

EPY 150: STRATEGIES FOR ACADEMIC SUCCESS – SPRING 2009

WNC, CARSON (W01) – ONLINE CLASS

Credits: 3

Prerequisite: None

Transferability within Nevada: Transfers as a 3-credit class in college success.

This course links to the following “General Education Student Learning Outcomes” in the 2008-2009 WNC catalog http://www.wnc.edu/academics/general_education/ :

Students who complete a degree at WNC are expected to demonstrate they:

- have problem solving, creative, and critical thinking skills.
- have effective and efficient learning skills, including the location and evaluation of information.

Instructor: Susan Priest

Office: Cedar 311

Office Hours: Monday and Wednesday 1:15-2:15 PM; Wednesday 4:00 – 5:00 PM, and Tuesday and Thursday 11:00 am – 12:00 pm

****NOTE – Office Hours may change during the semester, but I will announce them in class and update my website if this happens.**

MY Website: www.susanpriest.com Check it out and tell me what you think! Class syllabi and other helpful hints are located on the website.

ONLINE CLASS: Login to BLACKBOARD(Online learning platform) --

<http://webcampus.wnc.edu/webct/entryPageIns.dowebct> . If you have never taken an online class, first read directions for logging in to BLACKBOARD at <http://www.wnc.edu/online/login.php> . If you need help, please check the frequently asked questions and then contact the Reference Librarians at (775-445-3227.) They will help you.

Take advantage of your instructor's Office Hours ☺!

Dear Students,

Welcome to **EPY 150: Strategies for Academic Success**. This class is all about YOU! It is an educational psychology course designed to help you identify how you learn best and to gain study habits that work. I am excited about this semester and what we will learn together. This course syllabus provides information about class requirements, learning objectives, topics covered and the grading system. **THIS CLASS is the online version of EPY 150.**

This course has been offered at WNC for several years. It is also being offered at many other colleges and universities across the country. This course **can help you become more successful** in college, and in other areas of your life.

In order to succeed in this course, you need to first be honest with yourself. This is challenging, because we humans are hardwired to deceive ourselves. Yet you can overcome the human tendency toward self-deception, if you commit to the process of success. Success in most situations is the result of specific behavior. This course is based on the assumption that students can learn the principles of success-oriented behavior. **Success can be learned. Let the journey begin!**

Susan Priest

I) COURSE DESCRIPTION:

Helps students to develop effective and efficient study skills. Students will learn how to learn.

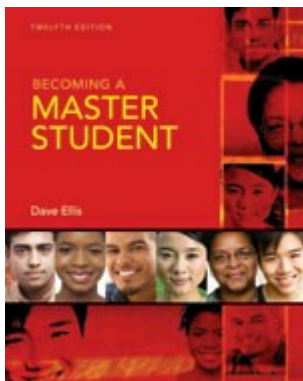
II) COURSE OBJECTIVES – THE SUCCESSFUL STUDENT WILL:

- A) Learn about learning styles, identify their preferred learning style and apply this information to courses they are taking this semester;
- B) learn new study skills (e.g., time management, note-taking, memory, reading, test taking, thinking, etc.) and apply these techniques to courses they are taking this semester;
- C) use self-assessment tools to identify their strengths and weaknesses in study skills, their preferred learning styles, and issues related to test-taking;
- D) develop *critical thinking* skills, in oral and written communication;
- E) learn techniques to manage stress;
- F) gain an appreciation for diversity in the classroom and the workplace; and
- G) identify personal, academic and career goals for the future.

III) METHOD OF INSTRUCTION:

This online class will involve reading, online discussion, video, PowerPoint lectures, quizzes, tests, listening to audio files (mp3), writing assignments and other “active” learning assignments.

IV) REQUIRED READING & MATERIALS:



TEXT (TX) *Becoming a Master Student, 12th Edition*, Dave Ellis, Houghton Mifflin Company: 2008.

- MATERIALS:**
- A) Access to a computer with internet connection to utilize CE6, e-book and textbook website features for BAM, 12th edition.

