

COUNSELING 045

Basic Study Skills

Counseling 045 is a basic study skills class taught in a **self-paced** format. You will decide how quickly to complete the course in the semester. The actual course is taught through videotapes or DVD's which were produced during an actual class. You may check out these videotapes or DVD's in the Library at the Circulation desk on the 2nd floor and take them home. There are 20 video lessons in the course. Each video tape contains four lessons. You will be allowed to view them in the library or in the convenience of your own home.

You also will need to purchase the textbook for the course. It is, "**HOW TO SUCCEED IN COLLEGE BY REALLY TRYING**" By Ken Burns. It can be purchased at the College Bookstore. The textbook parallels the videotapes/DVD's and gives you the opportunity to take notes and complete the exercises as you watch them. One of the more important parts of this course is the "Who's Responsible" section at the end of each chapter of the textbook. This exercise asks you to respond to a question or questions raised by that chapter. It gives you the opportunity to open a dialogue with the author and clarify your understandings of that chapter. Please complete this exercise **ONLY** after you have completed watching that particular video/DVD and having read that chapter of the textbook.

When you have viewed all of the tapes in the series and completed all of the exercises and "Who's Responsible" in the textbook, you then need to make an appointment in the Counseling Department to talk with Tom Ventimiglia or any other counselor in the counseling department if he isn't available. After examining your textbook to ensure you have completed the exercises, the counselor will give you credit for the course. **The textbook must be turned in and completed before the last week of the semester.** If you have any questions about this procedure, ask for assistance at the counseling appointment desk.

TO REVIEW:

1. Purchase the textbook, "How to Succeed in College by Really Trying" at the college bookstore.
2. Check out the first tape or DVD at the library.
3. View the tapes or DVD's with your textbook, taking notes in the textbook and completing all of the exercises including the "Who's Responsible" sections at the end of each chapter. Keep checking out the videos or DVD's until you have viewed all of them.
4. When you have completed all of the exercises in the textbook, schedule an appointment with Tom Ventimiglia or any other counselor if he is not available so it can be verified that your work is completed and you can get credit for the course. You must do this before the last week of the semester.
5. **DO NOT WAIT UNTIL THE LAST FEW WEEKS OF THE SEMESTER TO VIEW ALL OF THE TAPES AND DVD'S AS THEY MAY NOT BE AVAILABLE AT SPECIFIC TIMES.**

START NOW!!