

A: Division: Educational & Student Services  
 B: Department: Student Services & Developmental Education  
 Program:

Date: January 10, 1994

New Course:

Revision of Course Information Form: X

C: RESS 110 D: Study Skills for College E: 1.5

Subject & Course No. Descriptive Title Semester Credit

F: Calendar Description: A half-semester course in which useful study skills are demonstrated: listening skills, exam preparation, taking lecture and text notes, time utilization, concentrating and remembering, information analysis, general approaches to study, study techniques and specific subjects, and the writing of themes and course papers.

Summary of Revisions:  
 (Enter date & section)  
 Eg. Section C,E,F

1994-01-10 F

G: Type of Instruction: Hours per Week/per Semester

Lecture		Hrs.
Laboratory	1	Hrs.
Seminar	2	Hrs.
Clinical Experience		Hrs.
Field Experience		Hrs.
Practicum		Hrs.
Shop		Hrs.
Studio		Hrs.
Student Directed Learning	1	Hrs.
Other		Hrs.
<b>TOTAL</b>	<b>4</b>	<b>HOURS</b>

H: Course Prerequisites:

Nil

I: Course Corequisites:

Nil

J: Course for which this Course is a Prerequisite:

Nil

K: Maximum Class Size:

20

L: College Credit Transfer

College Credit Non-transfer X

M: Transfer Credit:

Requested:

Granted:

Specify Course Equivalents or Unassigned Credit as Appropriate:

U.B.C.

S.F.U.

U. Vic.

Other:

*Tom Weber*

COURSE DESIGNER(S)

*[Signature]*

DIRECTOR/CHAIRPERSON

*[Signature]*

DIVISIONAL DEAN

*P.H. Angus*

REGISTRAR

## **N: Textbooks and Materials to be Purchased by Students (Use Bibliographic Form):**

Pauk, W., How to Study in College, Houghton-Mifflin, 2nd Ed., 1974, Boston.

A variety of other resources are available in the laboratory.

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Complete Form with Entries Under the Following Headings:

O: Course Objectives; P: Course Content; Q: Method of Instruction;

R: Course Evaluation

### **O. COURSE OBJECTIVES**

The student will become familiar with a variety of study skills for use in college. Skills to be dealt with include:

1. time utilization
2. listening skills
3. note-taking (from both lectures and texts)
4. organized study techniques (SQ3R, POPRAD)
5. concentration and remembering
6. exam preparation and exam taking
7. developing an outline for a term paper
8. term paper mechanics (footnotes, quotation bibliographies, etc.)
9. using the library.

Through a variety of informal assessments, and in consultation with the instructor, the student will determine areas of specific concentration in the course.

The student, in consultation with the instructor, will develop an individualized programme which focuses specifically on these areas of concentration.

In relation to the general core content, the student will:

1. be able to develop a balanced study schedule in relation to his individual course load;
2. be able to listen with a specified purpose, attuned to both content and method clues;
3. be able to paraphrase and record in his notes the content of a lecture or text and his own reflections and ideas;

4. be able to apply various study formulas (SQ3R, POPRAD) to his reading;
5. become familiar with various principles of study (time-spaced learning, immediate and spaced review, mental sets, contracting, formulating objectives, etc.) as aids to improving concentration and remembering;
6. become familiar with principles of exam preparation and exam taking (sizing up the paper, setting priorities, dealing with subjective and objective exams, developing outlines, reading questions, revising, etc.)
7. be able to develop a cohesive outline for a term paper;
8. be able to recognize and use various formats for quoting, footnoting, and developing bibliographies;
9. be able to recognize and use various basic aspects of the library (card catalogues, indexes, etc.)

**P** COURSE CONTENT

1. Introduction to purpose and scope of the course, group and individual assessments, individual program planning;
2. Time utilization - developing a balanced study schedule;
3. Listening skills - desirable and undesirable listening habits/practice;
4. Note-taking;
5. Organized approaches to study reading SQ3R, POPRAD;
6. Principles of concentration and remembering;
7. Principles of preparing for and taking examinations;
8. Developing a cohesive outline for a term paper; some mechanics to consider in writing a term paper (quotes, footnotes, bibliographies);
9. Basic aspects of library usage.

**Q.** METHOD OF INSTRUCTION

Course content will be presented through a combined lecture/demonstration/discussion process during the weekly two-hour session. In the one-hour weekly laboratory session, the student will meet on an individual tutorial basis with the instructor.

**R.** COURSE EVALUATION

Because of the nature of the course, evaluations of student progress will be individualized, subjective and frequent. It is therefore expected that students will be in attendance at class and lab sessions.

A grade for the course will be based on the following criteria:

To obtain a grade of "C" the student will:

1. satisfactorily complete 5 short written assignments: one related to time scheduling, one related to listening, one related to note-taking, one related to concentration, one related to term papers.

2. keep a journal, entered on at least a weekly basis, describing his/her learning and development as related to the core skills covered in the course.

To obtain a grade of "B" the student will:

1. meet the requirements for a "C" grade;
2. keep a written summary of readings related to the skill areas covered in the course.

To obtain a grade of "A" the student will:

1. meet the requirements for a "B" grade;
2. arrange with the instructor to research and submit a paper related to one of the skill areas covered in the course.

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