V) COURSE REQUIREMENTS / CALENDAR – STUDENT RESPONSIBILITY:

<p>Homework~ Activities (Activities, Writing, Journal Reflections & Discussions.) (375 Points)</p>	<p>Student Learning Conference Phone or In- person (25 points)</p>	<p>Online Quizzes Best 6 out of 8 (60 points)</p>	<p>Mid-Term & Final Exams <i>THESE will not be ONLINE</i> (140 points)</p>
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- A) Homework~Activities **375 Points**

Completing regular homework is the key to success! The following homework assignments will be submitted online in Blackboard/ CE6. You will notice that the homework assignments are grouped by Chapter topics or UNITS. There is more extensive information available on these UNITS in Blackboard/CE6. *There is a calendar outline on page 8 of this syllabus. **Consult the calendar on Blackboard/CE6 for the “FINAL WORD” on due dates.***

- Introductory Post to Class “BIO” (10 points)** – You will find this under the Discussion Section of the Course on CE6. Please write a brief biography (around 5-10 sentences) about you and your life. Also tell the class 3 things you want to learn this semester (e.g., How to stop procrastinating, How to better prepare for tests, etc.) In your brief bio you can include the standard information about your career goals and/or whether you are studying math or art. But you could also include some “non-standard” factoids about yourself: What are your passions? If you had unlimited resources of time and money what would you do? What is your first memory? Where were you living when you had your first memory?
- SYLLABUS QUIZ (5 points)** – You will need to get 100% on this Syllabus Quiz before you are given access to the other information in the course. :o)
- Unit#1 (50 points)** – Introduction & Chapter 1 (Learning Styles)
 - Activities:
 - Discovery Wheel and Journal Entry #4(p.28-32) **(5 points)**
 - Learning Styles Inventory **(5 points)**
 - LASSI (Learning and Study Strategies Inventory) **(10 points)**
 - Journal Entry Exercises & Other Writing:
 - Journal Entry #1 (p. 8) **(3 points)**
 - Learning Styles Application 1 (p.58) **(5 points)**
 - What did you learn about yourself from the LASSI, Discovery Wheel, and LS-1 self-assessment “tests”? Tell me what you learned about yourself that you found to be accurate, what you found useful, what parts of the test weren’t helpful and/or didn’t find accurate. Also tell me how you plan to use this information in the future. **(12 points)**
 - Discussion Post on Reading and “Video Skillbuilders” (10 points)
- UNIT#2 (35 points)** – Chapter 2 (Planning)
 - Activities:
 - Create a master plan for FALL Semester 2008.** You can use copies of calendars or the sample semester at a glance file on CE6. The master plan should include: Due dates of major assignments in all your classes (papers, etc.); Dates of all exams in all your classes (Mid-Term, Final Exams, etc.); Blocks of time for studying for major exams; Holidays, family events etc. that impact your school schedule; A few major “rewards” during the semester for **after** completing major tasks. ☺ **(10 points)**
 - Exercise #8:Create a Lifeline (p.72), or you can cut and paste it out from an online exercise listed on the textbook website: Chapter 2 “Prepare for Classes” under “Index of Exercises”) **(5 points)**
 - Journal Entry Exercises & Other Writing:
 - Critical Thinking Exercise #2 (p.77) **(5 points)**
 - Learning Styles Application Ch. 2 (p.96) **(5 points)**
 - Discussion Post on Reading and “Video Skillbuilders” (10 points)

☐ **UNIT#3 (30 points)** – Chapter 3 (Memory)

Activities:

- ☐ **Weekly Schedule (Started with Unit 2)** Provide a sample of your weekly schedule, as it actually happened one week. Include: class-time, study-time, sleep, food & grooming, work, exercise, play-time, “other” obligations. You should have monitored yourself, every day for one week. **(10 points)**

Journal Entry Exercises & Other Writing:

- ☐ Go through Online MEMORY Exercises (NOTE: They are on the textbook website, under Chapter 3 section “Prepare for Class” & “Index of Exercises”) & answer the following questions: **(5 points)**
 1. What was your experience of “A Chunk of Pie” exercise?
 2. Did you choose A or B in the exercise “How do you process memory”? What did you learn?
 3. What is the big idea of the exercise “Memories are made of this”? (NOTE: make sure to read the summary at the end of this exercise.)
- ☐ Learning Styles Application Ch. 3 (p.120) **(5 points)**

Discussion Post on Reading and “Video Skillbuilders” (10 points)

☐ **UNIT#4 (35 points)** – Chapter 4 (Reading)

