



College Success  
Class Syllabus

**COURSE TITLE:** College Success

**COURSE NUMBER:**

**INSTRUCTORS NAME:** Evelyn Dufner, MA ([edufner@iadt.edu](mailto:edufner@iadt.edu)) or ([mrsdufner@cfl.rr.com](mailto:mrsdufner@cfl.rr.com))

**DATE:** Thursdays @ 1PM (4 Hours)

**CREDIT/CLOCK HOURS:**  - 4 Quarter Credit Hours

**COURSE LENGTH:** 11 weeks

**UNIT OF ACADEMIC MEASUREMENT (SELECT ONE):**  
 Clock Hours  
 Quarter System  
 Semester System

**PREREQUISITES:** None

**COREQUISITES:** None

	TEXTBOOKS AND MATERIALS	(CHECK ONE)	
		REQUIRED	OPTIONAL
<b>TEXTBOOK (s)</b>	Ellis, Dave. Becoming a Master Student 11ed ISBN 0-618-49326-3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>RESOURCES &amp; SUPPLIES</b>	Paper, Pen/Pencil	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>COURSE DESCRIPTION:</b>	This course is designed to increase the student's success in his/her professional and personal life through the discussion of career and life planning skills, personal beliefs, interpersonal relations, and performance. Topics covered include time management, test-taking skills, goal setting, study habits and techniques, self-esteem, image, and motivation.
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**PERFORMANCE OBJECTIVES:**

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

- ✓ Examine and discuss career and life planning skills, personal beliefs, and interpersonal relations as they relate to collegiate success.
- ✓ Apply time management, test taking, and goal setting techniques that are designed to improve performance.
- ✓ Demonstrate study habits, beliefs, and techniques that help to improve self-esteem, image, and motivation.
- ✓ Write a written paper that analyzes personal learning goals and strategies for succeeding in college.

**INSTRUCTIONAL METHODS:**

Instructor lectures and demonstration of techniques, Hands-on classroom assignments and technique experimentation, Assignments outside classroom, Classroom & individual critiques of projects, Library and other resource references.

**GRADING:**

Student performance will be evaluated based upon the following criteria. Attendance alone will not be included as a percentage of the grade, but participation may be included as a grade requirement.

Class Participation	20%
5 Projects	40%
Quizzes [Chapters 1-10]	10%
In-Class Assignments	20%
Final Exam Presentation/Project	10%
	100%

Grade Scale		
90 – 100	=	A
80 – 89	=	B
70 – 79	=	C
60 – 69	=	D
< 59	=	F

**LIBRARY ASSIGNMENTS:**

Students will research different techniques for either test taking; study skills or time management. Students will write a 1 to 2-page paper on their findings.

**COURSE POLICIES:**

<b>ATTENDANCE:</b>	Attendance is taken at every class session and becomes a part of the student's permanent record. The effect of absences on grades varies from instructor to instructor and is explained at the beginning of each course. Students who will be absent for a valid reason should notify the instructor in advance. If a class project is due during that period of absence, the student should clear the absence with the instructor in advance and make the necessary arrangements to submit work missed. Excessive consecutive or cumulative absence may result in automatic withdrawal from the course(s) in which the absence occurs. Students who do not attend the first class session may be withdrawn from the course.
<b>MAKE-UP WORK:</b>	Make-up work is at the discretion of the instructor. It is your responsibility to arrange make-up assignments with your instructor.

## TOPICAL OUTLINE

TOPIC	DESCRIPTION OF CONTENT	APPROXIMATE PERCENTAGE OF CLASS TIME ALLOCATED TO EACH TOPIC
<b>Time Management</b>	The importance of good time management. Technique for managing time correctly	20%
<b>Test-taking Skills</b>	Techniques for test-taking	20%
<b>Goal Setting</b>	The importance of; how to set and keep goals	20%
<b>Study Habits and Techniques</b>	Techniques for developing good study habits	20%
<b>Self-Esteem/Image/Motivation</b>	How self-esteem, image, and motivation affect student performance	20%
<b>TOTAL</b>		<b>100%</b>

**\*Changes to the syllabus can be made by the instructor. The student will be notified and is responsible for all material.**