SDV - 099  
Student Development  
3 credits

I. **Catalog Description**: This course will enhance and improve the study habits of students. Major topics will include note and test taking, time management, stress management, and decision making. Students will learn library and research skills and will receive information on career options. This course is designed to help students reach college level skills and does not count toward a degree.

II. **Prerequisites, pre-/co-requisites, co-requisites, recommended**: None

III. **Rationale for Course Level**: This course provides students the necessary skills and support needed to succeed in college.

IV. **Suggested Textbooks**:

   - Keys to Success 7th edition 2011, Carter Karol, 9780137073603
   - Other materials include: binder with dividers and computer disk/thumb drive

V. **Student Learning Course Objectives**:

   **Institutional Learning Goals**:

   Students will:
   
   1. Demonstrate competency in reading, writing, oral communication, and numerical literacy
   2. Be able to evaluate information
   3. Consider multiple perspectives from the diversity of human experience

   **SDV 099 Student Learning Goals**-

   1. Students will apply basic research, writing, and citing skills to prepare for college level papers and presentations.
   2. Students will be able to define SCTC’s resources and services including financial aid, registration, and academic advising.
   3. Students will apply study and test taking skills to improve academic performance.
   4. Students will practice SMART goal-setting and decision-making steps.
   5. Students will demonstrate the ability to use computer technology including Microsoft Word and Power Point applications.
   6. Students will exhibit effective note taking skills.
VI. Suggested Course Outline:

**Tentative Class Schedule**

Week One: Importance of active learning and developing strong study habits. Evaluation of skills, positive attributes, potential trouble areas, learning styles, student learning outcomes.

Week Two: Decision making. Setting goals—academic and personal, long and short term. Use of an academic calendar. Developing positive study habits.

Week Three: How to read a text book. How to listen to a lecture. Marking a text, taking class notes. Using annotations and notes in study.

Week Four: Increase comprehension. Library use. Getting the most from a tutor. Financial aid.

Week Five: Critical thinking skills. What do professors want?

Week Six: How to prepare for tests.

Week Seven: What do professors look for in your exam? How to take a test. Midterm exam.

Week Eight: Manage stress and balance your life.

Week Nine: Relationships/interpersonal communications.

Week Ten: Conflict and criticism.

Week Eleven: Effective writing. Microsoft Word introduction.

Week Twelve: Effective presentations. Microsoft Powerpoint introduction.

Week Thirteen: Life beyond college. Service learning project?

Week Fourteen: Preparing for final exams, study calendars

Week Fifteen: Final Exam, preparation for final Powerpoint SMART goal-setting and decision-making steps and college

Week Sixteen: Final Paper and presentation

VIII. Suggested Course Evaluation:

<table>
<thead>
<tr>
<th>Assessment Tools</th>
<th>Percentage of Total Grade</th>
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</thead>
<tbody>
<tr>
<td>Class Attendance/ Class Participation</td>
<td>10%</td>
</tr>
<tr>
<td>College Journal Project</td>
<td>10%</td>
</tr>
<tr>
<td>Weekly Assignments</td>
<td>20%</td>
</tr>
</tbody>
</table>
Quizzies and Tests 20%
Taking Notes Project Notes 10%
Time Management/Study Calendar Project 10%
Final Paper - SMART Goals and College Plan 10%
Final Presentation – SMART Goals and College Plan 10%

**Grading Scale**

A: 100-95%       A- : 95-90%       B+: 89-87%
B: 86-84%       B- : 84 – 80%       C+: 79-77%
C: 76-74%       C- : 73 – 70%       D+: 69 – 67%
D: 66-64%       D- : 63-60%       F: 59% and Below

**VII. Bibliography**


Doyle John; Create Success; McGraw-Hill (2013), Hardcover


Ferrett Sharon; Peak Performance Success in College and Beyond, Mcgraw hill (2012), Hardcover


Sherfield Robert M; Cornerstones for College Success (7th Edition); Prentice Hall (2013), Edition: 7, Paperback, 416 pages
Syllabus Prepared By:

(Signature of Faculty)_____________

Typed Name of Faculty, Credentials

(Date Syllabus Created/Updated if MCS Review)

Syllabus Prepared By:
2015