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 CONTACT INFORMATION

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COURSE OBJECTIVES

Upon successful completion of this course, the student will be able to:

A. Access a variety of CAS resources to support individual academic goals.
B. Select and effectively use appropriate strategies to support success in current coursework according to the student’s identified needs and abilities.
C. Utilize methods of self-evaluation to assess effective learning and to modify learning strategies as needed in a continual process of self-monitoring and revision of applied strategies.
D. Successfully complete work required in the associated content-area course (the “linked class”) and other course.

This course is designed to teach specific learning skills in general areas such as reading, writing, math, computer literacy, and study strategies. Requirements for the course include the student’s participation in three conferences with Center for Academic Success (CAS) instructors; attendance at eight separate Critical Skills Workshops, each covering a different topic; and completion of homework for each workshop attended. Workshop topics are chosen specific to the individual needs of the student in support of a content class (“linked class”) selected by the student. Individualized planning sessions with CAS faculty ensures selection of appropriate Critical Skills Workshops for the student’s skill level, learning preferences, and skills needs.

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, 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 a Critical Skills for College Success instructor for a minimum of three 30-minute conferences, either individually or in small groups. These meetings will consist of an entrance conference, a mid-semester evaluation of progress, and an exit conference, and will be scheduled by appointment. Additional conferences may take place at the discretion of the instructor(s) and student.

Attendance and satisfactory participation 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. 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 successfully complete all eight workshops, corresponding homework assignments, three required conferences, and final reflection assignments prior to the last scheduled day of classes for the current semester.

**RULES AND EXPECTATIONS**

Workshops will begin promptly. To receive a grade of Pass 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 and other courses.

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