

**Syllabus ~ Critical Skills Study Hour**  
**EDUC 10, 110, or 210 \_\_\_ Fall \_\_\_ Spring 20 \_\_\_**

COURSE INFORMATION

Credit: Credit/No Credit  
.5 unit  
Open Entry/Open Exit

Schedule: The schedule for attendance at recommended workshops, as well as the student's conference appointments, will be determined on an individual basis.

INSTRUCTOR INFORMATION

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COURSE OBJECTIVES

This brief, intensive course is designed to deliver specific learning skills in areas such as reading, writing, math, computer literacy, and study skills, which have been identified as necessary for students to be able to learn content in the linked course: \_\_\_\_\_.

The course is not tutoring, and does not provide specific content for the linked course, but rather focuses on providing the student with critical skills that are readily applicable to current coursework in a discipline-specific course. Individualized planning sessions with CAS faculty ensures selection of appropriate Critical Skills Workshops for the student's skill level, learning preferences, and skills needs as indicated by course instructors.

REQUIRED MATERIALS

There is no required textbook for this course. However, students may be asked to utilize as a reference the textbooks and materials required in the linked content course. Materials necessary for individual workshops will be provided by the workshop presenter.

## INSTRUCTION

During the entrance interview each student will select eight workshops to attend that will provide instruction and practice in critical skills applicable to the student's linked content course. The selection of workshops will be determined jointly by student and instructor, and will be based on guidelines associated with the linked course, as well as applicability of the topics to future academic success for the individual student. Workshops are presented by CAS faculty, guest faculty, CAS Interns under faculty supervision, or other guest experts under the supervision of CAS faculty.

A variety of focused, topic-specific, 50-minute workshops will be available each semester, developed from the following critical skills areas:

Reading Skills  
Writing Skills  
Math Skills  
Computer Skills  
Study Skills  
Miscellaneous Critical Skills

Workshop topics may vary from semester to semester. Every effort will be made to provide each student with individualized instruction and practice in specific critical skills selected to enhance that student's success in college and beyond.

## HOMEWORK

The purpose of homework is to practice, improve, and apply the skills presented in the attended workshops. Whenever possible, the homework will encourage the student to demonstrate the application of learned skills to success in the linked course. Successful completion of all homework assignments is required in order to receive credit for the course.

## ATTENDANCE AND ENROLLMENT POLICY

Attendance at eight selected workshops, as determined by instructor recommendation and individual student need, is required during the semester of enrollment. In addition, the student will be required to meet with an EDUC  instructor for a minimum of three 30-minute conferences, either individually or in small groups. These meetings will consist of an entrance interview, a mid-semester evaluation of progress, and an exit interview, and will be scheduled by appointment. Additional conferences may take place at the discretion of the instructor(s) and student.

Attendance at each mandated workshop for the full 50 minutes is required.

If a student is unable to make a scheduled conference appointment, it is the student's responsibility to notify the instructor ahead of time so that the conference can be rescheduled.

It is the student's responsibility to enroll in the class in order to receive credit. Dropping the class without officially withdrawing will result in a grade of No Credit. It is the student's responsibility to be aware of deadlines and rules for adding, dropping, or withdrawing from a class.

To receive the .5 unit credit, the student must complete all eight workshops, corresponding homework assignments, three required conferences, and final reflection assignment prior to the last scheduled day of classes for the current semester.

### RULES AND EXPECTATIONS

Workshops will begin promptly. To receive a grade of Credit for the course, positive participation by the student is expected. Students will be respectful of each other and of the instructor. It is the student's responsibility to know and follow the college's rules of appropriate student conduct. Disruptive students will be asked to leave and will need to meet with a counselor or Dean of Student Services before returning to class. There will be no cell phone calls, no food, and no children in the classroom or at conferences, please. Students with special needs should contact the instructor so appropriate accommodations can be made. Students are encouraged to request a conference with the instructor if there are any questions or areas of concern.

### GRADING

This is a Credit/No Credit class.

Credit will be based on attendance and participation in eight individually mandated workshops, the satisfactory completion of all homework assignments, participation in a minimum of three evaluation conferences, and the successful completion of a reflection exercise. The reflection exercise will take place after the student's participation in the eight assigned workshops and will demonstrate the student's ability to apply skills learned to success in the linked content area course.

Any student who participates only partially in any aspect of the class will not receive credit for the course.

Since skills and proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.