

**Abdelmalek Essadi University
Faculty of Letters and Humanities
Department of English Studies**

**Fall 2018
Section: S1/Group 4 & 1
Room: 11**

Course: Study Skills

Time: Wednesday 8:00am-10:00am (Group 4) – 10:00am-12:00pm (Group 1)

Instructor: Ms. Oumama Kabli

Office Hours and Location: TBD

Email: okenglishtetouan@gmail.com; I will respond to emails within one to two business days.

Course Website: <https://oktetouanenglish.weebly.com>

Facebook Page: English at the University-Tetouan

Course Description: This class will help students achieve more academically, teaching them how to create effective presentations, combat exam anxiety, and much more.

Required texts: “Study Skills for Successful Students” by Fred Orr; I will email this to all students present as well as hopefully post it on the course website.

Class Expectations:

- 1) Respect one another.
- 2) Be prepared for class. Bring paper and pens/pencils and any other school supplies.
- 3) Be on time.
- 4) Only use English in the classroom.
- 5) No cellphones in class unless explicitly instructed to use them.
- 6) Do assigned work and adhere to deadlines.
- 7) Absolutely NO plagiarism.

Participation and Attendance:

Attendance is expected, however attendance will not be counted as part of the course grade because of the understanding that many students are commuting from far away. I expect ALL students to participate in every class activity we have.

Plagiarism, Cheating, and Academic Integrity:

Plagiarism is the presentation of someone else’s ideas, words, or artistic, scientific or technical work as one’s own creation. Using the idea or work of another is permissible only when the original author is identified and cited appropriately. Paraphrasing and summarizing, as well as

direct quotations, require citation of the original source. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism. Students who are unsure how and when to provide documentation are advised to consult with the professor. Plagiarism will not be tolerated in this course.

Class Delegates: I will appoint one male and one female student (voted for by the class) as class delegates. The role of the class delegate(s) are as follows:

- Help the teacher to communicate specific class related information
- Motivate the class to his/her best ability regarding assignments/homework/school/class events
- Assist the teacher in obtaining photocopies and other educational related materials

Unit Topics:

Week 4 (September 26, 2018)	Introduction and Giving an Effective Presentation
Week 5 (October 3, 2018)	Personal Management Strategies
Week 6 (October 10, 2018)	Time and Stress Management
Week 7 (October 17, 2018)	Listening Skills in Lectures
Week 8 (October 24, 2018)	Note-Taking
Week 9 (October 31, 2018)	Reading More Efficiently
Week 10 (November 7, 2018)	Writing
Week 11 (November 14, 2018)	Revision Skills
Week 12 (November 21, 2018)	Dealing with Academic and Exam Anxiety
Week 13 (November 28, 2018)	Responding Effectively in Exams
Week 14 (December 5, 2018)	Review?

Grading:

Final exam: 100%

***** This syllabus is subject to change at the instructor's discretion*****