tutoring by appointment. Remember to check in each time you use Learning Center services. You’ll need a photo ID to take tests and an LBCC student ID card to check out texts, calculators or videos. Learning Center Hours:

- MW – 7:30 am to 7:00 pm (no tests issued after 6:00 p.m.)
- TH - 7:30 am to 9:00 pm (no tests issued after 8:00 p.m.)
- F - 7:30 am to 4:00 pm (no tests issued after 3:00 p.m.)

- The College Skills Zone provides tips, individual support, and mini-courses for stronger learning skills in reading, writing and studying CG 111 and other college courses. You are encouraged to drop-in MTF 8:30-3:00 p.m. and WR 8:30-5:00 p.m.

- Book Checkout: The CG 111 text and most math texts are on reserve in the Learning Center. You will need a student ID card to check them out.

- Writing Center: You’ll find one-on-one help with any writing assignment at any stage of the process. You can drop-in M-F, 9:00 to 4:00 p.m., schedule an appointment, or submit your writing online to the OWL (Online Writing Lab) at lbcc.writngcenteronline.net. Bring your assignments and drafts to receive feedback.

- Tutoring: Free tutoring can be arranged for students taking credit courses. Register online or drop-in M-F 8:00 to 5:00 p.m.

- Computer Labs: Computers and printers may be used for course-related work. Assistants are on hand to help with word processing. There is a charge for printing on campus this term. Plan ahead by opening a

Benton Center Learning and Career Center, BC222 and 232
Students in Corvallis can College Skills Zone/ Writing Center services in the Learning Center Annex, BC 232. Drop in hours: Mondays 10:30 – 2:00 and 2:30 -6:30 p.m., Tuesdays 11:00 – 4:30 p.m. and Thursdays, from 2:30 - 5:00 p.m.
Other services include math help, career counseling, testing, open study area, textbook checkout, and computer access. Service hours vary. Please call 541-757-8944 ext. 5101 for the current schedule.

Lebanon Center Help Desk, LC 203
The Lebanon Help Desk Help services include assistance with reading, writing, study and organizational skills. Hours: Mondays 5:30 - 7:30 p.m., and Wednesdays, from 4:30 - 7:30 p.m.