



## “Don’t Cancel That Class”

“Don’t Cancel That Class” provides faculty with the opportunity to schedule co-curricular sessions, offered from a variety of different offices present on campus, focusing on leadership, health and wellness, career planning, academic achievement, and much more.

Through “Don’t Cancel That Class” students will have the opportunity to become educated and aware of the services offered throughout campus to support their overall development. To give presenters time to prepare, all sessions must be registered for at least one week in advance to the actual class period. “Don’t Cancel That Class” will offer one session per course a faculty member is teaching across the course of the semester.

### Bb Vista

Bb Vista is Cabrini College's online learning and course management system. A Bb Vista class is automatically created for every course offered each semester. ITR offers Bb Vista to provide the convenience of placing and accessing course information online, as well as the opportunity to develop fully online courses.

To log into Bb Vista go to [www.cabrini.edu/itr/bbvista](http://www.cabrini.edu/itr/bbvista).

### Topics covered in the “Don’t Cancel That Class” Sessions include:

Academic	Leadership	Library
1) Test Taking Skills 101 2) Study Skills 101 3) Enhancing your Note Taking Skills 4) Time-Management Strategies 5) Professor and Student; Partners in Learning	1) Power, Privilege, and Diversity 2) Fish Philosophy 3) True Colors 4) Goal-Setting 5) Who Moved My Cheese 6) Pieces of You: Know Yourself Better	1) Search Path 2) The Deep Web 3) The Ethical Use of the Web 4) Turnitin.com
<i>Math</i>	<b>Career</b>	<b>Health and Wellness</b>
1) Overcoming Math Anxiety 2) How to Study for a Math Test 3) Deal or No Deal 4) Smart Money	1) Making a (Good) First Impression 2) The “Party” Activity 3) Myers Briggs (abbreviated version) 4) Web Resources for Job Seekers 5) What Can I do w/ a Major Minor In__?	1) Leading a Healthy Lifestyle
<i>Writing Skills</i>	<b>Service Learning</b>	<b>Religious</b>
1) Writing a Great Essay 2) Using Research; Creating Not Copying 3) Writing Well in the Sciences 4) Writing in the Workplace 5) Effective Reading Strategies	1) Service Reflections 2) Immigration 3) Long-Term Service After Graduation 4) Getting Involved in Service	1) Religion and Spirituality

For further information or questions, contact either Richie Gebauer, *Coordinator for Co-Curricular Programming* at 610-902-8592 or Dawn Oliver in *The Center for Teaching and Learning* at 610-902- 8213.

# Academics

## Test Taking 101: Practical Prep and Skills

College students must take exams. There is no way around it. However, there are some very effective strategies that students can utilize to help them prepare for exams and take test effectively. This workshop will provide students with the strategies they need to effectively show the professor what they know on test.

- Students will learn how to review efficiently: decreasing actual study time.
- Students will learn what to do during an exam: strategies for answering various types of questions, making outlines, legibility, and how to deal with blank-outs.
- Students will gain the knowledge of what to do after an exam: relaxing, reviewing, and learning from your mistakes and your successes.
- Students will be prepared with knowledge surrounding what to do after class: how to review and edit your class notes.

## Study Skills 101

Study Skills 101 teaches students different methods that will allow for them to gain an accurate perception of how well they know the material and forces them to think about it in contrast to only looking over it.

- Students will be introduced to the M.U.R.D.E.R. and Index study system.
- Students will learn how to get the most from each class.
- Students will gain an understanding of how to enhance their memory skills.

## Doodling as an Art Form: Enhancing Your Note-Taking Skills

Note taking is one of the fundamental skills necessary for academic success in College. This workshop will identify the four stages of note taking and provide you with strategies to effectively and simultaneously perform each stage. Students will learn to define and discuss the four stages of note taking: Listening stage, Cognitive stage, Recording stage, Reviewing stage.

- Students will learn to identify signs that indicate something the professor is saying is important.
- Students will deal with PowerPoint lectures and abundant overhead use.
- Students will begin to understand and apply at least one of the following note-taking systems: Cornell Method, Mind Maps, Outlines, Paragraphs, and the Buddy System.

