COL 103 College Skills  
Developmental Studies

Catalog Course Description: This course may include selected topics as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success. It focuses on listening skills, note-taking strategies, time management, textbook mastery, memory techniques, test taking strategies, and research skills.

Prerequisite(s): None
Credit Hours: 3

Departmental Website: https://midlandstech.edu/dvs  
D2L Brightspace Login Page: https://elearn.midlandstech.edu

Departmental Assistant: Ms. Pamela Laury (lauryp@midlandstech.edu)  
Department Chair: Ms. Mary S. Thomas (thomasm@midlandstech.edu)  
Program Coordinator: Mr. David A. Mack (mackd@midlandstech.edu)

Textbook(s): Essential Study Skills, 8th edition, by Linda Wong ISBN 9781285430096

Additional Course Materials:  
1. A three-ring notebook with dividers  
2. A highlighter/marker pen  
3. Protector for research assignment  
4. MTC student or planning book showing all months of the semester  
5. Optional: $10 print card, stapler, paper hole punch

Student Textbook Purchase and Absences if Not Purchased: All students MUST purchase the textbook by the end of the 2nd week of classes. Students who do NOT have the textbook by this time MAY be dismissed from class and counted ABSENT! Cumulative absences could result in withdrawal from the course.

Course Objectives: Upon completion of this course the student will be able to:  
1. Take responsibility for their college learning experiences and set realistic goals for college success.  
2. Use individual learning styles and critical thinking strategies to learn in new and creative ways.  
3. Use organizational and time management methods.  
4. Understand learning and memory processes and utilize these principles for this course and other academic learning.  
5. Analyze the thinking and learning strategies necessary to prepare for and take tests and final exams.  
6. Utilize active listening and note-taking techniques appropriate for the college classroom.  
7. Follow the steps involved in research and effectively utilize library resources.  
8. Utilize technology to enhance learning.

Course Outcomes and Competencies:
Intended Course Outcome: Students will be able to identify and explain strategies to prepare
and to perform well on tests as well as to manage their test anxiety. Strategies include the use
of mnemonics.

Course Competency: Students will be able to demonstrate proficiency in:
1. Preparing for tests.
2. Performing well on tests.
4. Using mnemonics to prepare for tests.

Measurement Instrument: Students will meet these competencies by scoring at least .75 on a
standardized rubric (with scoring levels of 0, .25, .50, .75, and 1).

Course Attendance: The quality of your learning experience in this class is determined by your active
participation in the learning process. Therefore, it is important that you make every effort to attend
every class. Students are expected to attend all classes and are responsible for class work, homework,
lecture notes, reading assignments, etc., whether or not you are present.

You are expected to attend all classes; there are not excused absences. You are responsible for
all in-class work and assignments, even if you miss a class.

If you have extenuating circumstances, such as illness, you are allowed a certain number of
absences, depending on the length of the term and the number of times the course meets per
week:

- 14 week term- No more than 4 absences allowed for classes meeting 2 times a week
- 10 week term- No more than 3 absences allowed for classes meeting 2 times a week
- 7 or 5 week terms- No more than 2 absences allowed for classes meeting 2 times a
  week
- If you exceed the number of absences, you will be withdrawn from the course.

Withdrawal: Should the maximum allowable absences be exceeded prior to midterm, a "W"
will be submitted to the registrar to be recorded on the student's transcript. Should the
maximum allowable absences be exceeded after midterm, a "W" will be submitted to the
registrar if the student was passing the course at the time of withdrawal OR a "WF" will be
submitted if the student was failing the course at the time of withdrawal.

No Shows: If you register for a course and decide not to attend for any reason, you must
complete a drop form and process it through the student Records Office. You will not be
automatically purged for non-attendance. If you do not submit a drop form, you will be
responsible for course tuition and fees. By not officially dropping the course, you will incur a bill
with the college that can only be addressed through the College's Finance Office. The college’s
refund policy and dates are posted each semester.

Effective Spring 2015, the Student Ombudsman’s office will no longer be the initial point of contact
for requesting No Shows to be processed. Students who incur a bill must contact the Finance Office.

Administrative Drop Requests: A student requesting an Administrative Drop resulting from medical
event, death of family member, and other extenuating circumstances experienced while enrolled at
Midlands Technical College should be directed to the Student Ombudsman’s office. Our policy dictates a
request must be made no later than 30 days after the affected term. Supporting documentation is
required and must be received before the request can be processed. Once the request form is received along with supporting documentation, it takes approximately three weeks for processing. As a result of an approved Administrative Drop Request, the student may be granted a refund of tuition and fees.

