

GS 29001: Academic Success Skills

Section 003 (CRN 69986) | Thursday 1:30-2:20 PM | BRNG 1254

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Office Hours: Monday 2:00-4:00 PM, Wednesday 1:00-3:00 PM, or by appointment

Course Description

This course is designed to help students learn and improve skills and strategies that are essential to academic success. Through activities, application, and reflection, the material covered in this course should support and assist students in their other courses.

Course Goals

Students will be able to:

- Apply concepts covered in this course to their own academic careers
- Assess and articulate their own learning strategies, strengths, and areas of improvement
- Develop confidence in their ability to succeed as a student at Purdue University

Learning Objectives

- Define short and long term goals and design an action plan for goal achievement
- Summarize their learning preferences and strengths
- Differentiate between different dimensions of learning and thinking
- Select, monitor, and evaluate effective study strategies related to:
 - Time management
 - Memory
 - Note-taking
 - Reading
 - Self-Management
- Construct and execute an appropriate plan for all aspects of the test-taking process including:
 - Exam preparation
 - Test-taking skills
 - Self-Assessment

Required Text

Van Blerkom, D. (2011). College study skills: Becoming a strategic learner (7th Ed.) Wadsworth Cengage Learning. ISBN: 9780495913511

Course Requirements

This course requires in-class participation, several reflection assignments, and two one-on-one meeting with the instructor. Course requirements are discussed briefly below, but more information including assignment guides, handouts, and rubrics can be found on Blackboard. It is your responsibility as a student to ask questions and seek clarification about an assignment before it is due.

Participation in Class

Attending every class is important and required. A critical component of learning in this course and being successful at the university occurs in the classroom. If you are going to attend class physically, make sure you also attend mentally. You are expected to:

- Come to class prepared—this means:
 - being ready to discuss and interact on the topics covered in the reading
 - bringing completed homework or assignments due to class with you
 - having a writing utensil and paper or other materials ready to use
 - arriving on time & staying for the entire class session
- Actively engage in activities and discussion—this means:
 - contributing through asking and answering questions
 - listening to other students' contributions
 - putting away phones, tablets, laptops, and other distractions
 - completing and turning in your name plate at the end of each class

Class attendance and participation will be graded weekly. For each day of class, you can earn up to 10 points for participation. Attendance alone does not guarantee you will earn the full 10 points. Make sure you are following the above guidelines to earn full credit.

Assignments

Each student will demonstrate the application of strategies learned in GS 29001 to one or more of their other courses. The assignments will be due throughout the semester with the final reflection paper due in the final meeting with the instructor. The assignments will include:

- **Semester Goal Calendar:** Complete this assignment after reviewing each of your course syllabi. On the handout provided in class, set goals for each of your courses for the semester. Then add due dates for all of your homework, assignments, papers, and exams to the calendar. Answer the reflection questions.
- **Application Assignments:** For 5 topics covered in the course, you are required to apply a specific strategy to your work in another course. Document the application and reflect on its effectiveness using the assignment guide available on Blackboard. Due dates for the assignment are distributed throughout the semester and can be found in the course schedule.
- **Resource Reflection Assignments:** Utilize 2 campus resources that support your academic success. Document and reflect on your experience visiting the resource using the assignment guide available on Blackboard. Due dates for the assignment are distributed throughout the semester and can be found in the course schedule.
- **Finals Week Study Plan:** To prepare for finals week, you will utilize your academic success skills and strategies to develop a study plan for all of your final exams and projects.
- **Final Reflection Paper:** Reflect on the strategies and skills you have employed throughout the semester and select your top three (3) most effective strategies. Write a paper discussing these three (3) strategies as well as overall reflections on your learning this semester.

Instructor Meetings

Each student will schedule and attend two (2) individual meetings with the instructor: once during the third week of the semester and once during dead week or finals week. The final reflection paper will be due during the final meeting. Failure to schedule and/or attend your meetings can impact the grade for both the final meeting and the final reflection paper. *Note: you're welcome to schedule other meetings with your instructor throughout the semester.*

Grading

Your final semester grade is calculated using your total points earned in the class.

Assessment	Total Points
Participation in Class (13 classes; 10 pts each)	130
Meetings with Instructor (2 meetings @ 20 pts each)	40
Assignments	----
Semester Goal Calendar	30
Applications (5 applications @ 25 pts each)	125
Resource Reflections (2 reflections @ 40 pts each)	80
Finals Week Study Plan	35
Final Reflection Paper	60
Total Points	500

Letter Grade	Total Points	Letter Grade	Total Points
A+	485-500+	C+	385-399
A	465-484	C	365-384
A-	450-464	C-	350-364
B+	435-459	D+	335-349
B	415-434	D	300-334
B-	400-414	F	299 and below

Optional Activity Points (OAPs)

OAPs are points you can earn by completing supplemental weekly activities. A list of supplemental activities will be posted on Blackboard. Most of these activities will come from the course textbook. You must complete the optional activities during or before their assigned week to earn OAPs. *Every five OAPs will earn you one extra credit point.* You can earn up to 125 OAPs (25 extra credit points) throughout the semester.