Activities:

- ☐ Samples of notes you have taken from 20-50 pages of **reading** from this class or other classes, using the Muscle Reading process. **(10 points)**

Journal Entry Exercises & Other Writing:

- ☐ 20 **New** Vocabulary Words from your reading in this class (NOTE: use this to help you prepare for a class that has a lot of terms.) Include definitions and source of definition. **(10 points)**
- ☐ Learning Styles Application Ch. 4 (p.146) **(5 points)**

Discussion Post on Reading and “Video Skillbuilders” (10 points)

☐ **UNIT#5 (25 points)** – Chapter 5 (Note-taking)

Activities:

- ☐ Try using the “Cornell Note-Taking” Method during a class lecture (NOTE: If you have no face-to-face classes, try it with a “reading assignment.”) SCAN in your notes from this session. **(5 points)**
- ☐ Create a one page “Mind Map” of a Chapter of this textbook or another text from another class. **(5 points)**

Journal Entry Exercises & Other Writing:

- ☐ Learning Styles Application Ch. 5 (p.174) **(5 points)**

Discussion Post on Reading and “Video Skillbuilders” (10 points)

☐ **UNIT#6 (30 points)** – Chapter 6 (Tests & Stress Reduction)

Activities:

- ☐ Try using some new breathing and stress-reducing techniques. (NOTE: You should have tried them before this UNIT, so the point here is to try something new. Read special “breathing” handouts posted on CE6.)
- ☐ You should be using “ideas” from Chapters 1-5 to help prepare for the Mid-Term Exam ☺ .

Journal Entry Exercises & Other Writing:

- ❑ Journal Entry #17 & #18 (p.191) **(5 points)**
 - ❑ What breathing, stress-reduction, and/or anxiety-reducing techniques have you tried this semester? (NOTE: The point is to try at least 3 different techniques.) Which techniques did you find useful? Why? Analyze a situation where you got stressed-out or anxious recently. Identify and describe the **situation** in detail. Describe your **responses** in details – actions, words spoken, thoughts internalized and bodily sensations. **Analyze** your reactions in the situation. What did you learn from this analysis that will help you in the future? **(10 points)**
 - ❑ Learning Styles Application Ch. 6 (p.202) **(5 points)**
- Discussion Post on Reading and “Video Skillbuilders” **(10 points)**

❑ **UNIT#7 (40 points)** – Chapter 7 (Critical Thinking & Research)

Activities:

- ❑ Library Orientation, Consultation & Research Exercise (Handouts and information posted online with more directions.) **(25 points)**

Journal Entry Exercises & Other Writing:

- ❑ Learning Styles Application Ch. 7 (p.232) **(5 points)**

Discussion Post on Reading and “Video Skillbuilders” **(10 points)**

❑ **UNIT#8 (50 points)** – Chapters 8 & 9 (Communication & Diversity)

Activities:

- ❑ NEO-FFI (Big Five Personality Inventory) **(10 points)**
- ❑ Note-taking Samples from other 4 “different” Classes (Cornell-Notes, Mind Maps, Muscle Reading and/or Outlines). If you have any face-to-face classes please try Cornell Notes with them. If the majority of your classes are online, show samples of notes you have taken on class reading or during chat sessions. **(12 points)**

Journal Entry Exercises & Other Writing:

- ❑ Write a brief essay on one of the suggested topics (Topics posted online.) **(8 points)**
- ❑ Learning Styles Application Ch. 8 (p.268) **(5 points)**
- ❑ Learning Styles Application Ch. 9 (p.292) **(5 points)**

Discussion Post on Reading and “Video Skillbuilders” **(10 points)**

❑ **UNIT#9 (40 points)** – Chapter 10 & 11 (Money & Health)

Activities:

- ❑ Make sure you are practicing your fabulous new and improved study habits in your other classes to prepare for Final Exam Week!
- ❑ Keep practicing any stress-management techniques that work well for you.
- ❑ Keep track of your money for a week. **(10 points)**

Journal Entry Exercises & Other Writing:

- ❑ Exercise 29 (p.311) – Education by the Hour **(3 points)**
- ❑ Journal Entry #34 (p.333) – (NOTE: Answer at least 10 questions total and at least 1 question from each category: **Eating, Exercise, Substances, Relationships, Sleep and “In General”**) **(7 points)**
- ❑ Learning Styles Application Ch. 10 (p.318) **(5 points)**
- ❑ Learning Styles Application Ch. 11 (p.350) **(5 points)**

Discussion Post on Reading and “Video Skillbuilders” (10 points)

□ **UNIT#10 (50 points)** – Chapter 12 (What’s Next?)

