



Prince Sultan University
Department of Mathematical Science
SYLLABUS
PDS 001 (091)

Course : PDS 001
Title : Personal Development Skills I
Textbook : University of Reading's University Foundation Study Skills course, Modules 1, 2 & 5.

Objectives : Students will look at the skills and traits they will need to be successful university students. This will include: communicating your needs effectively, listening effectively, what is expected of a student in an academic culture, maintaining self-esteem, coping with problems, and time and stress management.

N.B. The medium of instruction will be exclusively ENGLISH from the first day of classes.

| Week# | Date | Topic |
|-----------------------|--|--|
| 1 | October 3 - 7 | Introduction to course Assertiveness – what it is and why it is important |
| 2 | October 10 - 14 | Assertiveness and the extremes of aggressiveness & submissiveness |
| 3 | October 17 - 21 | Active communication – how to speak and listen effectively |
| 4 | October 24 - 28 | Academic Culture – a definition and key terminology |
| 5 | October 31 – 4 Nov | Academic Culture continued – expectations, speech styles & beliefs |
| 6 | November 7 - 11 | Self-Esteem – what it is and how you build it |
| 7 | November 14 - 18 | Review of weeks 1 – 6 Exam #1 |
| 18 Nov – 4 Dec | | Hajj Vacation |
| 8 | December 5 - 9 | Self-Esteem continued – Maslow's Hierarchy and the 'inner child' concept |
| 9 | December 12 - 16 | Coping Skills and Problem Solving – 5 steps for coping |
| | <i>December 16, 2008 Last day for dropping course(s) with grade of "W"</i> | |
| 10 | December 19 - 23 | Coping Skills and Problem Solving – problem solving strategies |
| 11 | December 26 - 30 | Time Management – what it is and its importance |
| 12 | January 02 - 06 | Reviews of weeks 8 – 12 Exam #2 |
| 13 | January 09 - 13 | Time Management continued – time logs and personal schedules |
| 14 | January 16 - 20 | Stress Management – causes of stress and negative effects |
| 15 | January 23 - 27 | Stress Management – ways to cope with stress |

Grading Policy:

Exam #1: **20%** Exam #2: **20%** Assignments/Mini-Projects: **20%** Final Exam: **40%**

N.B. The final exam will include material studied throughout the 15 weeks of the course. Assignments are an opportunity for students to show they can apply lesson content in their own lives.

Class attendance:

- Students are required to attend all classes starting from the first day of the semester.
- Attendance will be taken during the **first 5 minutes** of the class. If the student enters the class **after 5 minutes** he will be marked **absent**. If a student is late on **3** or more occasions this will be counted as one absence.
- **Any excuses from students for missing classes, including medical reasons, will not be accepted.**
- A “**DN Grade**” will be issued to a student who **misses 8 classes**. This means he cannot enter any more classes or exams. (**1st warning: 3 absences; 2nd warning: 6 absences**)
- In case a student **misses** a class, it is his responsibility to get the information he missed from classmates who attended.
- Based on our past experience, **being absent** is the biggest reason for failing, so make sure you are in class at all times.