**Military Withdrawal:** According to College Procedure 3.10.1, students having to withdraw from college because of Military Deployment (active duty personnel) while enrolled must complete a withdrawal form and submit to the Records Office along with a copy of military orders.

**Classroom Rules/Other:** Mastering skills requires regular attendance in class, consistent study of text material and class notes, and preparation of homework assignments. Students are expected to be prepared for and participate in every class meeting. Students are expected to have all assignments completed by the due date. You are in college. You will be treated and respected as an adult. It is a violation of the MTC Student Code to interfere with the learning process in the classroom. Courteous, attentive behavior is expected at all times. Disruptive behavior in any form will not be tolerated. Students engaged in such behavior will be dismissed from class and subject to disciplinary procedures. It is expected that all beepers and cellular telephones will be turned off or set to the silent mode during class. You may not receive or place telephone calls during class. No I-pods, MP3 players, etc. will be permitted in class. A laptop computer is allowed only if the student uses it to take notes during class. Be on time! It is inconsiderate to your classmates and disruptive to the class to arrive late. Students are expected to be in their seats ready to start at the beginning of the class. Leaving during class should only be in case of an emergency. If you must leave early, please let the instructor know ahead of time.

**Disciplinary Absences:** Should a student be asked to leave a class for disciplinary reasons (disturbing a class in any way, abusive language, general maliciousness, etc.), the student **MUST** meet with either the Academic Vice President for SDS or the Program Coordinator, Campus Life Programs before they can be readmitted to class.

They are:

Mary Holloway  
Assistant Vice President for SDS  
ACSS 109  
822-3529  
hollowaym@midlandstech.edu

Hart Hayden  
Program Coordinator, Campus Life Programs  
ASC-110  
822-3441  
haydenh@midlandstech.edu

Students will be considered absent for each class they miss due to inappropriate behavior. 
**NOTE:** Meeting with these individuals does not assure a student will be allowed back into the class!

**Disabilities Statement:** The staff of Counseling and Career Services works to ensure that all educational programming and services are accessible to otherwise qualified students with disabilities. If you have a concern regarding the accessibility of websites, instructional materials, online courses and other electronic or information technology please contact Counseling and Career Services.  It is the student's responsibility to self-disclose as a student with a disability and to request accommodations prior to beginning a program or course. Please contact the staff of Counseling and Career Services at 803-822-3505 (AC) or 803-738-7636 (BC) or via email at disability@midlandstech.edu if you have any questions or concerns.

**D2L Brightspace Help:**

**Online Learning Support Help Desk:** Technical questions related to the operation and use of D2L Brightspace can be answered from our Support Help Desk. A response will be provided within one business day.
To login: use your MTC e-mail account username and password.
(Student Username Example: georgeasmit)
(Faculty Username Example: smithg)

D2L Brightspace Assistance: Technical questions related to the operation and use of D2L Brightspace can also be answered by leaving a voicemail at (803) 822-3561, or emailing D2LHelp@midlandstech.edu. A response will be provided within one business day.

MyMTC Help: For MyMTC log-in issues please call 803-738-7888.

Course Grading: Your grade will be calculated as follows:

Homework and Class work 30%
Note taking Unit/Outside note taking project 20%
Research 20%
Tests 30%

Please note the following: You are responsible for all material and announcements presented, whether you are present or absent. No makeup tests are allowed after one week from the original test date. Only one make up test will be permitted.

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>90-100</td>
<td>A Superior Work</td>
</tr>
<tr>
<td>80-89</td>
<td>B Good Work</td>
</tr>
<tr>
<td>70-79</td>
<td>C Average Work</td>
</tr>
<tr>
<td>60-69</td>
<td>D Below Average Work</td>
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<tr>
<td>59 and below</td>
<td>F Unsatisfactory Work</td>
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Additional grading and academic requirements:

A. Incompletes are only awarded under extenuating circumstances, such as hospitalization, and require the permission of the instructor. All requests must be properly documented. Normally, the course work must be completed no later than the end of the following term.

B. The instructor is not required to permit makeup work after the fact and may assign a grade of “0”. Submitting makeup work for grades may be permitted at the discretion of the instructor provided you make arrangements with your instructor prior to the due date of the assignment in question.

