

Classroom: General Classroom Building, Room 320

Days and times: Tuesday and Thursday, 12:00-1:08 p.m.

Instructor:                FS Israel

Office:                     Student Services Building, DSPS Suite 320

Office Hours:            Tuesday 10:30 to 11:30 am; 3:00-5:00

Thursday 10:30-11:30 a.m., 3:00-5:00 p.m.

Phone 310 287 4450      Fax: 310 287 4417      email: [israelf@wlac.edu](mailto:israelf@wlac.edu)

Textbooks:                packet handout

Materials:                3 ring binder, dividers and paper

Description:                IMPROVE YOUR GRADES! Learn how to study what you have read. Become aware of the value of Self Regulation. Learn strategies for thinking critically, classifying information and recognizing bias in written materials.

Objectives:                Will understand that reading is not the same as studying  
Will become aware of Self-Regulation for success  
Will become aware of and use- questioning as a study tool

Learning Outcomes:

Will complete a time diary for seven days and evaluate it in terms of needs for change

Topics Planned for the 8 Class meetings:

1. Introduction to studying
2. How do you self-regulate and take control of your time.
3. Time Management
4. Learning how to question; a three story house
5. Using Question charts
6. Critical thinking for your reading and written assignments
7. Help! This article Has No headings!
8. Graphic Organizers

Syllabus Changes: Topics will normally be covered in order, but unforeseen circumstances might require minor changes. Students will be informed.

Long Term Assignment: Complete your Time diary section ;Keep a time diary for one week

1.Estimate how much time you spend on different activities; 2 keep a daily diary 3. count the hours you actually spent on each activity..4.Finally, answer the time discovery page questions. Due the 8<sup>th</sup> meeting of this class.

Grading Policy: Credit/NoCredit. This class is non-degree applicable and non- transferable.

Evaluation Point system:	1. Completion of Time Diary packet	30 points
	2. Regular and timely attendance	30
	3. Appropriate Classroom participation	30
	4. Notebook Organization	10

80 points are needed to pass this class with a credit grade.

## Class Policies (The Rules):

Attendance: Only 1 absence allowed. After that you could be dropped. 2 times late

is equal to 1 absence. YOU SHOULD NEVER SCHEDULE A COUNSELING APPOINTMENT DURING SCHEDULED CLASS TIME. It will count as an absence for grading

Walking in and out of class: This class is not 3 hours long. You need to use the restroom and eat before coming into the room. Walking in and out is rude, as is throwing trash away while class is in session. If you have an emergency (which would be a rare occurrence), go quietly and return quietly. I will be noting frequency and deducting points. ANYONE who makes a habit of leaving the classroom without medical reasons known to the instructor may be asked to leave the class.

Be prepared: You need to start making a list the night before of materials you will need the next day. Your notebook and packet and a pencil are required at every class session. Without them you will not be able to fully participate and will lose points

NO Technology: unless used to take notes with my permission. No cell phones, no texting, no talking, no music on an Ipod  
You must learn to do without these distractions here and in the workplace

Disruptive and Rude Behavior: Respect for others is RULE 1. Swearing and inappropriate topics will NOT be tolerated in this class or on a job. College discipline is as follows:

1st offense: A warning      2nd offense: a 2 day suspension

Since only one absence is allowed and you will not receive credit for this class.

Positive Environment: You need to listen with express to another's questions and comments. There will be no negative comments or laughter that shows disrespect. No questions are foolish or wrong in his room. Participation should be "on topic" and should come to the point immediately

### College Policies

Student Conduct: according to code 9803.15, Refer to your class schedule or the college catalog for standards.

Recording devices Before recording, the instructor and administration must agree to it (WLAC College Catalog 2010-2012.

Where to get help when you need it:

Problems you ignore, just get bigger. See your counselor, Go to the Learning Skills Center on the first floor of the library where instructional support is available. Other campus programs such as UMOJA, EOPS and DSPS can help you or refer you to someone who can.

The following Page allows you to let us know that you have read and understood this syllabus and gives you an opportunity to ask about any special requirements.

Please complete it and return it to your instructor.

Looking forward to learning with you this Fall!!