Activities:

- Complete Discovery Wheel Again (online or in book, Chapter 12, p.372-375) AND answer questions from Journal Entry #37 (p.376) **(10 points)**
- Take Online version of LASSI (*Directions posted online. Make sure to compare and contrast them to your scores from the start of class.*) **(10 points)**

Journal Entry Exercises & Other Writing:

- Type up “Top Ten Favorite Study Skills ~ Ideas” (so far) and tell how you plan to use them in the future. Write in complete sentences. **(10 points)**
- Final Self-Evaluation. Write at least 15 complete sentences detailing what you learned about yourself this semester. You can include any information the post LASSI results, NEO-FFI or other inventories from the semester. You can also include any “aha” moments you have had throughout the semester. Also write up 3 clear and precise intention statements for your next semester in college, career and life goals. **(20 points)**

➤ **How Homework Will Be GRADED:**

You will earn **full** points if all the following conditions have been met:

- Your homework is completed and submitted on time. (NOTE: The homework and activities listed under each UNIT can be turned in early.)
- Your homework is clearly labeled with your name and UNIT Assignment # listed in the top right hand corner. (NOTE: Everything should be typed except scanned copies of notes, inventories, calendars or other “activities.”)
- Your homework is complete (All questions are answered completely and written in complete sentences.) Please be aware that “I” should always be capitalized and “u” is not a substitute for you.

You will **lose** points if:

- Your homework is LATE (5 points each day is lost from total UNIT score)
- Your homework is not labeled clearly.
- Your homework is incomplete (e.g., You didn’t answer all the questions and/or you didn’t answer the questions in complete sentences.)
- You give the same answers repeatedly.

- **LATE WORK POLICY:** **LATE WORK will lose 5 points a day after the TARGET DUE DATE. Translation: I will reduce your total score for that UNIT, by 5 points for every day it is late. NOTE: Although this is an online class, and you will do the work when and where you want, there are specific target due dates for finishing work within a UNIT. This is to encourage you to develop SUCCESSFUL STUDY HABITS. ☺**

- **However, you have 2 FREE PASSES throughout the semester. TRANSLATION: You may e-mail instructor within Blackboard/CE6 before the DUE DATE of a “UNIT” of assignments to ask for a FREE PASS. You do not need to give a reason, just remember you have only 2 FREE PASSES – use them wisely. The FREE Pass entitles you to turn in your homework late with no point deduction. You still have to complete the assignment, if you want those points. The Free Pass is not to be used for quizzes, tests, appointments or HOMEWORK for UNIT #10.**

B) Student Learning Conference**25 Points**

Meet with Instructor for one-on-one “Study Strategy” and Goal Setting meeting, sometime before week 8 of the semester. You will review and/or establish and confirm 3 Learning Goals for this semester, which you will evaluate in your final self-evaluation (Homework #10). You are responsible to make and keep this 30 minute appointment. You will have the opportunity of meeting with the instructor in person (and Yes I do travel...in Northern & Western Nevada) OR by phone (775-445-3318.) **(25 points)**

C) Quizzes**60 Points**

Eight short quizzes will be given throughout the term covering material from the required reading, “lectures”, activities, and discussions. The quizzes will be given at end of UNIT 1, UNIT 2, UNIT 3, UNIT 4, UNIT 5, UNIT 7, UNIT 8, and UNIT 9.

- **10 points max for each quiz.**
- The quizzes are timed and you have 1 opportunity to take the quiz.
- **The lowest two quiz grades (out of 8) will be dropped.** (If you don’t take the quiz by the due date and you don’t make prior arrangements with the instructor, you will receive a zero.)

