

**RES 050 Study Skills (no credit)**  
**Wednesdays, 8:00-9:30 a.m., Summer 2008**

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<b>Office Hours</b>	Mondays 10-12, Tuesdays 1-3, and by appointment
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<b>Required Texts</b>	<i>Concise Rules of APA Style</i> . (2005). Washington, DC: American Psychological Association.  Luckie, W.R. & Smethurst, W. (1998). <i>Study Power: Study Skills to Improve Your Learning &amp; Your Grades</i> . Brookline, MA: Brookline Books.
<b>Additional Reading</b>	Selections from Turabian, Kate L. (2007). <i>A manual for writers of research papers, theses, and dissertations</i> (7 <sup>th</sup> ed.). Chicago: University of Chicago Press. Available on reserve at the Unity Library.
<b>Recommended Reading</b>	Gibaldi, Joseph. (2003). <i>MLA Handbook for Writers of Research Papers</i> (6 <sup>th</sup> ed.). New York: The Modern Language Association of America.

**Course Description**

This course is designed as a supplement for returning students to learn and/or regain the skills that are needed to perform successfully at Unity Institute. A wide range of skills will be presented and discussed, and there will be opportunities for students to help guide the class to meet their needs. Assignments will be given each week; they are designed to let students apply new skills in their courses at Unity Institute.

**Learning Objectives**

Upon completion of this course, students will be able to:

1. Employ and integrate a variety of study skill techniques in their courses at Unity Institute.
2. Apply research skills to the papers they write at Unity Institute.
3. Identify plagiarism problems and propose solutions.
4. Report gaining and/or regaining confidence in being a successful and efficient student.

## Class Schedule

Week	Date	Topic	Reading	Preparation for Class	Post-Class Activity
1	16 July	Returning to School * Regaining confidence * Time management	Ch. 6	Be prepared to share your thoughts about returning to school with class.	1. Complete the weekly calendar to allocate your time in a reasonable manner. 2. Create a to-do calendar for the entire term, including due dates for the beginning, middle and end of each task
2	23 July	Effective Reading	Ch. 3	Bring a book to class that is challenging you.	Use new reading skills. Determine which skills work for you & which do not.
3	30 July	Active Listening	Ch. 1 & 7		Use new listening skills. Determine which skills work for you & which do not.
4	6 Aug	The Writing Process, part 1	Turabian, ch. 2, 4, 5	Bring your research paper assignments, outlines and/or drafts to class.	Begin papers that are due later in the term.
5	13 Aug	The Writing Process, part 2	Turabian, ch. 6, 7, 9		Continue working on papers.
6	20 Aug	Research Strategies, * On-line databases	Turabian, ch. 3		Use on-line data bases to discover other sources of research for relevant papers.
7	27 Aug	Plagiarism & how to avoid it, part 1	Turabian, ch. 15	Bring <i>Concise Rules of APA Style</i> to class.	
8	3 Sept	Plagiarism, part 2 * APA style	None	Survey your papers to determine if you are plagiarizing & bring your questions to class.	Edit your papers-in-progress to fix any issues with plagiarism.
9	10 Sept	Taking Tests with Ease * Review is the key * Put your spiritual principles into practice	Ch. 11-13		Begin reviewing now for any final exams that you have.
10	17 Sept	Learning Styles * Auditory * Visual * Kinesthetic	None	<a href="http://www.engr.ncsu.edu/learningstyles/ilswb.html">http://www.engr.ncsu.edu/learningstyles/ilswb.html</a> Take on-line test & bring results to class.	

No grade will be given for this course.

### **Expectations of Students**

Students are expected to come to class having read the assigned material and being prepared to discuss it. The assignments are designed to help students become familiar with and use the skills learned in this course in their program at Unity Institute. Although students will not receive a grade, students are expected to fulfill the assignments as they are due.

### **Classroom Protocol**

The intention of this course is to offer support and guidance to returning students. Thus, we will honor the schedule on the syllabus but allow the possibility for Spirit to guide us as needed. We also honor the confidentiality of information and feelings shared in the classroom.

### **Attendance Policy**

Although students will not receive a grade for this course, it is strongly suggested that students attend every class session as classes will build upon each other.

### **Academic Honesty**

Unity Institute assumes that all students desire to pursue their academic and transformational work with honesty and scholarly integrity. Cheating, plagiarism, facilitating academic dishonesty and misrepresentation of self or other students are prohibited. Students may seek the assistance from others as long as the student submitting the assignment is actually doing the work.

If a faculty member discovers a student violating academic honesty the following penalty may be applied, depending upon the severity of the infraction:

1. A reduced grade for the assignment.
2. A grade of zero for the assignment.
3. An "F" for the course.
4. Remand the decision to the full faculty.

A report will be sent to the faculty, the Dean, as well as kept in the student's permanent file.

For further information about academic honesty, students are directed to review the Unity Institute Catalog and Unity Institute Student Handbook.

### **Special Concerns**

If students have any special concerns and/or challenges that may affect their performance in this course, they are encouraged to speak with the instructor immediately so that any accommodations, if necessary, may be made.