**Fall 2012**

**ACADEMIC DEVELOPMENT B 70D: TEST TAKING**

**Study Skills Syllabus**

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

**Dates:** Oct. 23-Nov. 8, 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](mailto:epierce@bakersfieldcollege.edu)

**Location:** H 20 **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 “Test Anxiety,” Tour of SS 143

Day 2—Lecture 2 “Test Preparation”

Day 3—Lecture 3 “Developing Good Study Behaviors”

Day 4—Lecture 4 “Strategies for Answering Various Types of Test Questions”

Day 5—Lecture 5 “The Essay Test”

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:** “HOW DO I KNOW WHAT TO STUDY?” **VIDEO**

Follow the links (Success Lab ACDV 70 Test Taking (ACDV 70D) Lab #1), and complete the worksheet you were given in class.

**ACDV B 70D TEST TAKING Study Skills Syllabus (continued-page 2)**

If you like **captions**, you can turn them on by **right-clicking the mouse**, selecting **Lyrics,** **Captions, Subtitles**, and then choosing **Closed Captions**. Lab #1 is due no later than **Thursday, Oct. 25** at the start of class.

**Lab 2:** “HOW DO I SHOW WHAT I KNOW?” **VIDEO**

Follow the same procedure as explained earlier to locate ACDV 70D Lab #2, and fill out the worksheet given to you during class. This lab is due no later than **Thursday, November 1** at the beginning of class.

**Lab 3:** Mini-Course in Academic Skills, Module 10: EXAMINATIONS

Locate ACDV 70D Lab #3, and complete the 2-page worksheet handed out in class as you read through the PowerPoint slides. Lab #3 is also due no later than **Thursday, November 1** when class commences.

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

This project involves selecting and presenting a test taking strategy to the class, explaining how it could be implemented along with the pros and cons of using the particular strategy. 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 place of a final exam and counts for a huge 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.

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

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

1. Identify effective study habits and test taking skills for objective and subjective college-level exams.

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

1. Evaluate results of an exam and determine strategies to improve scores on the following exam.

**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!

*Whether you think you can or think you can't - you are right.*

-Henry Ford

An Extreme Case of Test Taking Anxiety

