

EPY 150: STRATEGIES FOR ACADEMIC SUCCESS – FALL 2010

WNC, CARSON (C02, M/W, 5:30-6:45, CEDAR 306)

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 2010-2011 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: (during the regular Fall Semester) Monday and Wednesday 4:00 – 5:30 PM; Tuesday 1:15-2:15 & Thursday 4:00 – 5:00 PM. *I am also available at other times, by appointment.*

****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.*

ENHANCED CLASS: Login to WebCampus (online learning platform):

<http://webcampus.wnc.edu/webct/entryPageIn.dowebct>. If you have never done this before read first time directions here: <http://www.wnc.edu/webcampus/login.php>. IF you have problems with your log in, contact the Reference Librarians at (775-445-3227.) They will help you. Please, also let me know if you are experiencing difficulty.

Take advantage of your instructor's Office Hours ☺!

Dear Students,

Welcome to EPY 150: Strategies for Academic Success. I have been teaching this course almost five years, but I still get excited about a new semester, meeting new students and learning new things. This course syllabus provides information about class requirements, learning objectives, topics covered and the grading system. Keep this syllabus with you at every class. (NOTE: In fact, use this strategy for every class you take.)

This class is an “enhanced class” which means that many of the learning materials (handouts, homework information, etc) are placed online so you can access them later. It is not a requirement that you have a computer for this class; it is not even a requirement that you use WebCampus this semester. However, learning how to use this will give you an advantage in the future. You will learn how to use the online learning platform before you consider taking an online class. We will still meet face-to-face in our class two times a week, but you will be able to submit your homework, chat with other classmates, send e-mail to classmates, and download lecture notes.

*Overall, this class focuses on success strategies. Success in most situations is the result of specific behavior. This course is based on the assumption that students who desire to change and become more successful can learn new behaviors. We will focus on three behavioral areas, this semester, in our quest to become more successful – attitudes & perceptions about ourselves, attitudes & perceptions about our social environment, and study strategies. You have made the first step by showing up to class. **The big question is – Do you want to change? If your answer is yes... remember 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.

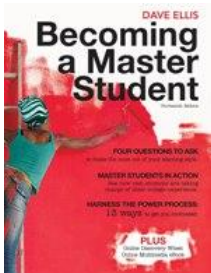
II) COURSE OBJECTIVES – THE SUCCESSFUL STUDENT WILL:

- A) Use self-assessment tools to identify the ways that they think and learn and to apply this information to their academic present and future;
- 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:

Class may involve a combination of activities including: lecture, class discussion, videos, guest speakers, writing assignments and other “active” learning assignments.

IV) REQUIRED READING & MATERIALS:



TEXT (TX) *Becoming a Master Student, 13th Edition*, Dave Ellis, Houghton Mifflin Company: 2011.

ISBN# 978-1-4390-8174-7 (Student Textbook)

- MATERIALS:**
- A) Three-ring binder with loose-leaf paper (place all handouts here).
 - B) Pen, pencil, and highlighter(s)

V) COURSE REQUIREMENTS / CALENDAR – STUDENT RESPONSIBILITY:

Attend Class, Participate & Be Prepared (50 Points)	In-Class Activities & Weekly Homework Assignments (300 Points)	Quizzes Best 5 out of 8 (100 Points)	Mid-Term & Final Exam (150 Points)
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A) **Preparation, Attendance & Participation** **50 Points**

- “90% of success is showing up.” -- Woody Allen
- Complete reading assignments **and** other homework assignments **before** class.
- You will receive **two points** for every class you attend and in which you participate (except for the Final Exam Day.) If you are not in class you don’t earn points, even if you have a “good” reason for missing class.
- If you are late to class, leave early or do not participate you will receive a fraction of those points.
- For this course, over 3 absences may be considered excessive and will lower your grade.
- **Poor Attendance = Poor Grade.**

B) **Homework & Class Activities** **300 Points**

Completing regular homework is another key to success! I designed this course so that a major chunk of points comes from completing regular homework assignments. Homework assignments will be handed out in-class and posted on WebCampus. They are due by Friday, the week they are due. You will need to use the textbook, Becoming a Master Student, 13th edition by Dave Ellis, for every homework assignment. Some homework assignments will also include samples of study strategies that you have used in this class or other classes.

I changed and streamlined the process from previous semesters. If you can access a computer, you can type directly into the document and save it as your own. You have 2 options for submitting homework:

- 1) Hand-in homework in-person (directly to Instructor or in mail box outside my office) OR
- 2) Submit it online in WebCampus in the assignment drop box.

I will not accept homework assignments e-mailed to me at spriest@wnc.edu.

Look on the calendar (p.5-6) to double-check the homework due dates.

