

KOLT 101: ACADEMIC SKILLS DEVELOPMENT

1. Course Information

Title:	KOLT 101 Academic Skills Development
KU Credits:	1
ECTS Credits:	2
Audience:	Free elective course for freshman and sophomore students
Prerequisite:	-
Classes:	Tuesday 10:00-11:15 (Section I) Wednesday 14:30-15:45 (Section II)
Instructors:	Elif Arkun Mustafa Kaya Zuhal Zeybekoğlu Çalışkan e-mail: kolt@ku.edu.tr
Office Hours:	TBA

Course Description: Understanding academic life; self-regulation, individual planning and self-evaluation, avoiding procrastination; analyzing effective study methods and techniques, reading academic texts, effective note-taking; preparing for an exam; learning as a process without borders; understanding the role of research and physical and social environment in learning, and gathering information to prepare effective presentations.

Course Aims and Learning Outcomes:

Course Aims	Upon successful completion of this course, the students will be able to...
Application skills in study habits	1. Use effective study techniques. 2. Develop a strategy for procrastination.
Application skills in academic reading and note-taking	3. Read academic texts effectively. 4. Adapt the most effective note-taking strategy during lectures.
Application skills in exam taking	5. Use strategies of preparing for an exam and of taking an exam properly.
Ability in creating an effective presentation	6. Understand the general principles of developing content for a presentation. 7. Use presentation tools to prepare a presentation. 8. Make effective use of visual aids in preparing a presentation.

Assessment Methods: Passing grade (satisfactory) is **60/100** in this course.

Weekly assignments	15
Active participation to in-class activities	30
Attendance	5
Project presentation (including peer evaluation)	25
Portfolio	25
Total	100

Course Alignment Table:

Week	Learning Outcomes ¹	Assessment	Learning Activities	Weekly Assignments	Content
1	-	-	<ul style="list-style-type: none"> Group work 	<ul style="list-style-type: none"> VARK Questionnaire Article: Strengthening the Student Toolbox KOLT UNIV 101 	Syllabus
2	1	<ul style="list-style-type: none"> Active participation to class activities Quiz 	<ul style="list-style-type: none"> Lecturing Think-Pair-Share Quiz Group discussion 	<ul style="list-style-type: none"> Self-reflection (guided practice) 	<ul style="list-style-type: none"> Learning Theories of learning Learning principles Effective study strategies
3	3	<ul style="list-style-type: none"> In-class individual and group activities 	<ul style="list-style-type: none"> Lecturing Exercise: Application of SQ3R method on an academic text 	<ul style="list-style-type: none"> Apply SQ3R to a course reading 	<ul style="list-style-type: none"> Different reading strategies SQ3R
4	4	<ul style="list-style-type: none"> In-class individual and group activities 	<ul style="list-style-type: none"> Listening to a lecture Note-taking activities 	<ul style="list-style-type: none"> Apply note-taking strategies to a course lecture 	<ul style="list-style-type: none"> Different note-taking techniques
5	2	<ul style="list-style-type: none"> Active participation 	<ul style="list-style-type: none"> Video activity 	<ul style="list-style-type: none"> Personal SWOT Analysis 	<ul style="list-style-type: none"> Self-regulation Procrastination

¹ Please see the table on the first page.

Week	Learning Outcomes ¹	Assessment	Learning Activities	Weekly Assignments	Content
		to class activities	<ul style="list-style-type: none"> Time management activity MeBoard for SWOT Activity 	<ul style="list-style-type: none"> Article Reading 	<ul style="list-style-type: none"> Strategies to avoid procrastination
6	5	<ul style="list-style-type: none"> Active participation to class activities 	<ul style="list-style-type: none"> Lecturing Discussion Analyzing different question types Mind-mapping 	<ul style="list-style-type: none"> Reflection paper 	<ul style="list-style-type: none"> Taking an exam Self-reflection: why and how
7	3	<ul style="list-style-type: none"> Active participation to class activities 	<ul style="list-style-type: none"> In-class online exercises* (BYOD) 	<ul style="list-style-type: none"> Search and bring an academic article for in-class activity 	<ul style="list-style-type: none"> Finding academic resources Mendeley as a reference organizing system
8	3	<ul style="list-style-type: none"> In-class reading assignment 	<ul style="list-style-type: none"> Reading scientific texts Applying SQ3R to read scientific texts 	<ul style="list-style-type: none"> Reflection paper 	<ul style="list-style-type: none"> How to read scientific texts Article
9	6	<ul style="list-style-type: none"> Active participation to class activities 	<ul style="list-style-type: none"> Lecturing on presentation tools and techniques, Developing an idea for a presentation Discussion* (BYOD) 	<ul style="list-style-type: none"> Searching for applications for delivering effective presentations 	<ul style="list-style-type: none"> Presentation Developing an idea for a presentation
10	6, 7	<ul style="list-style-type: none"> Active participation to class activities 	<ul style="list-style-type: none"> Individual exercises* (BYOD) 	<ul style="list-style-type: none"> Finding different graphs, charts and figures on different academic topics 	<ul style="list-style-type: none"> Presentation tools (PowerPoint, Prezi and other Google applications)

Week	Learning Outcomes ¹	Assessment	Learning Activities	Weekly Assignments	Content
11	6, 7, 8	<ul style="list-style-type: none"> In-class assignments 	<ul style="list-style-type: none"> In-class exercises for drawing a graph or figure for an academic study* (BYOD) 	<ul style="list-style-type: none"> Project 	<ul style="list-style-type: none"> Different types of graphs, charts and figures
12	6, 7, 8	<ul style="list-style-type: none"> In-class assignments 	<ul style="list-style-type: none"> Lecturing In-class individual exercises* (BYOD) 	<ul style="list-style-type: none"> Project 	<ul style="list-style-type: none"> Bringing together: details of effective presentations
13	1,2,3,4, 5,6,7,8	<ul style="list-style-type: none"> Project and portfolio presentation 	<ul style="list-style-type: none"> Individual presentations 		<ul style="list-style-type: none"> Project development Portfolio

***BYOD: Bring Your Own Device**

Class Policies: As this course is designed to improve your academic skills through in-class assignments and exercises, active **participation is graded** and attendance is **mandatory**. Three absences without no health excuses will be counted for unsatisfactory passing grade. Students will not be allowed into the class after the first **FIVE** minutes of the class. Late submission of assignments, project and portfolio assignments will not be allowed, either.

Academic Dishonesty: Academic dishonesty includes and is not limited to cheating, plagiarism, multiple submissions, and collusion, the definitions of which are stated below²:

Cheating

Cheating includes, but is not limited to, copying from a classmate or providing answers or information, either written or oral to others, in an examination or in the preparation of material subject to academic evaluation.

Plagiarism

Plagiarism is borrowing or using someone else's writing or ideas without giving written acknowledgement to the author. This includes copying from a fellow student's paper or from a text or internet site without properly citing the source.

²<http://vpaa.ku.edu.tr/academic/student-code-of-conduct#09>

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Multiple Submissions

Multiple submission includes resubmission of the same work previously used in another course or project, without the permission of the instructor for both courses.

Collusion and Impersonating

Collusion is getting unauthorized help from another person such as having someone else write one's assignment, or having someone else take an exam with false identification. Impersonating a student in an examination is also considered a grave act of dishonesty.

Please visit VPAA website to get detailed information about students' rights and responsibilities.