

West Virginia University at Parkersburg  
Education Division  
Spring 2009

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SDEV 102—Study Skills

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**INSTRUCTOR:**

Lisa Flowers-Clements

**E-MAIL:**

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**PHONE:**

304-424-8257

**OFFICE HOURS**

Office: 0404F

Monday  
9:30 AM – 10:30 AM

Wednesday  
9:30 AM – 10:30 AM  
12:30 PM – 1:30 PM

Thursday  
12:30 PM – 1:30 PM  
4:00 PM – 6:30 PM

On-line hours by appointment

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**REQUIRED TEXTS AND MATERIALS:**

- Carter, C., Bishop, J., Kravits, S., & Block, J. (2009). *Keys to Success: Building Analytical, Creative, and Practical Skills*. Upper Saddle River New Jersey: Prentice Hall.
- Planner

**COURSE OBJECTIVES:**

1. Gain awareness of available services.
2. Learn and apply a variety of study skills methods.
3. Acquire and utilize time management skills.
4. Gain or improve decision-making skills.
5. Learn how to motivate self to academic excellence.
6. Learn how to use the internet as a resource.
7. Gain knowledge of learning styles and how to use this knowledge to become a successful student.

**STUDENT CONDUCT:**

While this is an on-line course, students are still expected to conduct themselves respectfully. Students are expected to adhere to the student code of conduct as spelled out in the WVUP Student Handbook. Behavior which interferes with the rights of other students to learn or the right of the instructor to teach will not be tolerated.

Respect

Be respectful to yourself and others. If you disagree with the beliefs and/or opinions of others, please do so in a respectful manner. If you choose to behave in a manner that prohibits you or others from learning, you may be asked to leave the course.

### Academic Honesty

You are expected to complete your own work. Plagiarized work may result in failure of the assignment or class. Please also note that plagiarism is an offense that may result in suspension or expulsion as outlined in the student code of conduct.

### **LATE ASSIGNMENT POLICY:**

Assignments are expected on time. Please plan accordingly. One late assignment will be accepted.

### **ACCOMMODATIONS:**

If you are a student with a disability and anticipate needing any type of accommodation in order to participate in this class, please advise me with in the first week of classes and make appropriate arrangements with the Office of Disability Services (room 1019, phone: 424-8378).

### **LEARNING CENTER SERVICES:**

The Learning Center is located in room 0404 and services are offered to students free of charge, Monday through Friday. Peer tutoring is open for scheduled and group sessions as well as unscheduled drop-in sessions. Students can visit the Learning Center's website for more information. [http://www.wvup.edu/Learning\\_Center/](http://www.wvup.edu/Learning_Center/) .

### **CAMPUS SAFETY:**

Upon activation of the building fire alarm, all building occupants must exit to a position of a minimum of 100 ft. safely away from the building. If you will require assistance during an emergency evacuation, please contact the instructor so that arrangements can be made in advance. All students are encouraged to familiarize themselves with the locations of emergency exits. Information concerning emergency exits is posted by or in each classroom. Students and instructors should also be familiar with the Color Code System and the Emergency Call buttons (College Paging System) that are located in each room on the main campus. Information regarding the system and instructions for each individual emergency can be found in the Safety Plan, accessible only on campus through the college website or by contacting faculty, staff, or administration. Questions regarding safety can be directed to the safety committee through the campus safety website at <http://www.wvup.edu/safety/>.

### **DIVERSITY:**

West Virginia University at Parkersburg is committed to social justice. I concur with that commitment and expect to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. Our institution does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color or national origin. Any suggestions as to how to further such a positive and open environment in this class will be appreciated and given serious consideration.

**LAST DAY TO WITHDRAW FROM COURSES FOR SPRING 2009:**

TERM	DESCRIPTION	BEGIN DATE	END DATE	LAST DAY TO W/D
1	Full Term	12-Jan-09	8-May-09	<b>10-Apr-09</b>
I	Diverse	12-Jan-09	8-May-09	<b>10-Apr-09</b>
2	First Half Term	12-Jan-09	6-Mar-09	<b>24-Feb-09</b>
3	Second Half Term	9-Mar-09	8-May-09	<b>28-Apr-09</b>
4	First Five Weeks	12-Jan-09	13-Feb-09	<b>6-Feb-09</b>
5	Second Five Weeks	16-Feb-09	27-Mar-09	<b>13-Mar-09</b>
6	Third Five Weeks	30-Mar-09	1-May-09	<b>24-Apr-09</b>
18	First Eight Week Term	26-Jan-09	27-Mar-09	<b>17-Mar-09</b>
H	Five Weeks - Saturdays	31-Jan-09	28-Mar-09	<b>23-Mar-09</b>
L	Late Semester	20-Jan-09	8-May-09	<b>21-Apr-09</b>
P	Second Eight Week Term	2-Mar-09	1-May-09	<b>21-Apr-09</b>
TH	13 Wk session	2-Feb-09	8-May-09	<b>14-Apr-09</b>

**ASSIGNMENT INFORMATION:**

WEEKLY DISCUSSION ASSIGNMENTS

Each week a discussion topic will be placed on the discussion board. You are expected to make a thoughtful and original contribution to each. You are also expected to respond to the contributions of 2 other classmates. You may earn a maximum of 20 points each week—10 for your contribution and 5 for each response to a classmate contribution. Feel free to respond to more than 2 classmates; however you will only receive points for the first two.

APPLICATION ASSIGNMENTS

All Journal Entries and Exercises found in each chapter should be completed for a better understanding of course material. You will have a weekly assignment to apply the information. Each assignment will include a reflection.

Final Exam

A comprehensive final evaluation will be due on May 1 by 11:00 PM.

**GRADING POLICY:**

1. Missed assignments will be recorded as a score of zero. **One late assignment will be accepted.**
  2. Excessive absences may result in a grade of "repeat".
  3. The final course grade for this class will be based on the number of points earned divided by the total points possible. The following grading scale will be used:
- |   |   |             |   |   |            |   |   |        |
|---|---|-------------|---|---|------------|---|---|--------|
| A | = | 90% to 100% | C | = | 70% to 79% | F | = | 0%-59% |
| B | = | 80% to 89%  | D | = | 60% to 69% |   |   |        |