COURSE OUTLINE		
TERM: Spring 2022	**COURSE NO** USSD 105	
INSTRUCTOR:	**COURSE TITLE:** University Success Strategies: Readingand Study Skills	
OFFICE: **LOCAL:** **E-MAIL:** @capilanou.ca	**SECTION NO(S):**	**CREDITS: 3.0**
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

COURSE FORMAT
Three hours of class time per week, plus an additional hour of online or other activities, for a 15-week semester, which includes two weeks for final exams/assignments. Course delivery may be in-person, online, or mixed mode.

COURSE PREREQUISITES/CO-REQUISITES
None

CALENDAR DESCRIPTION

This highly interactive course teaches skills essential to a successful university experience, with a special focus on reading skills, thinking strategies and working in teams. The reading component includes textbook comprehension and retention, vocabulary development, study skills and critical thinking. Students also learn time-management, goal setting, note taking, memory techniques, test-taking and presentation skills.

COURSE NOTE
Students may not enrol in USS 100 and USSD 105 concurrently.

REQUIRED TEXTS AND/OR RESOURCES
Ellis, T, and Dawson, D. (2020) *Becoming a Master Student*, 7th Canadian Edition. Nelson
Order textbook from the Capilano Bookstore: https://books.capilanou.ca/default.asp

E-text link:
https://www.vitalsource.com/en-ca/products/becoming-a-master-student-ellis-toft-dawson-v9780176886714

Required materials:
120 3" x 5" cards
Index cards
Notebook/journal
A good Canadian dictionary

COURSE STUDENT LEARNING OUTCOMES
   On successful completion of this course, students will be able to do the following:

   READING SKILLS
   Students will be able to read efficiently and flexibly, employing the following strategies:
   - Reading with a purpose
   - Previewing, skimming, scanning and summarizing texts
   - Demonstrating an understanding of text structure, including:
       o paragraph structure
       o types of supporting information
       o organizational patterns
   - Using vocabulary development strategies
   - Using the library

   OTHER STUDY SKILLS
   - Work in teams
   - Set goals and demonstrate time awareness
   - Take notes effectively
   - Produce mind maps, networks and outlines
   - Use effective memory techniques
   - Demonstrate effective test-taking
   - Give oral presentations

COURSE CONTENT

Week	Topics
1.	Introduction to the course and each other.
2.	Self-assessment: Study skills and learning styles Boosting your vocabulary 1
3.	Reading skill: Previewing Topic/Chapter: Time Management
4.	Using the Library Information Literacy Boosting your vocabulary 2 Working in a team, Part 1
5.	Reading skill: Skimming and Scanning Topic/Chapter: Memory
6.	Topic/Chapter: Reading Muscle Reading

7.	Reading, continued • Boosting your vocabulary 3 • When reading is tough • Getting past road blocks to reading
8.	Reading skill: Understanding Text Structure Topic/Chapter: Note-taking
9.	Tests and Exams
10.	Critical Thinking: Creativity, Thinking/ Problem Solving
11.	Working in a team, part 2 Review
12.	Group presentations
13.	Wrap-up and next steps
14, 15	Final Exam Period

EVALUATION PROFILE

Attendance & Participation*	10%
Vocabulary Cards	15%
Assignments	40%
Quizzes	20%
Oral Presentation	15%
TOTAL	100%

*Students are required to attend all classes (face-to-face or online). To receive full credit for participation, students must engage actively in discussions (in class and/or online) and complete in-class group and individual activities.

GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Incomplete Grades
Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments
Assignments are due at time and date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs etc
Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed activities may not be able to be accommodated. Please consult with your instructor.

Attendance
Students are expected to attend all classes and associated activities.

English Usage
Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices
For in-person classes, students may use electronic devices during class for note-taking only.

On-line Communication
Outside of the classroom, the instructor will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS

Tools for Success
Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: https://www.capilanou.ca/student-life/

Capilano University Security: download the CapU Mobile Safety App

Policy Statement (S2009-06)
Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)
Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: https://www.capilanou.ca/about-capu/governance/policies/

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:
- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;

- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:
- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct
All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page https://www.capilanou.ca/about-capu/governance/policies/)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.