C. You are responsible for making sure all work reaches the instructor. All assignments should be submitted directly to the instructor; if assignments are submitted in any other way, they must be clearly labeled with the instructor’s name.

Academic Dishonesty: For more information about academic dishonesty, see the Academic Affairs Student Guidelines and Expectations.

If you are suspected of cheating, your instructor will inform you. You may explain or refute the allegation. If your instructor still thinks the charges are founded, you will be referred to the Office of the Associate Vice President of Student Development Services. Documentation is submitted to the Office of the AVP, SDS, by your instructor. You will then meet with either Dr. Holloway or Mr. Hayden. After the meeting, you will receive a letter with the sanction grade of zero (0) and any other sanctions deemed appropriate. You will have the right to file an appeal. Once the hearing and the notice of the right to appeal have been completed, instructor will be notified to apply the sanction grade of zero (0).
Classroom Rules/Other: You are in college. You will be treated and respected as an adult. It is a violation of the MTC Student Code to interfere with the learning process in the classroom. Courteous, attentive behavior is expected at all times. Disruptive behavior in any form will not be tolerated. Students engaged in such behavior will be dismissed from class and subject to disciplinary procedures. It is expected that all cell phones will be turned off or set to the silent mode during class. You may not receive or place telephone calls during class. Be on time! It is inconsiderate to your classmates and disruptive to the class to arrive late. Students are expected to be in their seats ready to start at the beginning of the class. Leaving during class should only be in case of an emergency. If you must leave early, please let the instructor know ahead of time.

Suggested COL-103 Course Topic Outline:

<table>
<thead>
<tr>
<th>Current Week</th>
<th>Topics Covered</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Chapter 9</td>
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<tr>
<td></td>
<td>Cornell Notes Practice</td>
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<td>“Pretest”</td>
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<tr>
<td>Week 2</td>
<td>Chapter 9</td>
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<tr>
<td></td>
<td>Cornell Notes Practice</td>
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<td></td>
<td>“Post test”</td>
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<tr>
<td>Week 3</td>
<td>Chapter 11</td>
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<td></td>
<td>Lecture Note Taking</td>
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<tr>
<td>Week 4</td>
<td>Chapter 11</td>
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<tr>
<td></td>
<td>Lecture Note Taking</td>
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<tr>
<td>Week 5</td>
<td>Media Center Orientation &amp; Intro to Research Project</td>
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<td>Week 6</td>
<td>Complete Research Project &amp; Presentations</td>
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<td>Week 7</td>
<td>Chapter 7</td>
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<td></td>
<td>Preparing for Upcoming Test</td>
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<tr>
<td>Week 8</td>
<td>Chapter 1</td>
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<tr>
<td></td>
<td>Discovering Your Learning Styles and Preferences</td>
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<tr>
<td>Week 9</td>
<td>Chapter 1</td>
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<tr>
<td></td>
<td>Discovering Your Learning Styles and Preferences</td>
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<td>Week 10</td>
<td>Chapter 3</td>
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<td>Using Time Effectively</td>
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<td>Week 11</td>
<td>Chapter 4</td>
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<td></td>
<td>Creating and Achieving Goals</td>
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<td>Week 12</td>
<td>Chapter 5</td>
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<td></td>
<td>Processing Information into Your Memory</td>
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<tr>
<td>Week 13</td>
<td>Chapter 6</td>
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<tr>
<td></td>
<td>Rehearsing and Retrieving Information from Memory</td>
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<tr>
<td>Week 14</td>
<td>End of Semester Wrap-up</td>
</tr>
</tbody>
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**MTC Student Handbook:**
Students are expected to read the [MTC Student Handbook](#) and abide by its policies. You can find the handbook on the MTC website under Student Resources; copies are also available at various locations on campus. Some of the more important handbook policies that impact your academic success are listed below.

**Academic Integrity:**
- The students of MTC have adopted the following Honor Code:
  
  *As a member of the Midlands Technical College community, I will adhere to the college’s Student Code. I will act honorably, responsibly, and with academic integrity and honesty. I will be responsible for my own academic work and will neither give nor receive unauthorized or unacknowledged aid. I will behave courteously to all members of the MTC community and its guests and will respect college property and the property of others.*

  - The Student Code (Appendix I of the [MTC Student Handbook](#)) defines academic dishonesty, which includes, but is not limited to, cheating on tests, plagiarism, collusion, and falsification. Such actions will result in discipline.