## Time Management Strategies: How To Manage Your Time and Still Have Fun

Using the principles and philosophies that Stephen Covey presents in his book, "First Things First," this workshop will help students move away from trying to manage time by the use of traditional "time management tools," and introduce students to the concept of a personal compass. The workshop provides students with a visual that allows them to see how they choose to use their time and how they can make changes to live a more purposeful life.

- Students will learn to visualize where they choose to use their time.
- Students will make decisions about changes they would like to make to use their time more effectively.
- Students will move away from trying to manage time by the use of traditional "time management tools," and introduce them to the concept of a personal compass.

## Professor and Student; Partners in Learning

Students at times fail to realize the importance of their relationship with their professors. This workshop is designed to initiate a discussion surrounding this relationship; how to establish a harmonious relationship, how to successfully utilize the professor, and identifying what is expected from the student in the classroom.

- Students will learn and become aware of what is expected of them in the classroom.
- Students will understand what is necessary to make the most of a student-professor relationship.
- Students will discuss the biggest difference between high school and college as well as strategies that are effective to overcome such difficulties.

## **Effective Reading Strategies**

This program looks to provide students with several strategies that will contribute to their reading and comprehension of material in an efficient and productive manner. Students will develop a sense of comfort in realizing that their workload can successfully be completed.

- Students will be able to understand the role in which environment plays in relation to being productive.
- Students will be able to utilize several different strategies that lead to effective reading.
- Students will be able to understand the basics of speed reading.

## **Math**

### **Overcoming Math Anxiety**

This interactive program will help students of all mathematical abilities recognize and alleviate math anxiety.

- Students will be able to identify the symptoms of math anxiety and understand how it affects their academic and personal lives.
- Students will be given strategies to cope with math anxiety.
- Student will be able to recognize math anxiety myths such as, "I can't do math, so I can't..."

### **How to Study for a Math Test**

Most students believe there is no way to study for a math test. This isn't true! This interactive program will show students of all mathematical abilities how to prepare and take a math test.

- Students will learn that you can and should study for a math test.
- Students will be given strategies to prepare for quizzes and tests.
- Students will also be given strategies to improve their test-taking abilities.

### **Deal or No Deal**

This interactive program will introduce students of all mathematical abilities to the concept of expected value.

- Students will learn how the popular game show Deal or No Deal works.
- Students will learn the concept of expected value.
- Students will learn how to apply expected value to everyday business problems.

### **Smart Money**

This interactive program will help students of all mathematical abilities learn life skills of financial responsibility.

- Students will be able to write out a check and keep track of activities using a checking account register.
- Students will be able to identify advantages and disadvantages of ATM, credit and debit cards.
- Students will be able to reconcile a checking account register to a checking account statement.

### **Taking Chances**

This interactive program will introduce students of all mathematical abilities to basic probabilities. At the end of this program, students will know how to calculate simple probabilities and will understand how difficult it is to win in Las Vegas.

- Students will learn to identify events and sample spaces.
- Students will learn to calculate simple probabilities.
- Students will learn how probabilities are used in everyday life.

# Writing

## **The Great Mystery: What Instructors Are Looking For In A Great Essay**

Students will learn the basic premises of what instructors expect in college-level writing, and how to interpret and ask for feedback.

- Students will learn strategies for researching and narrowing their focus.
- Students will learn to use their own voice and diction.
- Students will learn how to get the most of their instructor's comments.

## **Using Research: Creating Not Copying**

In reviewing humorous/comical sources, students will learn to clearly deviate their writing from the 'borrowed' language of others.

- Students will learn what sources are appropriate for college-level writing.
- Students will learn how to integrate their sources by asking critical questions.
- Students will learn how to narrow their searches and prevent 'over' researching.

## **When Will I Ever Need To Know This? - Writing In The Workplace**

In this seminar, students will translate academic writing into various forms of business writing, grant style writing, and portfolio composition in order to understand concepts of professional communication.

- Students will learn important concepts of business writing.
- Students will learn the difference between college writing and business writing.
- Students will learn the importance of clear communication in the workplace.

## **You Majored In Science to Avoid Writing: How To Write Well In The Sciences**

This seminar is designed for science majors to understand the importance of clear communication through writing.

- Students will learn important concepts of business writing.
- Students will learn that this is not only valuable for their work in academics but for the professional field as well.
- Students will learn specific aspects of scientific research.
- Students will learn APA format for crediting sources.
- Students will learn important aspects of scientific writing.