D) Exams**140 Points**

Mid-Term Exam (70 points) – **Around** WEEK 9. The form of this test will be announced ahead of time. It will cover material covered in UNITS 1-6. This exam will not be given online. You will need to make arrangements to take this exam on one of the WNC campuses OR at another location that is arranged with the instructor. YOU MUST make **written arrangements** with instructor NO LATER than **WEEK 7** of the semester for your MID-TERM date and location. [NOTE: You do have the option of taking the MID-TERM exam with the Face-2-Face class on March 26 (Thursday 1:00-2:15 in Carson, Douglas, Fallon, Hawthorne, or Yerington.) You will need to bring PHOTO ID to the exam location you arrange ahead-of-time. You will be given 1 ¼ hours for the EXAM.

Final Exam (70 points) - **WEEK 16**. This exam is a course requirement. (*Translation = You must take the Final Exam to pass the class.*) The content of the test will be announced at least 2 weeks prior to the exam. You will need to make arrangements to take this exam on one of the WNC campuses OR at another location that is arranged with the instructor. YOU MUST make **written arrangements** with instructor NO LATER than **WEEK 13** of the semester for your Final Exam date and location. [NOTE: You do have the option of taking the Final exam with the Face-2-Face class on May 12th (Tuesday 1:00-2:15 in Carson, Douglas, Fallon, Hawthorne, or Yerington.)] You will need to bring PHOTO ID to the exam location you arrange ahead-of-time. There are no make-up final exams. FINAL EXAM MUST BE TAKEN NO LATER THAN 5/15/09 (Friday of Final Exam Week.) You will be given 1 ¼ hours for the EXAM.

CALENDAR of DUE DATES:

WK	Dates:	Topics & Activities <i>Expanded explanation in Learning Modules/ UNITS in Blackboard/CE6.</i>	DUE DATES: <i>For description of Homework, activities, quizzes and exams see Blackboard/CE6 and pg.3-7 of this syllabus.</i>
1	1/20/09- 1/24/09	Syllabus, Syllabus Quiz, Introductory POST, Familiarizing yourself with resources.	TAKE SYLLABUS QUIZ and make POST #1, no later than 1/28/09.
2	1/25/09- 2/1/09	UNIT 1: Introduction & Chapter 1 (Learning Styles)	
3	2/2/09- 2/8/09	UNIT 1: Introduction & Chapter 1 (Learning Styles)	DUE by 2/8/09: HOMEWORK for UNIT #1 and QUIZ #1
4	2/9/09- 2/15/09	UNIT 2: Chapter 2 (Planning)	DUE by 2/15/09: HOMEWORK for UNIT #2 and QUIZ #2
5	2/16/09- 2/22/09	UNIT 3: Chapter 3 (Memory)	DUE by 2/22/09: HOMEWORK for UNIT #3 and QUIZ #3
6	2/23/09- 3/1/09	UNIT 4: Chapter 4 (Reading, Muscle Reading)	DUE by 3/1/09: HOMEWORK for UNIT #4 and QUIZ #4
7	3/2/09- 3/7/09	UNIT 5: Chapter 5 (Note-Taking)	DUE by 3/9/09: HOMEWORK for UNIT #5 and QUIZ #5 Make arrangements for Mid-TERM EXAM by this week!
8	3/9/09- 3/15/09	UNIT 6: Chapter 6 (Anxiety, Stress Reduction & Test-Taking)	Last week to meet with the instructor (25 points) is by the end of Week 8.
	3/15/09- 3/22/09	SPRING BREAK!	DUE by 3/20/09: HOMEWORK for UNIT #6
9	3/23/09- 3/28/09	MID-TERM EXAM	THIS MUST BE TAKEN ON a WNC CAMPUS (or Other "approved" location). (Make Arrangements by Week 7)
10	3/29/09- 4/5/09	UNIT 7: Chapter 7 (Critical Thinking) and Library Research	
11	4/6/09- 4/12/09	UNIT 7: Chapter 7 (Critical Thinking) and Library Research	DUE by 4/13/09: HOMEWORK for UNIT #7 and QUIZ #6 I CHANGED the Deadline to Monday, because 4/12/09 is Easter...SUBMIT ASSIGNMENTS EARLY if you want.
12	4/13/09- 4/19/09	UNIT 8: Chapter 8 & Chapter 9: (Communication & Diversity)	DUE by 4/19/09: HOMEWORK for UNIT #8 and QUIZ #7
13	4/20/09- 4/26/09	UNIT 9: Chapter 10 & 11 (Money & Health)	Make arrangements for FINAL EXAM by this week!
14	4/27/09- 5/3/09	UNIT 9: Chapter 10 & 11 (Money & Health)	DUE by 5/3/09: HOMEWORK for UNIT #9 and QUIZ #8
15	5/4/09- 5/10/09	UNIT 10: Chapter 12 (What's Next)	DUE by 5/10/09: HOMEWORK for UNIT #10. ALSO LAST DAY TO SUBMIT "FREE PASS" UNIT Homework for FULL CREDIT. <i>Last Day to withdraw from this class with a "W" is May 8th.</i>
16	5/11/09- 5/15/09	FINAL EXAM (MUST BE TAKEN BY FRIDAY 5/15/09)	THIS MUST BE TAKEN ON a WNC CAMPUS (or Other "approved" location). (Make Arrangements by Week 13)

