

**Student Development 143
Study Skills Lab
Spring, 2013 Course Syllabus**

Instructional Assistance Center (IAC) SG 112

Center Hours:

Monday – Thursday 8:00am – 7:00 pm
Friday 8:00am – 2:00pm

Tutoring Hours:

Math:

Monday – Thursday 8:00am – 4:00pm
Friday 8:00am – 1:30pm

English:

Monday – Thursday 9:00am – 3:00pm

Staff:

Ann Cassidy
Elena Lungu
Michelle Bertelsen
Cindy Daniels
Stela Fejtek
Susan Hoehn

Appointments
Math Tutor
Math/English Tutor
Learning Specialist
Learning Specialist
Learning Specialist

Extension:

5530
5891
5531
5754
5413
3146

The purpose of this course is to support you in your efforts to successfully complete your math and/or English requirements. You will be working independently and with the tutors and the specialists in the IAC to meet your goals.

Student Learning Outcomes:

1. Students will practice effective time management skills to fulfill course requirements.
2. Students will consistently utilize the IAC tutors, Specialists and available resources to improve performance in math and English classes.

Course Requirements:

This is a one-unit Pass-No Pass course. In order to receive credit for this course, you must complete the following:

- The time requirement
- The Calendar Sheets
- The Time Management Schedule

Time Requirement

- Begin your SD 143 hours the first day you have a math or English class.
- You must log in 45 hours on the check-in computer in the IAC.
- This equals 3 hours per week, every week, for fifteen weeks.
- Begin the first week.
- Do not skip a week.
- Your hours must be completed before finals begin.

- You select the hours that best work in your schedule. Make every effort to select the same hours each week.
- The majority of your hours need to be during the time that the tutors are working.
- It is your responsibility to remember to check in on the computer.
- You must also remember to check out. If you don't check out, the maximum amount of time the computer will give you is one hour. If this happens to you, speak to Michelle.
- You will use the calendar sheets to keep track of your hours as well.
- You are welcome to put in more than your required hours studying in the IAC.
- You may spend a portion of your time working on the computers in the HTC, if the computer in the IAC is occupied. You will still log in on the computer in the IAC. You must be working on course-relevant material; ex. typing a paper, using Kurzweil or Inspiration, watching a math tutorial, or working with the math quiz program. If you are not working on English or math, your time will not be counted.
- Remember that the majority of your hours must be spent working with the tutors. Just putting in the hours is not enough. If you are not working with the tutors regularly, you are not passing the course.

Calendar Sheets

In addition to checking in and out on the computer, you will keep a record of the hours you spend in the IAC, using the Calendar Sheets.

- Keep your Calendar Sheet in your 3-ring binder, along with your course syllabus. This will insure that you have it with you when you need it.
- Each time you start a tutoring session in the IAC, make note of your starting time.
- When you are ready to end your session, calculate the total number of hours you have spent on SD 143 that day.
- Record that number of hours on your Calendar Sheet.
- If you have less than a half hour, round down. Example: you would record one hour and twenty minutes of time as one hour.
- If you have anywhere between 30 and 59 minutes, record it as .5. Example: if you are here for two hours and 50 minutes, record it as 2.5.
- Add up your total number of hours each week and compare that number to the time sheet that Michelle posts near the check-in computer.

Time Management Schedule

It is important to plan your time wisely. Too few commitments, and you are wasting your valuable time. Too many commitments, and you will soon become overwhelmed and do less than your best. To complete the Time Management Schedule, do the following:

- Fill in all your classes.
- Fill in any other regular time commitments you have, such as work.
- Select at least three hours for SD 143 and fill them in.
- Fill in other times that you plan to study on a regular basis.
- Show your completed schedule to an IAC staff. Sign your name on the sheet and have the staff initial it.
- Keep it in your binder so you can refer to it.

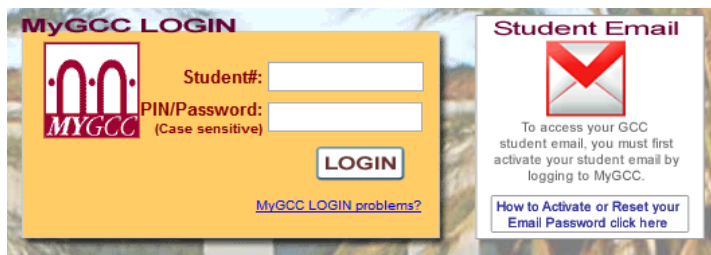
Activating your GCC Email Account

Because SD 143 doesn't meet as an entire class, it is important that we have a handy way of communicating important information to you. Please activate your email account, and then check it at least twice a week.

- Open the internet and go to www.glendale.edu.
- Click on the MyGCC icon.



- Follow the instructions for creating your account.



- If you have difficulty, let us know and we'll help you out.
- Once your account is activated, send an email from your GCC email to Susan at this address: shoehn@glendale.edu.

IAC Policies and Procedures

- Ask someone to show you how to check in on the computer. If you forget, ask again.
- Michelle will post your hours at the beginning of each week. Check each week to make sure the computer is accurately recording your hours. If there is a discrepancy between what is on the posted list and what you have recorded, let Michelle know.
- Please use your time in the IAC effectively; i.e. be here to study.
- You are welcome to use the white boards in the back of the room. These work well for studying with a buddy.
- Please bring all of your study materials with you. Don't ask to borrow pens, pencils, paper, books, scantrons, or blue books. If you don't have them, go buy them.
- If you want to pass a course, you absolutely must purchase the textbook. You need to have your books the first week of class. If you don't have them, use the books on reserve in the library. If you don't, and you get behind, you will have an extremely difficult time catching up.
- The IAC is a very small space that gets very crowded. Out of consideration for your fellow students, please adhere to the following:
 - When you want to work with a tutor, please go to her office. This keeps it much quieter in the lab. If meeting in a tutor's office is a problem for you, please let one of us or your counselor know.
 - Cell phones, ipods and such should not be seen or heard. Give yourself a break from texting while you are here.

- No food or drink that we can see or smell (unless you brought enough to share with everyone.)
- Voices need to be kept low. If you want to study with another student, please move to a corner of the IAC, away from others.
- Please take any other conversations outside. We want our students to be friends, but socializing in the IAC is disruptive.
- Take advantage of the resources available to you in the IAC. WE ARE HERE TO HELP YOU.
 - If you are struggling to complete a problem or understand a concept, ask a tutor or specialist for help.
 - If you have to write a paper or complete an assignment, and don't know how to start, ask a tutor or specialist for help.
 - If you are having difficulty working with an instructor, ask a specialist for help.
 - If you want tips on how to best study for a course, ask Ann for an appointment with a specialist.
 - At the first sign of trouble in a course, ask a specialist for help. Don't wait until you are failing.
 - We also want to know about your successes. We clap and/or cheer about good grades.

Have a great semester!