## **I Used To Write Poetry: How To Regain Your Love For Writing**

This reflective seminar will help students return to the joy of writing by giving authority and validation to their personal 'voice' in composition.

- Students will learn to use their creative outlets to inspire their composition.
- Students will learn the meaning of their own voice in an academic essay.
- Students will learn to incorporate the elements of their voice into an academic essay.

# Leadership

## **FISH! Philosophy**

An interactive workshop that helps students find what motivates them in work and in life.

- Introduce the FISH! Philosophy to students.
- Create a welcoming and hospitable environment using FISH!
- Build a CORE: Emerging Community Using FISH!

## **True Colors**

Students will complete the True Colors Word Sort to gain an understanding of their own personality and how these traits influence the way they do things. Students will also learn how to work with others who may be very different from them and why this can be a very powerful tool.

- Increased Self-Awareness
- Improved understanding of group dynamics and personality traits

## **Power, Privilege, and Diversity**

This interactive session will allow participants to experience both the emotional and physical effects of power and privilege. Through discussion following the exercise, participants will connect this experience to diversity, leadership and values.

- To learn definitions and examples of the terms power and privilege.
- To create an awareness of prejudice and how we use it to exclude others from our "groups."
- To gain first-hand experience of the effects of stereotyping, prejudice, racism, sexism, etc.

## **Goal-Setting**

Students will develop an understanding for the importance of goal setting in relation to their academics as well as additional areas of their lives. Through several activities students will become invested in the process of developing their own short-term and long-term goals that will assist in their own personal development.

- Students will understand the importance of goal-setting.
- Students will understand how to set moderately difficult by realistic goals.
- Students will learn how setting short term goals will allow for the accomplishment of long-term goals.

## **Who Moved My Cheese?**

This program is designed for students to see change differently. Because each student has their own unique circumstances, "Who Moved My Cheese?" is designed to help students find what in life makes them happy and to shoot for their goals.

- Discover your "New Cheese" and enjoy something better.

## **Pieces of You: A Reflective Journey to Know Yourself Better**

"You can't lead others until you lead yourself." Take some time to get to know all the pieces of yourself, your values, and your beliefs so you can be the best leader you can be. Students will reflect back on their personal journey that led them to their leadership roles. Strategies for goal setting and the importance of creating a vision for the future will be explored.

This exploration will allow students to discover the value of their journey and where it might lead them in the future. During this leadership experience, students will also be presented with an overview of leadership theories and models as well as being challenged to develop and to incorporate the theories and models into their personal leadership roles.

- Learn about themselves.
- Explore values and beliefs.
- Learn several leadership theories.

## **How to Be a Hero: Two models for change (charity & systemic change)**

With Oprah and Bill Gates in mind as examples of heroes, students will use actual cases from Catholic Relief Services' work overseas and various Norristown organizations locally, to show contrast between charity/service and development/systemic change.

- Become aware of "change agents" in the world (celebrities, organizations).
- Learn the connections and differences between charity (service) and systemic change (justice).
- Become familiar with examples of each in Cabrini's partnerships with Norristown and Catholic Relief Services.
- Introduce students to the concepts of Catholic Social Teaching, which point toward both charity and systemic change.

## **Career**

### **Making a Good (First) Impression**

Overview of cover letters, electronic (email) etiquette, and social networking site professional implications (Facebook, MySpace).

- Writing a cover that will impress potential employers
- Proper usage of email when corresponding with employers/business contacts
- Possible professional implications of positing on social networking sites (i.e. Facebook, MySpace)

### **"The Party" Activity**

Interactive activity based on John Holland's Self-Directed Search instrument utilizing career personality theory.

- Identify careers/occupations linked to personality type

### **Myers Briggs (abbreviated version)**

Overview of 16 Myers-Briggs Type Indicators and possible career applications

- Identify the connection between personality type and possible career choice

### **Web resources for Job Seekers**

Identify web resources to assist students with part-time and full-time job-search activities (internships, volunteer opportunities, co-ops).

- Knowledge of job-related web resources from Cabrini College Co-op and Career Services

### **What Can I Do With A Major/Minor In \_\_\_\_\_?**

Review of Cabrini majors and possible career options (discipline specific) and discuss how academic minors can enhance/complement a specific degree.

