Course: SABIC Life Skills: Part I
Instructor: Amelia Onorato
Office: EOP 205
Email and phone: ameliaon@bu.edu and (617) 353-7839
Office Hours: Mondays and Wednesday from 1:00 to 1:25

Class Schedule: The class meets on Monday and Wednesday afternoons from 1:30 to 4:00 pm, beginning on 4/27 and ending on 5/16. Monday classes meet in MLL 257 and Wednesday classes meet in EOP 271, except on days that are designated for field trips.

Required Materials: There is no required textbook in this course, but you will need a three-ring binder with section dividers, a pocket folder for your journal, a flash drive, and a good monolingual dictionary. Make sure that you come to each class with these items and a pen.

Course Overview:
This course is designed to continue the work you have done in your first semester at CELOP to learn academic and study skills that will help you to succeed in U.S. universities. This course primarily focuses on personal and academic skills that will facilitate adjustment to U.S. based learning environments and professors’ expectations.

Course Objectives:
Throughout this course, you will:
1. Participate in self-evaluation to determine strengths and challenges that will impact your academic training and adjustment.
2. Develop strategies for handling these strengths/challenges to maximize your success.
3. Examine strategies for time management, studying, note-taking, academic reading and writing.
4. Participate in activities that enhance communication strategies, including skills for teamwork, verbal communication, and presentations.
5. Identify strategies for using university resources including office hours with professors and teaching assistants, learning centers, writing centers, and libraries.
6. Build technology skills to facilitate participation in classroom exercises.

Assessment Criteria:
On your final evaluation, you will receive grades for attendance, class effort and participation, and class preparation and homework. The grading scale is as follows:
E Excellent = exceeds expectations
S+ Above Satisfactory
S Satisfactory = meets expectations
S- Less Than Satisfactory
U Unsatisfactory = does not meet expectations
You will also receive a written description of your accomplishments and progress in the class as well as areas in which you need improvement.

*Attendance* – Attendance is required. All absences and late arrivals will be recorded and noted in the final evaluation. Please inform the teacher in advance (in person or by e-mail) if you will be missing a class. If you are not in class, it is your responsibility to find out what you missed and come prepared to the following class session.

*Class effort and participation* – You are expected to come prepared and participate fully in all class activities and assignments. Through participation, you can learn from your classmates as well as the teacher and course materials. You will get out of the course what you put into it.

*Class preparation and homework* – You are expected to complete all homework and in-class assignments. A description of the assignments is below.

**Course assignments:**

*Daily Assignments 30%
Some short reading and listening assignments will be given in class. It is important to complete these assignments in order to get the most out of in-class discussions and activities.***

*Homework Readings and Journal 40%
You are required to make one journal entry after each class session. I will give writing prompts for each assignment. Each journal entry must be at least two paragraphs long, typed, and double-spaced. I will read and comment on your entries and return them at the next class. You should also expect to do follow up reading on some of our class activities.***

*Final Presentation 30%
Each of you will be asked to choose an academic skill (reading, note-taking, time management, etc.) that you are interested in. You will work in groups to prepare short presentations on study strategies that relate to your topic, which will be given in the final two classes.***

**Absence Policy:**

This course will follow CELOP’s attendance policy. Absences will be recorded and count toward your hours of absence, which affect your standing in the program. Please contact the teacher if you miss or plan to miss a class.

**Late Policy:**

This course will follow CELOP’s Late Policy. If you arrive late at the beginning of class you will be marked late. However, better late than never; if you arrive late, please join the class without disruption.

**Cell Phones:**

Please, turn off your cell phone while you are in class. Talking on a cell phone and texting while in class are impolite and a disruption to others’ learning.
**Class Calendar:**
This calendar is subject to change, depending on student needs and interests.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics and Activities</th>
<th>Homework</th>
</tr>
</thead>
</table>
| Wed 4/27/11 | - Introduction to course.  
- Exercise: “What Do I Know and What Can I Learn about Academic Reading?”  
- Video and note-taking on Academic Reading. | - Read “Basic Abilities of Efficient Readers”, and base your reading journal on 2 of the questions in the writing sections.  
- Email me a paper that you wrote last semester that you think could be improved.  
**Please make sure that you email it to me before Friday 4/29.** |
| Mon 5/2/11 | - Follow-up from 4/26 class.  
- Choose topic for final presentation.  
- Exercise: “What Do I Know and What Can I Learn about Academic Writing?”  
- MLL Web Quest: Finding and Documenting Research Sources.  
- Resources for Improving Academic Writing.  
- Accessing academic support services. | - Read articles on your presentation topic (provided by instructor), and write about the article in your journal. |
| Wed 5/4/11 | - Follow-up from 5/2 class.  
- Discuss presentation readings with group.  
- Exercise: “What Do I Know and What Can I Learn about Taking and Using Notes?”  
  Video on effective note-taking.  
- Prepare for Monday’s field trip (What do I want to know about syllabi, class sessions and evaluation, talking to professors, etc.?) | - Practice academic reading techniques with 10-page reading on note-taking.  
- Journal entry based on reading and other class activities. |
| Mon 5/9/11 | Field Trip to UMass-Boston to meet with math professor, Fadia Harik | - Prepare final presentations.  
- Response journal to field trip. |
| Wed 5/11/11 | - Group Presentations Part I.  
- Using what you’ve learned to handle readings, discussions, and lecture in environmental studies.  
  “But It’s Just a Bottle of Water…” | - Prepare final presentations.  
- Homework reading and journal on science article. |
| Mon 5/16/11 | - Group Presentations Part II.  
- “But It’s Just a Bottle of Water…” continued.  
- Course Wrap up. | |