- Homework 1 (worth 25 points) – DUE Friday of Week 3
- Homework 2 (worth 25 points) – DUE Friday of Week 4
- Homework 3 (worth 25 points) – DUE Friday of Week 5
- Homework 4 (worth 25 points) – DUE Friday of Week 6
- Homework 5 (worth 25 points) – DUE Friday of Week 7
- Homework 6 (worth 25 points) – DUE Friday of Week 8
- Homework 7 (worth 25 points) – DUE Friday of Week 10
- Homework 8 (worth 25 points) – DUE Friday of Week 12
- Homework 9 (worth 25 points) – DUE Friday of Week 14
- Homework 10* (worth 50 points) – DUE Friday of Week 15 (*NO FREE PASSES)

HOW YOUR HOMEWORK WILL BE GRADED:

- You will earn full points if all the following conditions have been met:
 - ⊙ Your homework is turned in on time (Friday the week they are due.)
 - ⊙ Your homework is typed.
 - ⊙ Your homework includes your name, class section, homework # and due date in the upper left-hand corner of page 1.
 - ⊙ Your homework is complete (All questions are answered completely and written in complete sentences.)

- You will lose points if:
 - ✗ Your homework is turned in late. Any time listed after the deadline in WebCampus is considered LATE. (NOTE: Late homework may not be turned back to students in a timely manner.)
 - ✗ Your homework is not typed. I will accept homework that is handwritten, but you will lose 2 points.
 - ✗ 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.
 - ✗ You choose not to turn in an assignment (or several assignments.)

IF you are not able to access a computer or you run into issues, you may submit the homework in class by the due date. BUT, your homework should be TYPED. (NOTE: If you have "technology" issues, I recommend that one of your major goals this semester be to become familiar with the advantages of using a computer for your homework AND become familiar with online learning environments.)

- **Late Homework will lose 5 points. ☹ It will not be accepted over 2 weeks late.**
- ☺ **However, you have 2 FREE PASSES – Throughout the semester.**
TRANSLATION: You may e-mail instructor (spriest@wnc.edu), or hand instructor a note before class begins and say you are using one of your free passes for this week's homework. 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, exams or HOMEWORK #10.**
- You will also earn points by completing some "self-assessments." Some of these will take place in-class and some of these will be take-home assignments. If you are absent while we have completed the "activity" you will need to make up the assignment. **(See list of activities on the calendar on pages 5-6 of this syllabus.)**
 - LASSI (15 points)
 - NEO-FFI Inventory (also called "The Big Five") (15 points)
 - LS-I & Discovery Wheel (10 points)

C) Quizzes 100 Points

Eight short quizzes will be given throughout the term covering material from the required reading, lectures and discussions.

- **20 points max for each quiz.**
- The first quiz will be an open-book quiz.
- **The lowest three quiz grades (out of 8) will be dropped.** (No make-up quizzes will be given. If you miss a quiz day, you will receive a zero.)

D) Exams **(Write these dates on your calendar now!)** 150 Points

Mid-Term Exam (75 points) – **October 27, 2010.** The form of this test will be announced ahead of time. It will cover material covered in the reading and during class lectures up to October 25, 2010. There are no make-up exams.

Final Exam (75 points) -- **December 13, 2010.** This exam is a course requirement. (Translation = You must take the Final Exam to pass the class.) The form of the test will be announced at least 2 weeks prior to the exam. Write this date in your calendar. There are no make-up final exams.

CALENDAR of Class Activities, Homework, Quizzes, Exams & Major Due Dates:

WK	Date	Topics & Activities <i>Covered in class.</i>	Reading <i>To be completed before class.</i>	DUE DATES: <i>FOR ALL HOMEWORK, In-class quizzes, exams.</i>
1	8/30/10	Syllabus & Introductions WIFM? First Power Process Idea		After Class: Get textbook, read Syllabus carefully, access WebCampus.
	9/1/10	What do you need to know? <input type="checkbox"/> LASSI – Learning & Study Strategies (15 points)	TX: Making Transitions (p.xiv-23)	Take Home – “NEO-FFI Inventory” (You will be given this inventory in-class; you must get it from instructor if you miss this day.)
2	9/6/10	<i>Labor Day Holiday – NO CLASSES</i>		
	9/8/10	Chapter 1: First Steps METACOGNITION <input type="checkbox"/> Learning Styles Inventory (in-class) (5 points) YOU NEED YOUR TEXTBOOK!	TX: Begin Chapter 1 (p.24-59)	DUE: “NEO-FFI Inventory” (15 points) and Evidence of completing Discovery Wheel (5 points)
3	9/13/10	Chapter 1: Multiple Intelligences VAK <i>Who are you?</i>	TX: Finish Chapter 1 (p.24-59)	Quiz 1 (in-class) Open Book – SYLLABUS, First Steps & Chapter 1
	9/15/10	Questions on Quiz 1 Start Chapter 2: Planning, Time Management & Motivation	TX: Chapter 2 p.60-97)	DUE: HOMEWORK #1 (By Friday)
4	9/20/10	Chapter 2: Planning, Anti-procrastination Techniques	TX: Chapter 2 (p.60-97)	School Closed for Holiday
	9/22/10	Wrap up Chapter 2	TX: Chapter 2 (p.60-97)	Quiz 2 (in-class) Due: HOMEWORK #2 (By Friday)
5	9/27/10	Chapter 3: Memory	TX: Chapter 3 (p.98-121)	
	9/29/10	Chapter 3: Memory	TX: Chapter 3 (p.98-121)	Quiz 3 (in-class) Due: HOMEWORK #3 (By Friday)
6	10/4/10	Chapter 4: Reading, Muscle Reading	TX: Chapter 4 (p.122-147)	
	10/6/10	Chapter 4: Reading, Muscle Reading & Stress Reduction	TX: Chapter 4 (p.122-147) <i>Read through handouts on stress reduction and relaxation.</i>	Quiz 4 (in-class) Due: HOMEWORK #4 (By Friday)
7	10/11/10	Chapter 5: Notes The Cornell-Format Mind Mapping	TX: Chapter 5 (p.148-175) <i>Begin to practice stress reduction techniques.</i>	
	10/13/10	Chapter 5: Notes Finish & Begin Test Anxiety Section	TX: Chapter 5 (p.148-175) <i>Read through handouts on test anxiety.</i>	Quiz 5 (in-class) Due: HOMEWORK #5 (By Friday)