  - Cheating on tests includes:
    - Copying from another student’s paper.
    - Copying or presenting someone else’s work as your own.
    - Using unauthorized materials during a test.
    - Collaborating with any other person during a test without permission.
    - Knowingly obtaining, using, buying, or selling in whole or part the contents of any test.
    - Bribing any other person to obtain information about tests.
    - Substituting for another student, or permitting another student to substitute for you.

  - Plagiarism is taking another person’s work and using it without giving the source credit in any graded assignment.

  - The use of cell phones or other portable electronic devices for purposes of academic dishonesty in any form is strictly prohibited; students who violate this policy will be subject to the disciplinary procedures and sanctions outlined in the Student Code.

  - For more information about academic dishonesty, see the Student Code.

**Class Attendance and Participation:**
Students are responsible for meeting all attendance and participation requirements outlined in each course syllabus.
Portable Electronic Devices:
Cell phones and other portable electronic devices may be used in classrooms only for maintaining access to MTC Alerts!, the college’s emergency notification system. Other uses of portable electronic devices (for example, leaving class to make or receive phone calls, sending or reading text messages, accessing the internet, taking pictures or videos, listening to music, etc.) will be considered disruptive activities, and the student will be subject to disciplinary action.

Student Email Accounts (MyMTC Email):
- All MTC students are assigned a college email account called MyMTC Email. For access, log into MyMTC at http://mymtc.midlandstech.edu.
- MyMTC Email is the primary way the college communicates with students. You are responsible for checking your college email regularly for important information and announcements about registration, financial aid, cancelled classes, emergencies, etc.
- Students can use their college email accounts to communicate with faculty, staff, fellow students, and others, as well as to maintain personal calendars and task lists.
- In addition to using MyMTC Email, students may also be required to communicate with instructors through D2L Brightspace (the college-wide learning management system), or through course-specific software, such as MyMathLab.

MyMTC:
The college conducts business with students through MyMTC, which provides many services and resources, including access to transcripts, grades, and program evaluations; information about financial aid status; and how to search and register for courses. To access MyMTC, click the link titled MyMTC in the top navigation bar on the public website.

Children on Campus:
Children are generally not permitted on campus except for special events. Children are not permitted in classes, labs, or advisors’ offices. Children can never be left unattended on campus, including in the library, the Academic Success Center, or parking lots.

Inclement Weather Policy:
- If weather conditions or other emergencies cause the college to close or open late, announcements will be made over local radio and TV stations, on the MTC website, and on the college’s information line (803-738-8324).
- Notices will be sent to students via MyMTC Email and MTC Alerts! when applicable.
- Check for separate announcements for day and evening classes because weather conditions can change during the day.
- Inclement weather schedules: In standard non-lab and non-clinical classes, if the college closing or reopening means that there is at least 30 minutes of a class remaining, plan to attend that class. For example, if the college opens at 10 a.m., classes that normally meet at 8 a.m. will not meet, but classes that normally begin at 9:35 a.m. will begin at 10 a.m. Similarly, if the college closes at 8 p.m., 6 p.m. classes will meet for their regular time, but 7:35 p.m. classes will not meet.
- Check your syllabus for specific information about the inclement weather policy for that course.
Campus Emergency Protocol:
- To report safety concerns or suspicious activities, call Campus Security at 7850 (on campus) or 738-7850 (cell phone or off campus).
- To report a security emergency, call Campus Security at 738-7199 or dial local 911 immediately.
- The college also provides emergency call boxes; look for these red call boxes in or near parking lots on all campuses.
- If a college-wide emergency occurs, the college will communicate additional information and instructions in a number of ways, including the MTC Information Centers, campus loud speakers, MyMTC Email, the MTC website, and MTC Alerts!. To sign up for MTC Alerts! and receive emergency notifications on your cell phone, go to MyMTC.

Student Evaluation of Instruction:
Toward the end of the semester, students will be encouraged to participate in evaluating their courses. You can complete this confidential evaluation through MyMTC using your username and password. Announcements will be made during the term concerning how and when to complete the online evaluation.

Students Requiring Special Accommodations:
- If a student with a disability requires special accommodations, the student should go to Counseling Services in the Student Center on Beltline or Airport Campus for assistance. Documentation regarding a specific disability is required in order for special arrangements to be made. All information received will remain confidential.
- For more information, follow the Disability Resource Centers link under Student Resources on the MTC website.