Policies

General Course Policies

Communication with the Instructor

You are encouraged to communicate with your instructor! The instructor is available to answer questions before and after class, during office hours, by appointment, and at the contact information listed at the top of the syllabus. When emailing your instructor, please include a subject line, your first and last name, and all relevant information needed for a response. Emails should be responded to within 48 hours (Monday-Friday; please allow longer response time over the weekend). If a reply is not received, please kindly resend your original email. Remember, an email to your instructor is not the same as a text message to your friend.

Electronic Distractions in the Classroom

As a courtesy to the instructor and your classmates, turn off (or silence) all cell phones and other electronic devices during class. Using these devices at any time during class (e.g. texting in class, playing on Farmville, completing assignments for other courses, Snapchatting a picture of your neighbor's cat-themed leggings, etc.) is a distraction for you and others in the class. Such distractions are not allowed and will impact your participation grade for the class.

Missed or Late Work Policy

Missed exams, quizzes, in-class work, or assignments cannot be made up unless the absence is excused and verified by the instructor. Assignment deadlines are listed in the course schedule and are due at the beginning of class. Late work may be accepted up to 24 hours after the deadline for half-credit. After 24 hours, no credit will be given.

Attendance Policy

Attendance is mandatory, and in-class activities and assessments *cannot* be taken at a later date. If an absence is excused and verified, an opportunity to complete make-up work will be granted. Contact must be made before class is missed or as soon as possible after the absence to make arrangements for make-up assessments or in class work. *Students are expected to be present for every meeting of the classes in which they are enrolled. Only the instructor can excuse a student from a course requirement or responsibility. When conflicts or absences can be anticipated, such as for many University sponsored activities and religious observations, the student should inform the instructor of the situation as far in advance as possible...For unanticipated or emergency absences when advance notification to an instructor is not possible, the student should contact the instructor as soon as possible by email, or by contacting the main office that offers the course. When the student is unable to make direct contact with the instructor and is unable to leave word with the instructor's department because of circumstances beyond the student's control, and in cases of bereavement, the student or the student's representative should contact the Office of the Dean of Students. The link to the complete policy and implications can be found at* <http://www.purdue.edu/odos/services/classabsence.php>.

Academic Dishonesty Policy

Think integrity! It is unethical and unprofessional to present the work done by others in a manner that indicates that the student is presenting the material as their original ideas or work. Cheating, copying others' work, and other forms of plagiarism/academic dishonesty will not be tolerated and may result in assignment or assessment failure, course failure, or dismissal from the university. *Purdue prohibits "dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty." [Part 5, Section III-B-2-a, University Regulations] Furthermore, the University Senate has stipulated that "the commitment of acts of cheating, lying, and deceit in any of their diverse forms (such as the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest." [University Senate Document 72-18, December 15, 1972] For more information, please refer to Purdue's student guide for academic integrity at:* <http://www.purdue.edu/odos/aboutodos/academicintegrity.php>

This course strives to provide all students with a safe, respectful, and supportive environment so that all have the opportunity to achieve success. With that in mind, please review the following policies:

Students with Disabilities

If you have a disability that requires special academic accommodation, please make an appointment to speak with me within the first three (3) weeks of the semester in order to discuss any adjustments. It is important that we talk about this at the beginning of the semester. It is the student's responsibility to notify the Disability Resource Center (<http://www.purdue.edu/drc>) of a condition that may require accommodations and/or classroom modifications. *Purdue University is required to respond to the needs of the students with disabilities as outlined in both the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 through the provision of auxiliary aids and services that allow a student with a disability to fully access and participate in the programs, services, and activities at Purdue University.*

Nondiscrimination

Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life. Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in [Executive Memorandum No. D-1](#), which provides specific contractual rights and remedies. Any student who believes they have been discriminated against may visit www.purdue.edu/report-hate to submit a complaint to the Office of Institutional Equity. Information may be reported anonymously.

Emergencies

Campus emergency status and information can be found at <http://www.purdue.edu/emergency/>. Updates can also be found by following @purdueemergency on Twitter and/or signing up for Purdue Alert text messages (www.purdue.edu/securepurdue). *In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor's control. Relevant changes to this course will be posted onto the course website or can be obtained by contacting the instructors via email or phone. You are expected to read your @purdue.edu email on a frequent basis.*

Grief Absence Policy for Students

Purdue University recognizes that a time of bereavement is very difficult for a student. The University therefore provides the following rights to students facing the loss of a family member through the Grief Absence Policy for Students (GAPS). GAPS Policy: Students will be excused for funeral leave and given the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments in the event of the death of a member of the student's family.

Violent Behavior Policy

Purdue University is committed to providing a safe and secure campus environment for members of the university community. Purdue strives to create an educational environment for students and a work environment for employees that promote educational and career goals. Violent Behavior impedes such goals. Therefore, Violent Behavior is prohibited in or on any University Facility or while participating in any university activity.