VI) ASSIGNMENTS FOR INSTRUCTOR – MY COMMITMENT TO YOU:

- I will prepare class lectures, handouts, information on homework assignments, and post relevant success information for you in Blackboard/CE6.
- I will facilitate class discussions and learning activities.
- I will answer e-mail and questions posted on the “Ask a Question” discussion forum on Blackboard/CE6 within 24 hours except on the weekend. (My turn-around time will be longer for e-mails and questions sent late Friday to early Sunday.)
- **I will grade quizzes and homework assignments promptly. (NOTE: Student work that is turned in late may not be returned promptly.)**
- I will make myself available for your class related questions and concerns during office hours and by appointment, as needed.
- I will assign final grades to each student using the following criteria:

VII) GRADES:

Will be determined by the course requirements:

- Homework Assignments & Activities **375 points**
 - Student Learning Conference **25 points**
 - Quizzes (*best 6 out of 8*) **60 points**
 - Exams (*Mid-Term & Final*) **140 points**
- 600 points**

Points Earned	Grade Received
540 - 600 points	A
522 - 539 points	B+
498 – 521 points	B
480 - 497 points	B-
462 – 479 points	C+
438 – 461 points	C
420 – 437 points	C-
402 – 419 points	D+
360 – 401 points	D
Below 360 points	F

NOTE: If you wish to withdraw from the course, rather than receive the grade that you have earned, it is your responsibility to withdraw. If you run into problems, ask for help (445-3318). May 8th is the last day to drop a full-term class with a “W.”

VIII) **FINAL NOTES:**

A) CAVEAT FROM INSTRUCTOR ON COURSE CONTENT: As the course progresses there may be a need to modify topics, offer additional readings and handouts, assign different assignments, and/or change the calendar of assignments to meet course objectives. I will make announcements in writing in CE6. For example, I may decide to give everyone extra-credit opportunities, and if I do, I will announce this in class.

B) DISABILITY STATEMENT: WNC supports providing equal access for students with disabilities. Susan Trist (DSS Coordinator) is available to discuss appropriate academic accommodations that students may require. Please either meet with me or contact Susan Trist (445-3275) at your earliest convenience.

A) REVIEW OF CLASSROOM POLICIES

- **RESPECT:** This says it all about my expectations of “ONLINE” classroom behavior. See WNC’s “Principles of Community” (p.3, 2006-2007Catalog) for more details. Also make sure to read WNC’s “Student Code of Conduct” to know your rights and responsibilities. Learn about Netiquette (p.250 of textbook) and how to practice **respect** in online communication.
- **LATE WORK:** You will lose 5 points each day that each UNIT of Homework ~ Activities is late. Use your **2 FREE PASSES** wisely to avoid penalties with late UNIT homework. You cannot use your FREE PASS for an appointment, quiz, exam OR UNIT#10. You are in charge of your own schedule. *NOTE: Please talk to me if you have questions or concerns.*
- **MAKE-UP TESTS:** There are **no** make-up quizzes, Mid-Term exam or Final Exam. I drop the two lowest quiz grades. Please contact the instructor with questions or concerns related to this policy.
- **ACADEMIC INTEGRITY:** Honesty is the best policy. See WNC’s policy on “Academic Integrity” 3-4-5 <http://www.wnc.edu/policymanual/3-4-5.htm> (OR read p. 3 of your Student Handbook 2008-2009.) Plagiarism and cheating may result in an automatic “F” for that assignment/quiz/test and an “F” for the course.