

**JEFFERSON COLLEGE**  
**COURSE SYLLABUS**

**COL136**  
**MASTERING THE COLLEGE EXPERIENCE**  
3 Credit Hours

Prepared by: Ms. Tamela Reaves  
Revised: November 2017

Dr. Terry Kite, Chair, Social Science & Business Division  
Dr. Shirley Davenport, Dean, Arts & Science Education

## COL136 Mastering the College Experience

### I. CATALOGUE DESCRIPTION

- A. Prerequisite: none
- B. 3 semester hours credit
- C. Mastering the College Experience is a course based learning theory research and thinking. The course emphasizes the development of effective skills in the areas of learning, problem solving, critical reading and campus and community resources utilization. Students will assess their current skills and identify changes appropriate for academic success. (F, S, Su, O)

### II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

Expected Learning Outcomes	Assessment Measures
Identify strengths and weaknesses for academic success	Self-assessment reflection Class discussion
Apply effective planning strategies	College blueprint Semester planner assignment
Employ critical reading, note taking, and test taking skills	Muscle reading activity Note taking activity Class discussions
Develop effective communication styles in speaking and writing	Career research paper Semester reflection presentation
Identify campus resources	Campus resource presentation & quiz Library assignment & quiz
Identify the purpose and value of a college experience	Career research paper Chapter reading guides Grade reflection questionnaires
Describe behavioral/attitudinal expectations of college students	Semester reflection presentation Class discussions

### III. OUTLINE OF TOPICS

- A. Getting involved
  - 1. Purpose and value of a college experience
  - 2. Jefferson College resources
  - 3. Discovery wheel
  - 4. Self-assessments

- B. Using your learning styles
  - 1. Learning styles inventory
  - 2. Using learning style to succeed
  
- C. Time & money
  - 1. Time management strategies
  - 2. SMART goals
  - 3. Procrastination
  - 4. Personal finances
  - 5. Money management techniques
  - 6. Financial aid for college
  - 7. Financial impact of degree attainment
  
- D. Reading
  - 1. Muscle reading technique
  - 2. Reading to answer questions
  - 3. Effective reading methods across the curriculum
  
- E. Notes
  - 1. Note-taking techniques
  - 2. Note-taking strategies for textbooks
  - 3. Notes to use as study strategy
  
- F. Tests
  - 1. Preparation for taking objective tests
  - 2. Predict test questions
  - 3. Relaxation technique prior to exams
  - 4. Academic honesty & plagiarism
  
- G. Thinking critically & communicating
  - 1. Mind set of successful learners
  - 2. Critical thinking
  - 3. Problem-solving methods across the curriculum
  - 4. Components of the communication loop
  - 5. Three phases of effective writing
  
- H. Diversity
  - 1. Value of diversity
  - 2. Stereotypes, prejudices, and discrimination
  - 3. Qualities of a leader in a diverse world

### III. METHODS OF INSTRUCTION

- A. Lecture
- B. Handouts
- C. Videos
- D. Collaborative activities
- E. Student presentations
- F. Discussion
- G. Guest speaker

### IV. REQUIRED TEXTBOOK

Ellis, Dave. *The Essential guide to Becoming a Master Student Jefferson College*. 4<sup>th</sup> ed. Boston: Cengage Learning, 2014.

### V. REQUIRED MATERIAL

Three-ring binder

### VII. SUPPLEMENTAL REFERENCE

Student Handbook

### VIII. METHODS OF EVALUATION

- A. Quizzes
  - 1. Chapter reading guides
  - 2. Library quiz
  - 3. Campus resources quiz
  - 4. Final exam
- B. Assignments
  - 1. Syllabus crossword puzzle
  - 2. Library module
  - 3. Semester planner
  - 4. College blueprint
  - 5. Grade reflections
- C. Reflection presentation/paper
  - 1. Self-assessment reflection paper

2. Campus resources presentation
3. Career research paper
4. Final presentation

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (TC 101; phone 636-481-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, <http://www.jeffco.edu>).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.