Use of Copyrighted Materials

Students are not allowed to make GS 29001 course notes or materials available for others to purchase via a commercial note taking service. *Among the materials that may be protected by copyright law are the lectures, notes, and other material presented in class or as part of the course. Always assume the materials presented by an instructor are protected by copyright unless the instructor has stated otherwise. Students enrolled in, and authorized visitors to, Purdue University courses are permitted to take notes, which they may use for individual/group study or for other non-commercial purposes reasonably arising from enrollment in the course or the University generally. Notes taken in class are, however, generally considered to be "derivative works" of the instructor's presentations and materials, and they are thus subject to the instructor's copyright in such presentations and materials. No individual is permitted to sell or otherwise barter notes, either to other students or to any commercial concern, for a course without the express written permission of the course instructor. To obtain permission to sell or barter notes, the individual wishing to sell or barter the notes must be registered in the course or must be an approved visitor to the class. Course instructors may choose to grant or not grant such permission at their own discretion, and may require a review of the notes prior to their being sold or bartered. If they do grant such permission, they may revoke it at any time, if they so choose.*

Class Schedule

Week	Date	Topic	Reading	Assignments Due
1	08/27	Course & Syllabus Introduction	<i>None required; review of syllabus recommended</i>	
2	09/03	Goal Setting	p. 34-38	Semester Goal Calendar
3	09/10	Instructor Meetings (<i>no class</i>)	<i>None required</i>	
4	09/17	Learning Theories	p. 17-21; Bring a syllabus from another class	
5	09/24	Time Management	p. 69-72; p. 84-87	Resource Reflection #1
6	10/01	Note-taking	p. 129-133; p. 145-153	Application #1: Time Management
7	10/08	Reading	p. 178-182; p. 190-192; <i>skim p. 192-204</i>	Application #2: Note-taking
8	10/15	Exam Preparation	p. 268-274; p 289-290; <i>skim p. 275-289</i>	Application #3: Reading
9	10/22	Memory	p. 98-106 <i>skim p. 106-118</i>	
10	10/29	Test-taking	p. 299-306; p. 318-320	Application #4: Memory
11	11/05	Motivation & Concentration	p. 10-14; p. 166-174	Resource Reflection #2
12	11/12	Stress Management	Academic Stress reading (reading is available on Blackboard)	Application #5: Self-Regulation (Pattern)
13	11/19	Preparing for Final Exams	p. 355-360; p. 365-371	
14	11/26	Thanksgiving Break (<i>no class</i>)	<i>None required</i>	
15	12/03	Applying Strategies in Your Future	<i>None required</i>	Finals Week Study Plan
16	12/10	Instructor Meetings (<i>no class</i>)	<i>None required</i>	Final Reflection Paper due in meeting
17	12/17	Finals Week (<i>no class</i>)		

**Course schedule and syllabus are subject to change.*

*Any changes will be posted on Blackboard, noted in the Announcement section of Blackboard, and mentioned in the next class session.**



EMERGENCY PREPAREDNESS SYLLABUS ATTACHMENT

EMERGENCY NOTIFICATION PROCEDURES are based on a simple concept – if you hear a fire alarm inside, proceed outside. If you hear a siren outside, proceed inside.

- **Indoor Fire Alarms** mean to stop class or research and immediately evacuate the building.
 - Proceed to your Emergency Assembly Area away from building doors. **Remain outside** until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.
- **All Hazards Outdoor Emergency Warning Sirens** mean to immediately seek shelter (Shelter in Place) in a safe location within the closest building.
 - “Shelter in place” means seeking immediate shelter inside a building or University residence. This course of action may need to be taken during a tornado, a civil disturbance including a shooting or release of hazardous materials in the outside air. Once safely inside, find out more details about the emergency*. **Remain in place** until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

**In both cases, you should seek additional clarifying information by all means possible...Purdue Emergency Status page, text message, email alert, TV, radio, etc...review the Purdue Emergency Warning Notification System multi-communication layers at http://www.purdue.edu/ehps/emergency_preparedness/warning-system.html*

EMERGENCY RESPONSE PROCEDURES:

- Review the **Emergency Procedures Guidelines**
https://www.purdue.edu/emergency_preparedness/flipchart/index.html
- Review the **Building Emergency Plan** (available on the Emergency Preparedness website or from the building deputy) for:
 - evacuation routes, exit points, and emergency assembly area
 - when and how to evacuate the building.
 - shelter in place procedures and locations
 - additional building specific procedures and requirements.

EMERGENCY PREPAREDNESS AWARENESS VIDEOS

- "Shots Fired on Campus: When Lightning Strikes," is a 20-minute active shooter awareness video that illustrates what to look for and how to prepare and react to this type of incident. See: <http://www.purdue.edu/securePurdue/news/2010/emergency-preparedness-shots-fired-on-campus-video.cfm> (Link is also located on the EP website)
- All Hazards Online Awareness training video (on Webcert & Blackboard.) A 30 minute computer based training video that provides safety and emergency preparedness information. See the [EP website](#) for sign up instructions.

MORE INFORMATION

Reference the Emergency Preparedness web site for additional information:
https://www.purdue.edu/ehps/emergency_preparedness/