Sample Syllabus

**Name of trainer:** Sally Diaz  
**Title of training course:** Skills for Success in College and in the Workplace  
**Training course number:** TBD  
**Training dates:** TBD  
**Meeting time(s) and location:**  
**Trainer’s telephone number:**  
**Trainer’s email address:**

**Training/Course Description**  
This training series focuses on strategies for success at university and in the workplace. Three broad areas are addressed: Building foundational skills such as self-awareness and time management; developing basic skills and strategies like test taking, effective writing, reading and listening; and, applying skills and knowledge in areas such as health, relationships, and good habits for success in college, in the workplace and in life. Lectures are enhanced by classroom activities, video presentations and a visit to selected student support services on campus.

**Outcomes**  
Throughout this training, participants should be able to demonstrate understanding and use of problem solving and critical reading, writing, and thinking skills. By the end of this training, students should be able to demonstrate understanding of, and implement strategies for the following:

- Achieving a greater knowledge of self  
- Managing time  
- Taking tests and taking notes  
- Writing, reading and listening effectively  
- Developing good health and life habits and healthy relationships  
- Creating a career portfolio and applying for a job

**Required Text**  
Handouts
Instructor-created handouts will be used in class.

Additional Required Items
Students will need notebooks and pens for taking notes.

Attendance
This is a lecture/discussion class. Regular attendance is necessary to ensure maximum progress and the success of group activities. Participants are expected to arrive on time and stay for the entire class.

Technology
Out of courtesy to others (including me), training participants should refrain from checking and using cell phones, pagers, headphones and other electronic devices. They should be turned off and put away during class sessions.

Most times, because it often proves distracting to others, the use of laptops for taking notes in class is not permitted. Exceptions will be made for accommodations authorized by the Disabled Students Services Office (DSSO).

Special Accommodations/Needs
If you have a disability and require special accommodations, please contact a Professional and Public Programs Customer Care Representative at (915) 747-5142.

Evaluation
An instructor-created pretest on skills for success at university and in the workplace will be administered during the first class. An instructor-created post-test will be given on the same material during the last class. Training participants will be given opportunities to practice reading, writing and listening skills with feedback from the instructor during the training series.
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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
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</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>TBD</td>
<td>Introduction to the course&lt;br&gt;Pre-test on concepts to be covered in the training&lt;br&gt;Self-assessment</td>
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<td>Week 2</td>
<td>TBD</td>
<td>Time Management</td>
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<td>Week 3</td>
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<td>Active Listening and Note Taking</td>
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<td>Week 4</td>
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<td>Active Reading</td>
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<td>Test-Taking</td>
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<td>Week 6</td>
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<td>Effective Written and Oral Communication&lt;br&gt;Video: Writing and Delivering Effective Speeches</td>
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<td>Week 7</td>
<td>TBD</td>
<td>Campus Field Trip: Selected Student Support Services</td>
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<td>Week 8</td>
<td>TBD</td>
<td>Critical Thinking and Creative Problem Solving</td>
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<td>Week 9</td>
<td>TBD</td>
<td>Health and Developing Health Relations&lt;br&gt;Video: Beating Stress</td>
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