*Model Syllabus Spring 2016 (Rev 1/18/2016)*

**EDHE 303**

**ACADEMIC SKILLS FOR TRANSFER STUDENTS**

**SYLLABUS**

THE UNIVERSITY OF MISSISSIPPI

DEPARTMENT OF LEADERSHIP & COUNSELOR EDUCATION

COURSE: EDHE 303 – Academic Skills for Transfer students. The development of academic skills, including time management, note taking, reading textbooks, preparing for and taking examinations, and orientation to university life. (3 credits)

Instructor:

Name:

Office #:

Office Phone #:

Office Hours:

E-mail Address:

I. REFERENCES:

**Primary Text**

*Edhe 303 Student Packet*. Available at Sam Gerard Hall for $10.

**Supplemental Text**

*The A Game: Nine Steps to Better Grades*—1st edition by Kenneth J. Sufka

Nautilus Publishing Company, 2011, ISBN: 978-1-936946-56-3

**Other Course Materials**

All students will need an academic planning calendar (provided by your EDHE 303 instructor) to bring to each class meeting, along with a notebook, pen or pencil and highlighter.

Class assignments, calendar of events, documents, announcements, and grades will be posted online in Blackboard. Communication from the instructor will be by e-mail to your go.olemiss.edu e-mail account. It is imperative that you check Blackboard and your e-mail account each day.

II. CORE CURRICULUM: The goal of this course is to help transfer students acquire important knowledge about college as well as help them acquire key academic skills:

* Students will gain knowledge concerning programs and support services available at the University of Mississippi.
* Students will gain knowledge of study skills and life skills strategies.
* Students will develop skills in designing, building & maintaining a plan for academic success.
* Students will practice effective study behaviors.
* Students will develop an awareness of and appreciation for different learning strategies, choices, and behaviors that contribute to academic success.

III. WEEKLY TIMELINE: The purpose of this course is to help you build important study skills by following a natural progression of learning behaviors each week:

* Remembering – First, I will tell you about a study skill and explain how and when it is used.
* Understanding – Next, you will begin to practice the study skill in class, usually with your peers.
* Applying – To practice your understanding of how to apply the study skill, you will complete a practice assignment by applying it to one of your [other] classes.
* Analyzing – Working collaboratively in small groups, you will explore everyone’s application of the study skill (practice exercise) to identify its critical components and personalize the skill.
* Synthesizing – Based on your deeper understanding of the (personalized) study skill, you will apply it to a different class, reading, or lecture and hand it in as a homework assignment.

IV. Course Requirements

**A. Class Attendance and Participation**

You are responsible for coming to each and every class. In this class there is no such thing as an excused absence - you’re either in attendance or you’re not. Two (or Three) absences are allowed without penalty. Your final grade may be dropped one letter grade for each absence over two (or three). Unavoidable and extenuating situations will be taken into consideration at the discretion of the instructor.

Each student will be evaluated by the instructor based on their class participation (or lack thereof) and whether the student comes prepared for class each day (i.e. do you have your *A Game*, planner, student packet, homework, etc.). The evaluation of the student’s participation will be done at each regular class meeting and posted in Blackboard for the student’s information and reference. (37.5 pts)

**\*\*PLEASE NOTE:**  The instructor reserves the right to not give attendance or participation credit to students who repeatedly display uncivil classroom behaviors. These behaviors include talking back to the instructor in a disrespectful manner, using technology inappropriately, leaving class without the instructor’s permission, having side conversations with other students during lecture, etc. If a student acts in this way during class, the student will 1) be warned by the instructor; 2) meet with the instructor one-on-one (you will not be allowed back into class until this meeting has taken place); 3) meet with the EDHE 303 Course Coordinator and notify parents of behavioral issues.**\*\***

**B. Examinations and Projects**

There will be one midterm project/exam plus a final comprehensive exam/project in this class. Each exam/project will be worth 12.5 pts. Examinations or projects will come from anywhere and everywhere - class discussions, assigned readings, handouts, text readings, the student newspaper, class events, lecturers, etc. Preparation is your responsibility. (25 points total)

**C. Homework**

There will be a homework assignment due each week. This assignment will be based on the study strategy that was taught in class. (37.5pts)

**D. Cell Phones are not to be active during class.** Failure to adhere to this policy will result in your dismissal from the class and an unexcused absence for that day.

V. GRADING: Your grade is determined by your attendance, the quality and timeliness of your homework assignments and how well you retain the information you learn (as determined by a midterm and final). The total possible points that can be earned are 100 (37.5% attn/participation, 37.5% hmk, and 12.5% mid, 12.5% final). Late homework assignments will earn half credit if handed in no later than 1 week past the due date. I will use a modified +/-­ grading system as follows:

Grades will be based on the following point totals:

90-100 points = A

87 to 89.9 points = B+

80 to 86.9 = B

77 to 79.9 = C+

70 to 76.9 = C

60 to 69.9 = D

59 and below = F

**VI. ACADEMIC CONDUCT AND DISCIPLINE:** Students are expected to adhere to the University of Mississippi Creed and the Standards of Honesty as described in Policy Code ACA.AR.600.001 and written in the M Book. If you violate the Standards of Honesty, you will be reported and subject to the appropriate sanction which may include expulsion from the University.

**DISABILITY ACCESS STATEMENT:** It is University policy to provide, on a flexible and individual basis, reasonable classroom accommodations to students who have verified disabilities that may affect their ability to participate in course activities or meet course requirements. Students with disabilities are encouraged to contact their instructors to discuss their individual needs for accommodations.

**TITLE IX COMPLIANCE STATEMENT:** The University of Mississippi is committed to protecting students from sexual discrimination, sexual assault, stalking, sexual harassment, and relationship violence. If you are affected by any of these issues, please reach out to the Title IX Coordinator at 662-915-7045. The University may be able to offer services and assistance. Also, the Title IX Coordinator may contact you if you write about or report any of these concerns to any faculty or staff members. (Faculty and Staff are required by law to report sexual discrimination, but **you** are **not** required to follow up on the report.) If you are dealing with any other issue involving unlawful discrimination, please contact the Office of Equal Opportunity and Regulatory Compliance at 662-915-7735.

Please sign below stating that you understand the above requirements and that you have had a chance to ask questions.

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First Name Last Name Signature Date Student ID #