

1	Course title	Learning and Research Skills
2	Course number	3400101
3	Credit hours (theory, practical)	3
	Contact hours (theory, practical)	3
4	Prerequisites/requisites	None
5	Program title	Compulsory Course
6	Program code	
7	Awarding institution	The University of Jordan
8	Faculty	All Faculties
9	Department	
10	Level of course	First Year
11	Year of study and semester (s)	Second Semester 2018/2019
12	Final Qualification	Bachelor's Degree
13	Other department (s) involved in teaching the course	
14	Language of Instruction	Arabic & English
15	Date of production/revision	January, 2019

16. Course Coordinator:

Office numbers, office hours, phone numbers, and email addresses should be listed.

17. Other instructors:

Office numbers, office hours, phone numbers, and email addresses should be listed.

18. Course Description:

This course aims to introduce students to basic concepts related to learning and research skills. It primarily focuses on different approaches to learning, studying strategies, motivation, reading, note-taking and academic writing. The course also aims to identify students with scientific research skills and methodology by introducing the steps of writing a research paper, its importance and its possible applications. In the process, students are also advised on how to use different resources- both paper based and electronic- and on how to practice proper citation ethics and skills.

19. Course aims and outcomes:**A- Aims:**

This course aims to empower students with the basic skills that are essential for pursuing their education throughout their time at university and beyond.

B- Intended Learning Outcomes (ILOs): Upon successful completion of this course students will be able to

1. Distinguish and apply learning skills needed to achieve positive outcomes.
2. Use different strategies in group work and note-taking.
3. Skillfully apply reading and writing strategies.
4. Utilize skills needed for studying and test taking.
5. Be familiar with the procedure of writing a scientific research paper: skills, stages and form.
6. Use library and other tools to search for information.
7. Recognize and practice the ethics of academic research writing.
8. Cite all resources used according to the appropriate style adopted by their faculty.
9. Prepare a proposal for a scientific research paper of relevance to their specific specializations.
10. Ultimately become active, motivated life-long learners who take their education seriously.

20. Topic Outline and Schedule:

Content	Weeks	ILOs	Assessment strategies	References & resources
Orientation and Overview	W1: 20-24/1	1, 10		Booklet/handouts
- Why do we learn? - How do we learn?	W2 +W3: 27-31/1 3-7/2	1, 10	Discussions and presentations	Booklet/handouts

Content	Weeks	ILOs	Assessment strategies	References & resources
Management and Organization Taking Notes	W4 +W5: 3-7/2 17-21/2	1	Discussions and presentations	Booklet/handouts
Reading Strategies	W6: 24-28/2	1,2	Discussions and presentations	Booklet/handouts
Study Skills	W7 +W8: 3 -7/3 10 -14/3	2,3	Discussions and presentations	Booklet/handouts
Working in Groups	W 9: 17 - 21/3	1, 2, 4	Discussions and presentations	Booklet/handouts
Test Preparation	W10: 24 -28/3	1,2	Discussions and presentations	Booklet/handouts
Writing essays	W11: 31/3 -4/4	2,3, 5	Discussions, debates, and presentations	Booklet/handouts
Proofreading and Editing	W12: 7 -11/4	5, 7	Discussions, debates, and presentations	Booklet/handouts
Scientific Research	W13: 14 -18/4	5,6,7,8	Discussions, debates and presentations	Booklet/handouts
Library and Resources Citation Skills and Ethics	W14: 21-25/4	8, 9	Discussions and presentations	Booklet/handouts
Final Exam	W15: 30/4			

21. Teaching Methods and Assignments:

Development of ILOs is promoted through the following teaching and learning methods:
Classroom and Online Activities: Typical activities include:

1. Presentations
2. Assignments
3. Quizzes
4. Discussions
5. Reports
6. Forums

22. Evaluation Methods and Course Requirements:

Opportunities to demonstrate achievement of the ILOs are provided through the following assessment methods and requirements:

Mid exam 30%

Semester activities: participation, reports, projects, presentations, online assignments 30%

Final exam 40%

23. Course Policies:

A- Attendance policies:

You are expected to attend class on time. Only the number of absences allowed by the university is accepted.

B- Absences from exams and handing in assignments on time:

Mid-term and finals can be made up with an official excuse. Quizzes can **never** be made up no matter how justified your absence was.

C- Honesty policy regarding cheating, plagiarism, misbehavior:

Plagiarism (Copy & Paste, Not Including Sources, Not Citing Sources Correctly, and Incorrect Paraphrasing) will not be tolerated. Any instance of plagiarism will result in 0 grade for that assignment.

D. Participation

Participation is an essential part of course works. It does not merely mean coming to class; it involves preparing beforehand and participating in class discussions/online forums.

E. Deadlines:

Any assignment, in class or online, must be submitted before the deadline. Any late submissions will not be accepted.

24. Required equipment: (Facilities, Tools, Labs, Training....)

Booklet- Hand-outs – Internet access

25. References:

Main Text Book: Muchnick, Cynthia Clumeck. *The Everything Guide to Study Skills*. Avon, MA: Adams Media, 2011.

Additional Suggested Readings:

Pritchard, Alan. *Studying and Learning at University*. London: SAGE Publications, 2008.

Downing, Skip. *On Course: Strategies for Creating Success in College and in Life*. Boston:

Wadsworth, 2011.

Moore, Sarah et al. *The Ultimate Study Skills Handbook*. Berkshire: Open University Press, 2010.

26. Additional information:

Name of Course Coordinator: Ferial Abu Awwad Signature: ----- Date: -----

Head of curriculum committee/Department: ----- Signature: -----

Head of Department: ----- Signature: -----

Head of curriculum committee/Faculty: ----- Signature: -----

Dean: ----- -Signature: -----