

**COURSE NUMBER AND TITLE: MACM 201- Study Skills**



**Catalog Description:** This course is designed to support students who are on academic probation through weekly contact, self-assessment, time management planning, a focus on accepting personal responsibility and self-management as well as mastering the Wise Choice Process to give students tools to improve their academic performance. Study strategies and self-improvement tips will be explored.

**Credit Hours:** 1.0

**Course Prerequisites:** None

**Course Meeting Days, Times, and Location:** Tuesdays, 3:30 – 4:20 pm, Education Complex, room 201

**Instructor:** Jennifer Briney, M.A.

**Contact Information:** Office: (217).479.7178  
Education Complex Building room: 206  
[Jennifer.briney@mac.edu](mailto:Jennifer.briney@mac.edu)

**Course Outline:**

- I. Introduction
  - a. Self-Assessment and Plan of Action for Recovery
  - b. First steps to having a great semester
  - c. Calendaring: Planning and Time Management
  - d. Critical Thinking, Goal Setting and Motivation-(The number one barrier to student success)
- II. College Learning Strategies
  - a. Learning Styles
  - b. Study Tips-Textbook reading, Note taking, Test taking,
  - c. Employing interdependence-Getting help: from Professors, tutors, study groups, classmates
  - d. Getting the most out of classroom discussions
  - e. Assessing progress
- III. Self-Improvement
  - a. Improving memory; retaining information
  - b. Increasing reading skills and vocabulary
  - c. Producing quality work
  - d. Developing self-awareness

**Required Texts:** There is no required text book for this class, although there are required materials.

**Required Materials:** A 3 ring binder is required. You will also need a notebook to take notes and pens or pencils to write with. Students *must* bring these materials to each class meeting.

**Grading Policy:** This course is Pass/Fail

**Course Activities\_** Daily Quizzes, Class Participation, Journal Entries, CLE Attendance, Planner/calendar, Pop Quizzes and Homework

**Quizzes:** A short quiz will be given most days during the first 5 minutes of class. The quiz will cover any material from the previous class session. Students entering the classroom after the start of class are late and receive zero points for the quiz. Pop quizzes may be given at any time. Pop quizzes may cover any material

previously covered in the course. Quizzes are worth 5 points each. Pop quizzes may be worth up to 10 points each.

**Planning your schedule:** Planning your own schedule is an *important* component of this course. A planner/calendar will be provided for you; you must bring it to every class. 10 minutes of each class will be devoted to planning your schedule. You must schedule *all* of your time including classes, studying, working, meals, fun time, sleeping, etc. This planning is worth 5 points each class meeting.

**Participation in Classroom Activities:** Throughout the course there will be “in class” activities requiring your active participation. These activities are worth course credit. Appropriate participation is required to receive these points. Excused absences will e allowed alternative assignments for missed class participation.

**Journal Entries:** During this semester, you will write several journal entries during each class session. It must be at least 60 words in length (The words “a”, “an” and “the” will not be counted.) Journal entries, like all assignments, must be legible. Illegible journal entries (and any illegible assignments) will receive zero points. Each journal entry must be written with high standards and with an obvious attempt to “dive deep.” Correct grammar, spelling, and punctuation are expected.

**The Center for Learning Excellence:** MacMurray College is fortunate to have a great place for students to study, use computers, and get assistance should they need it with their academic work (or with any problem that is interfering with your academic success. The Center is for all students. The CLE is a learning center and is the place to go to keep “On Course” with your academics and life goals. Therefore, this course requires you to spend at least **one hour** each week *studying* in the CLE. This CLE attendance is worth 5 points of course credit per week in this class. You must swipe your Mac ID card as you enter and exit the CLE to get credit for your CLE attendance. (Athletes: your team required time counts towards this)

**Homework:** Pop homework assignments can be given by the instructor during any class. Students who do not receive the assignment due to an unexcused absence receive zero points for that assignment. Students may hand assignments in early.

**Final Exam:** A comprehensive Final Exam will be given at the scheduled time (to be announced.) Students who do not pass the Final Exam cannot pass this course.

**Attendance Policy:** *You are expected to attend all classes.* Attending every class period is the simplest way to improve your chances of doing well in any course. Since this class meets only once a week, it is important that you attend each meeting. “Attending” means being on time, being prepared, and appropriately participating in the class activities. A quiz will be given promptly at the beginning of each class meeting over material covered in the previous class meeting. After 2 unexcused absences, 5 points may be deducted for each absence. For further information, see the statement on Class Attendance in the student handbook, *The Maggie*, on the MacMurray website, [http://www.mac.edu/student\\_affairs/pdf/maggie.pdf](http://www.mac.edu/student_affairs/pdf/maggie.pdf).

**“Making up” Missed Work:**

- 1) If students have **appropriate documentation** showing that they were **unable to promptly attend** a quiz or other activity, they *may* be excused by me on a case by case basis. Make up quizzes may cover **any** material from the same unit as the missed quiz.
- 2) If a missed quiz or other item is excused, the student may make up that item.
- 3) In order to make up anything an excused student must submit a make-up request to the instructor in writing. A make-up request must have the student’s name, date missed, and the item to be made up.
- 4) If you miss a class meeting, please get the notes you missed from another student.

**Academic Honesty Policy:** Making unacknowledged and unauthorized use of the work of others, whether from other students or from sources in print or online, is a matter of academic dishonesty and subject to penalty. The penalty is a grade of F, either for the work or for the entire course, at the instructor’s discretion. Instances of

academic dishonesty are also reported to the Academic Standards Committee, which may impose further penalties. For the full policy on academic dishonesty, see *The Maggie* on-line at the website listed above.

**Disability Services:** Students with diagnosed disabilities who wish to receive disability support services should contact Pamela Harrison, Coordinator of Disability Support Services, at 217-479-7176, e-mail: [pamela.harrison@mac.edu](mailto:pamela.harrison@mac.edu).

**Success in Class:** The following 3 choices will lead to your success in this class, all your classes, and any of your life's pursuits.

**3 Success Tips:**

- 1) Show up! To support my success, I choose to attend every scheduled class period in its entirety.
- 2) Do the work! To support my success, I choose to do my very *best* work in preparing all of my assignments and hand them in *on time*.
- 3) Participate actively! To support my success, I choose to stay focused and involved in every class session, offering my best comments, questions, and answers when appropriate.

**Class Rules:**

- Phones must be OFF, not on vibrate.
- Students must not make or receive calls.
- Students must not send or receive text messages.
- Students may not use any electronic devices (without permission from the instructor.)
- Students who arrive late may not take the quiz and receive a zero for that quiz.
- During quizzes and exams students may not speak nor communicate with others in any way (with the exception of the instructor.) Violation of this rule will result in a score of zero points on the quiz or exam.
- The instructor will decide the seating arrangement. Seating can be reassigned at any time. Students who do not sit in their assigned seat will receive a zero for the day.
- Students may not sleep nor rest heads on desks. This is not conducive to learning and is disrespectful.
- Students must follow all of MacMurray College Policies at all times. Grade penalties can result.
- Honesty and plagiarism policies will be enforced.
- Everyone must show others proper respect. Students who speak or behave disrespectfully may no longer attend class and will receive a final course grade of "F."
- Violation of any of rules can result in:
  - zero points received for the assignment, quiz, activity, test, etc.
  - zero points received for the entire day.
  - removal of the student from the classroom.
  - removal of the student from the course.
  - a grade of "F" for the course.
- Students who violate any these rules may appeal to the instructor. It is possible for such students to be pardoned by the instructor on a case by case basis.

Tentative Weekly Schedule to come.