PELlisippi State Technical Community College  
Master Syllabus

College & Lifetime Learning  
DSPS 0800

Class Hours: 3.0  
Credit Hours: 3.0  
Laboratory Hours: 0.0  
Date Revised: Fall 06

Catalog Course Description:

College and Lifetime Learning supports integration of reading, English, and math skills. Content covers a combination of traditional study skills including note taking, test taking and improving memory. It also covers essential life skills including managing time, managing conflict, setting goals, solving problems creatively, maintaining good health and utilizing community and college resources.

Entry Level Standards:

Placement into any combination of two or more developmental studies areas (i.e., reading and math; English and math; reading and English; or English, reading and math).

Prerequisites:

None

Textbook(s) and Other Course Materials:

Required textbook and materials:
Three-ring binder (at least 1½ inch) & 10 divider pages with tabs
Loose leaf notebook paper (white)

Recommended materials:
College level dictionary or alternate spell checker
3.5” disk (PC formatted) or other portable drive
Small hole punch
Small stapler
Highlighter

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>COURSE ORIENTATION: Introduction to Learning</td>
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<tr>
<td>2</td>
<td>FIRST STEPS: Self-Assessment and Learning Styles</td>
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<tr>
<td>3</td>
<td>PLANNING: Setting Goals and Managing Time</td>
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<tr>
<td>4</td>
<td>MEMORY: The Memory Process, Memory Strategies</td>
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II. Course Objectives*:

A. Develop learning skills, which will support academic success in college-level curricula and enable them to achieve their educational goals. I.1, I.6

B. Show skill improvement and demonstrate skill mastery. VII.3, VII.5, VII.6

C. Experience approximately the same or better success in college-level classes as students who do not enroll in DSP courses. I.1, I.6, VII.3, VII.5, VII.6

*Roman numerals after course objectives reference TBR general education goals.

III. Instructional Processes*:

Students will:

1. Employ learning strategies to capitalize on personal strengths and compensate for personal limitations. Communication Outcome, Technological Literacy Outcome

2. Formulate specific, measurable, challenging goals to guide one's personal progress. Communication Outcome, Technological Literacy Outcome, Transitional Strategy

3. Use time management principles in order to reach personal, educational, and career goals. Technological Literacy Outcome, Transitional Strategy

4. Use techniques and strategies to prepare for various types of exams. Communication Outcome, Technological Literacy Outcome
5. Communicate using Internet electronic mail. *Communication Outcome, Technological Literacy Outcome*

6. Use oral presentation skills to present findings from research. *Communication Outcome, Technological Literacy Outcome*

7. Locate and use resources external to the classroom (libraries, Internet, personal interviews) to research current information about a research topic. *Technological Literacy Outcome, Transitional Strategy*

8. Work collaboratively with peers to carry out a group assignment. *Active Learning Strategy, Transitional Strategy*

*Strategies and outcomes listed after instructional processes reference TBR’s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Send and reply to email messages from the instructor and others. A, B, C

2. Identify his/her individual learning style and strategies to improve his/her learning and performance. A, C

3. Incorporate the use of a personal time management to schedule assignments, activities, and appointments. A, B, C

4. Organize class materials and resources in a class portfolio. A, B, C

5. Formulate a list of specific, measurable goals to guide personal achievement in academic, career, and personal areas. A, B

6. Employ note-taking techniques within a class setting. A, B, C

7. Utilize various strategies and techniques to prepare for exams. A, C

8. Access current research information from library and Internet databases. A, B

9. Cooperate within a group setting to develop an effective group presentation. A, B, C

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures: 30% of final grade

Exams and quizzes will be administered during the semester covering textbook readings, class lectures, and class activities. Exams and quizzes will consist of a combination of true/false, multiple choice, short answer, matching, and essay questions to give the student experience in dealing with various testing formats. There will be no make-up tests. An optional comprehensive Final Exam score may be substituted for a missing score at the discretion of the instructor. Date and time will be announced in class.

B. Laboratory Expectations:
Complete Computer Instructional Software as Assigned

C. Field Work:

N/A

D. Other Evaluation Methods: 70% of final grade

1. Activities/Projects: Each student must complete and submit all activities and projects on the required DUE DATES. Poor quality work or assignments submitted past the due date will not receive full course credit. Specific course readings, assignments and projects will be discussed in class.

2. Self-Reporting Inventories: Each student should complete all required self-reporting inventories and analyze results for better understanding of his or her individual needs.

E. Grading Scale:

- A = 94 - 100
- B = 87 - 93
- C = 80 - 86
- F = Below 80

VI. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. Prompt attendance is required and will be recorded at each scheduled class session. There are no excused absences. Attending less than 85% of the class meetings will result in failing the course. Tardies accumulate into absences. Notify the instructor prior to missing a class if it is impossible to attend the session. Missing class can significantly reduce your performance and grades in college classes.

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Upon discovery of a student's participation in academic misconduct, the student is immediately responsible to the instructor of the class, who will meet with the offending student with evidence of the misconduct. In addition to other possible disciplinary sanctions that may be imposed as a result of academic misconduct, the instructor has the authority to assign either (1) an F or zero for the assignment or (2) an F for the course. Pellissippi State students accept full responsibility for the quality and authenticity of submitted coursework.

C. Accommodations for Disabilities:

If you need accommodations because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please inform the instructor immediately. Please see the instructor privately after class or in his/her office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127 or 131 or by phone: 694-6751(Voice/TTY) or 539-7153.

Posted: September 22, 2006