**Fall 2012**

**ACADEMIC DEVELOPMENT B 70B: NOTE TAKING**

**Study Skills Syllabus**

**Instructor:** Eileen Pierce **Office Location:** SS 133 area (adjunct)

**Dates:** Sept. 11-Sept. 27, 2012 **Office Time:** Tues., 10:25-10:55 AM

**Time:** 11:10 AM-12:35 PM **Phone #:** 395-4433 or 395-4654

**Days:** Tues./Thurs. **E-mail:** epierce@bakersfieldcollege.edu

**Location:** H 20 **My website:** http://eileenpierce.weebly.com

**My Lab Hrs.:** M/W 8:30-10:30 AM

(SS 143) F 8:30 AM-12:20 PM

Each course in the Study Skills series involves: 6 class sessions, 3 independently done labs, and a final project. The lectures are approximately 1½ hours in length. The labs are expected to require 1-2 hours each, if done properly. This course is worth 0.5 units and is graded on a P/NP basis (Pass/No Pass).

**HOW TO EARN A “P (Pass)” IN THIS COURSE:**

1. **You MUST attend AT LEAST 5 OUT OF THE 6 LECTURES.**

Because the class is so short, the attendance requirement is very strict. If you are late to class by more than 15 min. or leave more than 15 min. early, you will be marked absent for that day. NO EXCUSES for lateness or absence will be accepted, no matter how valid they may be (i.e. grave illness, court date, death, etc.). The following represents the lecture schedule:

Day 1—Overview of class, Lecture 1 “The Art of Listening,” Tour of SS 143 Lab

Day 2—Lecture 2, “The Importance of Being Prepared to Take Notes”

Day 3—Lecture 3 “The Cornell System of Note Taking”

Day 4—Lecture 4 “8 Basic Note Taking Skills”

Day 5—Lecture 5 “Visual Note Taking Systems”

Day 6—Final Project Presentations

1. **Complete all 3 lab assignments in the Student Success Lab, SS 143.**

Be sure to always clock in/out at the attendance computer. Each lab assignment is described in detail along with due dates as follows:

**Lab 1:** “EFFECTIVE LISTENING SKILLS” **VIDEO**

Starting from the desktop, click on the various links as indicated: Student Success Lab ⇒ACDV 70 ⇒ Note Taking (70B) ⇒ Lab #1. A video should appear.

To hear it with captions, **right-click** the mouse, select **Lyrics, Captions, Subtitles**, and then choose **Closed Captions**.

**ACDV B 70C TEXTBOOK READING Study Skills Syllabus (continued-page 2)**

Complete the worksheet given in class as you watch the video. **LAB 1** must be completed no later than **Thursday, September 13** at the start of class.

**Lab 2:** “GET MOTIVATED! with Toby Malichi” **VIDEO**

Follow the same instructions from the first lab to locate ACDV 70B Lab #2. When you click on the link, a video will appear. Turn on captions following the same instructions as for Lab #1.

Now take 2 pages of your own notes on the video **using the Cornell System**. YOU WILL NOT GET CREDIT UNLESS YOU USE THE CORNELL SYSTEM and COMPLETE AT LEAST **2 FULL PAGES** OF NOTES! This lab is due no later than **Thursday, September 20** at the beginning of class.

**Lab 3:** “MASTERING BASIC COMMUNICATION: IT’S NOT WHAT YOU

SAY” **VIDEO**

Following the previously explained process, click on the file for Lab #3 to open up a video, and turn on captions. YOU MUST TAKE AT LEAST **2 FULL PAGES** OF NOTES **using the Cornell System** once again **to receive full credit!**

Lab 3 is also due no later than **Thursday, September 20** when class commences.

1. **Satisfactorily complete the Final Project.**

This **group** project involves presenting a portion of a lecture along with a short set of notes that highlights a certain note taking skill covered in class. A separate packet will be provided on the 2nd day of class, explaining the project in full detail. **Please note that this component is in lieu of a final exam and counts for a massive 30% of your total grade!**

**HOW YOUR GRADE IS WEIGHTED:**

 Attendance and Participation: 10%

 (3) Lab Assignments: 60%

 Final Project: 30%

**HOW YOUR GRADE IS DETERMINED:**

 Since this is a P/NP course, you will not be given actual letter grades. However,

 in order to earn a “Pass,” you must meet the attendance requirement of attending

 AT LEAST 5 out of the 6 days of class AND have a combined percentage score

 of 75% or higher on attendance/participation, the 3 labs, and the final project.

**ACDV B 70B NOTE TAKING Study Skills Syllabus (continued-page 3)**

**REQUIRED MATERIALS:** Student Packet *ACDV 70B—Note Taking* by Eileen Pierce from the bookstore

**STUDENT LEARNING OUTCOMES (otherwise known as SLO’s):**

1. Identify effective listening and concentration techniques.
2. Complete a comprehensive and cohesive set of class notes based upon two video lectures.

**SUPPORTIVE SERVICES STATEMENT:**

Students with disabilities who believe they may need accommodations in this class are encouraged to contact **Disabled Student Programs & Services in the Student Services**

**Building, 1st Floor, Counseling Center, 395-4334** as soon as possible to better ensure such accommodations are implemented in a timely fashion.

**A NOTE ON APPROPRIATE STUDENT CONDUCT DURING LECTURES:**

The instructor has high expectations concerning student conduct during lecture time. All students are considered to be adults and are expected to act as such, meaning that there is to be no talking, whispering, giggling, etc. while the instructor or a recognized student is speaking. If any student cannot adhere to these guidelines, then he/she will be asked to move to a different location in the classroom. If the immature behavior continues to be a nuisance to the instructor and/or other students nearby, then the offending student(s) may be asked to leave the class.

Also…please put all cell phones and other similar gadgets on mute or vibrate and HIDE THEM away where you will not be tempted to peek at them or use them in any way, especially for text messaging, while the instructor is lecturing. Your cooperation is greatly appreciated!

*He listens well who takes notes.*

 --Dante Alighieri