- Obtain knowledge about career options and specializations associated with a particular major
- Learn how academic minors can complement your degree and enhance your professional marketability

# Service Learning

## What's on the Front Page and What Can I Do About It? Being an Active Citizen without Burning Out

Discuss the day's/ week's current events through various lenses including students' own conscience & experience, the track record of selected "heroes" who have addressed those issues, perspective of human rights principles from Catholic Social Thought, and examples of others (esp young adults) who have set up programs in response to front-page issues.

- Comfort level and interest in current events
- Practice in looking at current events as matters of conscience/ potential engagement
- Developing familiarity with Catholic Social Thought as a "lens" through which to think about current issues
- Exposure to examples of young people (from "Yes!" journal among other sources) who have initiated innovative programs on humanitarian issues

# Library

## Searchpath

Searchpath is a tutorial that teaches basic library and research skills. It covers the research process from initial topic selection to citation styles and the issue of plagiarism.

- Students will complete the Searchpath tutorial and quizzes
- Students will be able to find information sources
- Students will be able to critically evaluate information sources

## The Deep Web

This program teaches strategies for advanced internet searching and for using specialized Internet databases.

- Students will be able to understand the features of the deep Web.
- Students will be able evaluate the quality of information found on the internet.
- Students will be provided a list of deep web sites

## Ethical Use of Information

Using the internet as a basis, this workshop introduces students to the concepts of intellectual property, copyright, the unethical use of domain names and cybersquatting.

- Students will understand what information is and identify different sources of information.
- Students will understand the basics of copyright and intellectual property.
- Students will be presented with examples of ethical and unethical use of the internet.
- Students will be able to evaluate the quality of information found on the internet.

## Turnitin

Recognized as the standard in plagiarism prevention, Turnitin instantly identifies papers containing unoriginal material. Used as a teaching tool, Turnitin acts as a powerful deterrent to stop plagiarism before it starts.

- Students will create a Turnitin account and join a course.
- Students will submit a document and be able to interpret the resulting Turnitin report.
- Students will understand the peer review feature of Turnitin.

# Health and Wellness

## Leading a Healthy Life

This workshop will be a combination of both instruction and physical activity. The students will start off with a very brief overview of fitness, followed by a discussion period where they can talk about any type of health and fitness related topic. Then we will end with a tour of the Dixon Center where they will be able to "sample" the many activities that are available to them.

- To get students to understand the fitness basics.
- Teach students that there is life outside the "gym" and provide them with other fitness options.
- Orient the students to the fitness center and to the many recreational activities that are available to them.

## Letting Go of Test Anxiety

- Learn the mechanics of stress & anxiety
- Strategies for managing examination anxiety
- Overcoming math & science anxiety

## Mindfulness 101

- Learn the basics of mindfulness.
- Discover ways to apply these skills to your everyday life, particularly your ability to improve retention of classroom content.
- Enhance your ability to be present & stay focused.

## Overcoming Procrastination

- Students will recognize common causes of procrastination.
- Learn new techniques to decrease/eliminate procrastination.

## Strategies for Recovering your College Experience

- Explore myths about college: academic, career, social, etc.
- Learn stress management techniques.
- Learn about available campus resources.

## Manage Your Time, Manage Your Life

Explore how one spends time to identify efficient & inefficient use of time management.

- Mastering Time Management Strategies
- Learning Stress Management Strategies

# Religion

## Religion & Spirituality

- Discussion will surround the following questions:
  - Do you believe that desire is greater than its satisfaction?
  - Do you believe that religious practice is about personal transformation or just about external show?
  - Does the Catholic Church really have anything that is relevant to your life at this stage or at any stage?
  - Do you believe that images create attitudes and that attitudes create behavior and that the design of a church or chapel has anything to do with that statement?
- Help students appreciate the difference between religious practice and spirituality.
- Increase students' knowledge of religious practice, organized religion, the institutional church.
- Provide answers to students' questions regarding the Catholic Faith.

## Topics in World Religions

Depending on the topic selected by the primary instructor, the session would revolve around an interactive demonstration of a case study example followed by an in-depth discussion.

- 1) Finance: Comparing different faiths' perspectives
- 2) Buddhist views of personality
- 3) Jewish views of the spirituality of story-telling
- 4) Why are there so many kinds of Christians?

Bird's-eye-view of three or four Christian traditions, including Catholicism.

- Broaden students' understanding of different religious worldviews, on issues relevant to the course.