Subject: Read 134 Effective Study Methods

E-Mail Contact Information:
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Catalog Course Description:
This is a course in college study skills designed to help students understand the learning process and to become more efficient in their study techniques and thus become highly successful students. This course offers in-depth instruction in critical reading and thinking, time management, memory techniques, note-taking, test-taking, creativity, and communication. Students are encouraged to utilize appropriate college resources.

Student Learning Outcomes:
When preparing for assignments and class tests in any academic environment, students will be able to successfully select the appropriate study strategies commensurate with the learning task in order to meet with personal and academic success at the college level.

By logging into Blackboard you affirm that you are the student who enrolled in the course(s) and are the person who will complete the assigned work. Furthermore, you agree to follow the regulations regarding academic integrity, personal identification and the use of student information as described in BP 5500 (Standards of Conduct) and AP 5520 (Student Conduct Procedures) which are the Rio Hondo College student conduct codes that govern student rights and responsibilities. You acknowledge that failure to abide by the regulations set forth in BP 5500 and AP 5520 may result in disciplinary action, including expulsion from the college.

This is NOT a self-paced course. There are firm deadlines in this class. There are assignments due on a regular basis. Please plan your time carefully!

Textbook: Please consult the Bookstore for information at (562) 463-7345 or go to Rio Hondo College Online Bookstore

This course will include regular instructor student contact. Methods of regular instructor student contact include:

Regular instructor student contact will include daily monitoring of email communication through Rio Hondo and within Blackboard. The Instructor will post weekly updates announcing the release of each chapter of activities, assignments, and quizzes. Additional class information will be posted on the Announcement page in Blackboard. The Instructor will also send, as needed, class emails to all students regarding important due dates and relevant class information. Students may also check the class calendar in Blackboard to check assignment release and close dates for each chapter.

After assignments are submitted, the Instructor will grade all work and give comments and suggestions to students.

The instructor checks email every day and will respond to the student within 24 hours for this class. Communication is key for being successful in the online class. If you don't check email, then communication...
can not occur. Missed assignments are considered "non participation" in the class and puts the student at risk for being dropped. The student will first be notified of the Instructor's intent before an action is taken, but if email is not read regularly by the student, the class drop will happen without the student's knowledge. It is the student's responsibility to check his/her class every day to stay updated, current, and active in the learning process.

*The instructor may drop you for non-participation.*

There will be a one to three business day delay after an add code is used before a student may be able to log on to Blackboard.

For students new to online classes, it is highly recommended that you take the Online Orientation through our Virtual College website. This will help explain what online classes are like and familiarize you with how the class is laid out. The orientations can be found at: [http://www.riohondo.edu/vc-orientation/](http://www.riohondo.edu/vc-orientation/)

Email Responses: Instructors will make every attempt to respond to students in a timely fashion. Responses can take up to 48 hours before a response is received, excluding weekends and holidays.

Disability: A Student with a verified disability may be entitled to appropriate academic accommodations. Please contact your instructor and/or the Disabled Students & Programs office at 562-908-3420 for more information.

* Modifications and Disclaimer: The instructor reserves the right to modify the content of the course or any course procedure. It is the responsibility of the student to keep apprised of all changes. If the student wishes to drop the class he/she is responsible for initiating the drop. Do not take it for granted that you will be dropped. If you stop working and do not drop the course, you may get an undesirable grade.