

The Well-Trained Mind Academy  
**Study Skills with an Introduction to Online Learning - Summer Course**

*Course Blackboard site:* [www.wtma.blackboard.com](http://www.wtma.blackboard.com)

*No required texts.*

*Course Description:*

This course will cover the basics on how to successfully participate in and complete an online class. We will cover navigating the online classroom environment, engaging in productive online discussions, and computer literacy. The course will also emphasize note taking, time management, meeting deadlines, study strategies, and personal organization skills that can be applied in all class settings.

*Course Goals:*

This course is designed to provide the tools and strategies required for Logic Stage students to succeed academically in all disciplines of study in an online classroom. Students will learn principles of good study habits in addition to acquiring practical tools for effective organization, management of deadlines, reading, note-taking, and quiz/test preparation.

*Grading:*

- Class Participation 50%
- Assignments: 20%
- Weekly Reflections (Discussion Board): 10%
- Final Project: 20%

*Example Class Schedule:*

<b><u>Class</u></b>	<b><u>Topic</u></b>	<b><u>Skills Addressed</u></b> <i>(includes but is not limited to the following)</i>
Week 1, Class 1	Orientation & Course Introduction	How to participate in Blackboard classroom & course expectations (how to find/read the syllabus)
Week 1, Class 2	Navigating the Online Class Website I: Accessing Instructor-Created Content	How to find & submit assignments in Blackboard, how to create & upload PDF, how to find/download PDFs with instructor comments
Week 2, Class 1	Navigating the Online Class Website II: Communicating with Your Instructor & Classmates	How to send an email to your instructor, how to use the class discussion board, how to schedule an appointment with your instructor, how to locate your instructor's virtual office, how to communicate within your group in Blackboard
Week 2, Class 2	Troubleshooting: How to Handle Technical Difficulties in an Online Class	What to do when you can't log into your class, can't hear your teacher, can't find an assignment, etc.

Week 3, Class 1	Getting Organized	How to organize your notes, file completed papers & assignments, store books, name & organize computer files
Week 3, Class 2	Setting Goals & Meeting Deadlines	How to keep & update a calendar of due dates; making & completing a to-do list, creating a plan of action, setting short-term & long-term goals
Week 4, Class 1	Reading Strategies	How to scan, ask questions, & assess your comprehension (SQR3)
Week 4, Class 2	Note-Taking Strategies	How to use different note-taking techniques such as Cornell, mapping, & outlining
Week 5, Class 1	Making Your Study Time Efficient	How to use different modalities (your five senses) in your studying, & how to remember what you study (both in the short-term & long-term)
Week 5, Class 2	Improving Your Memory Recall	How to use memory aids such as acronyms, acrostics, narratives, imagery, flash cards, etc.
Week 6, Class 1	Study Routines & Time Management	How to set a schedule, find the best place to study, eliminate distractions, avoid procrastination, and stick to deadlines
Week 6,, Class 2	Preparing for & Taking Tests	How to use study guides & prepare for different types of question formats such as multiple choice, short answer; how to manage your time on timed tests & deal with test anxiety
Week 7, Class 1	Using Resources Effectively: Self Advocacy & Study Groups	How to ask questions & prepare for/conduct group study sessions
Week 7, Class 2	Breaking it Down: How to Tackle Difficult Content	How to implement problem solving strategies to solve challenging problems
Week 8, Class 1	Applying Study Skills to the Disciplines	How to apply above study skills in history, reading/writing, literature, math, & science
Week 8, Class 2	Attitude, Motivation, & Wellness	How to prioritize learning, and eat & sleep well to promote learning

The Well-Trained Mind Academy  
**Study Skills for the Logic Stage**

Course Blackboard site: [www.wtma.blackboard.com](http://www.wtma.blackboard.com)

No required texts.

*Course Description:*

This course will provide direct instruction in such basic academic skills as close reading, note-taking, material review, and quiz and test preparation. The course will also emphasize study routines, strategies for meeting deadlines, personal organization, filing and storage of academic materials, and time management.

*Course Goals:*

This course is designed to provide the tools and strategies required for Logic Stage students to succeed academically in all disciplines of study. Students will learn principles of good study habits in addition to acquiring practical tools for effective organization, management of deadlines, reading, note-taking, and quiz/test preparation.

*Grading:*

- Class Participation 50%
- Assignments: 20%
- Weekly Reflections (Discussion Board): 10%
- Final Project: 20%

*Example Class Schedule:*

<u>Week</u>	<u>Topic</u>	<u>Skills Addressed</u> <i>(includes but is not limited to the following)</i>
1	Introduction	Course expectations, how to find & submit assignments, how to use the class discussion board, how to find/submit participation forms.
2	Navigating the Online Class	How to create & upload a PDF, how to communicate with your instructor, how to troubleshoot technical problems
3	Getting Organized	How to organize your notes, file completed papers & assignments, store books, name & organize computer files
4	Setting Goals & Meeting Deadlines	How to keep & update a calendar of due dates; making & completing a to-do list, creating a plan of action, setting short-term & long-term goals
5	Reading Effectively	How to scan, ask questions, & assess your comprehension (using SQR3)
6	Note-Taking Strategies	How to use different note-taking techniques such as Cornell, mapping, & outlining
7	How You Learn (How to Best Harness Your Brain)	How to use different modalities (your five senses) in your studying, & how to remember

		what you study (both in the short-term & long-term)
8	Improving Your Memory Recall	How to use memory aids such as acronyms, acrostics, narratives, imagery, flash cards, etc.
9	Time Management & Study Routines	How to set a schedule, find the best place to study, eliminate distractions, avoid procrastination, and stick to deadlines
10	Preparing for Quizzes & Tests	How to use study guides & prepare for different types of question formats such as multiple choice, short answer, essay, etc.
11	Test Taking Strategies & Coping with Test Anxiety	How to manage your time on timed tests, answer different types of questions (including planning for & answering written-response questions), & focus & relax during tests
12	Using Resources Effectively: Self Advocacy & Study Groups	How to ask questions & prepare for/conduct group study sessions
13	Problem Solving Strategies	How to implement problem solving strategies to solve challenging problems
14	Applying Study Skills to the Disciplines	How to apply above study skills in history, reading/writing, literature, math, & science
15	Attitude, Motivation, & Wellness	How to prioritize learning, and eat & sleep well to promote learning
16	Comprehensive Review	