

**COURSE SYLLABUS**  
**FALL 2011**  
**COLL0171: Strategies for Success**

**Instructor:** Michele Reynolds

**Office:** SUB 204D (OC Help Center)

**Contact Information:** Office: 335-6765 Email: [mreynolds@odessa.edu](mailto:mreynolds@odessa.edu)

**Office Hours:** Monday, Wednesday 10am-10:50am, or by appointment

**This syllabus is tentative and may be changed to accommodate student needs.**

**Course Description:**

Strategies for Success is a one hour, eight week course, designed to help students improve skills needed for academic achievement and success in college courses. Topics covered in the course include, but are not limited to: learning styles, study techniques, note-taking, test-taking, time management, career and educational planning, and interpersonal skills. COLL0171 does not satisfy requirements for any degree plan at Odessa College and is non-transferable.

Prerequisite: None.

**Texts:** There is no book required for this course.

**Supplies:**

Paper, index cards, student planner, pencils with eraser, pen, three ring binder

**Week 1: August 22 - 26**

**Class 1** – Welcome! Homework – Mark all due dates, tests and assignments for all your classes in your planner. Also, put together your binder.

**Class 2** – Campus Tour/ Scavenger Hunt. Homework – Turn in completed scavenger hunt form at next class meeting.

**Week 2: August 29 – September 2**

**Class 3** – Effective Reading. Homework – Visit the Student Success Center at least once this semester. You can get help with any of your classes.

**Class 4** – Cornell Notes. Homework – Bring a copy of notes from another class done in Cornell Notes style.

**Class 4** – Achieving Higher Levels of Inquiry. Homework – Come prepared next class to discuss your idea for your culminating project.

**Week 3: September 5 - 9**

**September 5** – No class, Labor Day Holiday

**Class 5** – Achieving Higher Levels of Inquiry. Homework – Come prepared next class to discuss your idea for your culminating project.

**Week 4: September 12 - 16**

**Class 6** – Library or Student Success Center

**Class 7** – Library or Student Success Center

**Week 5: September 19 - 23**

**Class 8** – Learning Styles. Homework – Meet with your new study group outside of class.

**Class 9** – Personality Styles, Goal Setting and Time Management.. Homework – One page Personality Style/True Colors response due by next class.

**Week 6: September 26 - 30**

**Class 10** – Fearless Writing. Homework –Work on your culminating project.

**Class 11** – OC 411. Homework – Work on your culminating project.

**Week 7: October 3 - 7**

**Class 12** – Careers and Education. Homework – Finish up your ACT/Discover exercise and write a one page reflection on a career you are interested in pursuing after OC.

**Class 13** – Money Management and Financial Aid/Scholarships. Homework – Culminating project due next week.

**Week 8: October 10 - 14**

**Class 14** – Culminating Project Presentations

**Class 15** – Culminating Project Presentations

**COLL0171 Learning Outcomes**

Motivation

- Use motivation techniques to persist in college
- Set up an effective study environment
- Complete a behavior modification project to establish habits that lead to success

Personality

- Describe your personality types and list majors that match
- Describe your ideal work environment based on personality type
- Describe how personality type affects decision making and time management

Learning Style

- List learning strategies that match your learning style and personality type

Managing Time and Money

- Formulate a list of lifetime goals and subsequent priorities
- Select time management strategies to accomplish lifetime goals

- Identify money management techniques that lead to financial security

Memory and Reading

- Apply memory techniques to college studying and reading
- Apply the SQ4R reading system to college textbooks

Test Taking

- Use exam preparation techniques to adequately prepare for tests
- Apply techniques to deal with test anxiety
- Use test taking techniques to improve test performance

Taking Notes and Writing

- Apply listening techniques and effective note-taking systems to college lectures
- Use preparation, organization, writing, editing and revising (POWER writing) for college writing projects

Career and Education

- Research a career that matches personality and interests

- Create an educational plan that matches skills, personality, interests and values
  - Use government guidelines to develop a plan for healthy nutrition, exercise, and sleep
  - Discuss information about stress and practice relaxation exercises
  - List the steps for making positive changes in life
- Health

### Method of Evaluation:

Your grade will be determined by the following assignments and activities:

Culminating: 30%

Assignments: 30%

Attendance/Engagement: 40%

Possible Extra Credit (TBD): no more than 10%

I will provide grades or scores and comments on assignments within 6 days of the date they are submitted.

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 or below = F

**Important:** Late work is heavily penalized. If you miss a class, it is your responsibility to stay current on readings and/or assignments BEFORE the next class. Assignments are listed in the syllabus. You can contact me by email if you have any questions.

**Drop Policy:** Students cannot drop COLL 0171 since it is an institutional requirement.

### Academic Dishonesty:

You are expected to do your own work. The first instance is a warning; the second instance will result in a failing grade for the course. When you submit a piece of writing that bears your name as author, you are claiming that all the words and ideas in that work are yours unless otherwise noted. Failure to identify and document other sources of information that reside within that piece of writing constitutes academic dishonesty.

### Statement of Special Accommodations:

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call or email the Office of Disability services at 432-335-6861 or [brivera@odessa.edu](mailto:brivera@odessa.edu) to request assistance or accommodations.

### Learning Resource Center (Library)

The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog and databases. Research guides covering specific subject areas, tutorials, and the "Ask a Librarian" service provide additional help.

### Student Success Center

Free tutoring, computer lab, and more      432-335-MORE (6673)