

READING SKILLS AND STUDY SKILLS
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I. Class requirements

- Class attendance
- Class participation
- Completion of all assignments
- Successful processing of a textbook chapter

General Attendance Policy

Attendance is required at all classes. More than two (2) unexcused absences from class will result in your grade being reduced one letter for each additional absence. I will excuse class absences on an individual basis.

Please be aware that excessive absences, **EVEN IF EXCUSED**, will jeopardize your grade. *Each* tardy (arriving to class late) will reduce your semester point total by 5.

II. Course Objectives

The student will be able to:

- manage personal and study time effectively
- improve test-taking strategies
- improve reading comprehension
- improve written communication
- take notes from lectures and text
- identify personal learning/study strengths and weaknesses
- identify learning styles and metacognitive strategies

III. Textbook and Materials:

- The textbook will be provided by the instructor
- You will need one standard spiral notebook for this class.
- You will also need a highlighter, the color of your choice.
- The textbook and highlighter must be brought all classes.

IV. Grading criteria

Class Attendance	400
Assignments	400
Midterm	100
Final	100
Total points	1000

Grading Scale	
94 – 100	A
84 – 93	B
74 – 83	C
64 – 73	D
Below 64	F

V. Academic Integrity

Students are expected to practice the highest standards of ethics, honesty, and integrity in all of their academic work. Any form of academic dishonesty (e.g., plagiarism, cheating, misrepresentation) may result in disciplinary action. Possible disciplinary actions may include failure for part or all of a course, as well as suspension from the University.

Upon request and with appropriate documentation, this document can be made available in alternate formats. If you have a documented disability and need accommodations for this course please contact Kathi Hagen in the Disability Services Office in 202 Sanford Hall. Any other questions about this course should be directed to the instructor.

For TTY communication contact the Minnesota Relay Service at 612-297-5353 or 1-800-627-3529 and ask them to contact Sharon Gritzmacher at 218-755-2595.

This syllabus is subject to change with appropriate notice.

VI. Tentative Class Calendar

WEEK	DAY	TOPIC	READING ASSMNT.
1	Mon. Wed.	Registration - No Class Introduction / Quick Tips for Success	
2	Mon. Wed.	Learning and Study Strategies Inventory (LASSI Pre Test) Text Book / LASSI Results / Time Management	1 – 11
3	Mon. Wed.	Organizational Techniques for Success Using Your Memory	1 – 11 12 – 15
4	Mon. Wed.	Understanding Vocabulary Your Textbook is Your Friend!	81 – 82 16 – 17
5	Mon. Wed.	Taking Objective Tests Taking Essay Tests	18 – 33 34 – 39
6	Mon. Wed.	Taking Essay Tests / Midterm Review Midterm Examination	
7	Mon. Wed.	The BEST Method for Reading a Chapter / Preview Document Listening: The Cartoon Network Generation / Note Taking	40 – 43 58 – 66
8	Mon. Wed.	5 Ways of Dealing with Examples / Identifying Filler Highlighting your Text Book	44 – 50
9	Mon. Wed.	Active Reading Active Reading	51 – 57
10	Mon. Wed.	Active Reading / Review Document To Be Announced	
11	Mon. Wed.	Active Reading Active Reading Individual Appointments	67 – 73
12	Mon. Wed.	Active Reading / Review Document No Class – Student Achievement Day Individual Appointments	
13	Mon. Wed.	Rhetorical Précis Rhetorical Précis Individual Appointments	74
14	Mon. Wed.	Rhetorical Précis Learning Styles and You Individual Appointments	
15	Mon. Wed.	LASSI Post Test / Final Review Final Examination Individual Appointments	

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