8	10/18/10	Chapter 6: Tests – How to prepare and take tests	TX: Chapter 6 (p.176-203)	
	10/20/10	More on Tests --- & Stress Reduction		Due: HOMEWORK #6 (By Friday)
9	10/25/10	REVIEW for Mid-Term		
	10/27/10	MID-TERM EXAM – NO Make Up Exams		
10	11/1/10	Chapter 7: Thinking – Critical Thinking, creativity and problem solving <i>Go Over Mid-Term</i>	TX: Chapter 7 (p.204-233)	
	11/3/10	Chapter 7: Thinking – Critical Thinking, creativity and problem solving	TX: Chapter 7 (p.203-233)	Quiz 6 (in-class) DUE: HOMEWORK #7 by Friday
11	11/8/10	Chapter 8: Communicating – Effective writing and speaking	TX: Chapter 8 (p.234-269)	
	11/10/10	Chapter 8: More on Communication & Effective Research, etc.	TX: Chapter 8 (p.234-269)	
12	11/15/10	Chapter 9: Diversity – cross-cultural communication, disabilities, nonsexist writing and more. Diversity Exercise	TX: Chapter 9 (p.270-293)	
	11/17/10	Wrap Up Chapter 9: Diversity. Review Chapter 8 before Quiz	TX: Chapter 9 (p.270-293)	Quiz 7 (in-class) DUE: HOMEWORK #8 by Friday
13	11/22/10	Chapter 10: Money	TX: Chapter 10 (p.294-319)	
	11/24/10	Thanksgiving – Instructional Holiday – NO Classes		
14	11/29/10	Chapter 11: Health	TX: Chapter 11 (p.320-351)	
	12/1/10	Chapter 12: What's Next	TX: Chapter 12 (p.352-385)	Quiz 8 (in-class) DUE: HOMEWORK #9 by Friday
15	12/6/10	Review Essential Elements of Chapters 10-12		
	12/8/10	Party & Final Review		DUE: HOMEWORK #10 by Friday <i>Last Day to Drop this class with a "W" is Friday December 10th.</i>
16	12/13/10	FINAL EXAM begins at 5:30 PM.		No Make-Up Final Exams – Final Exam is a Course Requirement

VI) ASSIGNMENTS FOR INSTRUCTOR – MY COMMITMENT TO YOU:

- I will come to class on time.
- I will give this class 100% of my attention while we are meeting.
- I will prepare and deliver class lectures, bringing in relevant additional sources.
- I will facilitate class discussions and learning activities.
- **I will grade quizzes and homework assignments promptly. (Exception: Student work 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.
- If I give extra-credit work, I will give the same opportunity to all students.
- I will assign final grades to each student using the following criteria:

VII) GRADES:

The final grade will be determined by the course requirements:

- | | |
|---|-------------------|
| ➤ Class attendance & participation | 50 points |
| ➤ Homework Assignments & Class Activities | 300 points |
| ➤ Quizzes (<i>best 5 out of 8</i>) | 100 points |
| ➤ Exams (<i>Mid-Term & Final</i>) | 150 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. KNOW your rights and responsibilities by double-checking with the Financial Aid Office and Admissions & Records about the consequences of dropping or failing a class. If you run into problems, ask for help (445-3318). Friday December 10th 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 class and in writing and/or on the WEB. 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 contact Susan (445-3275) at your earliest convenience. The Disability Support Services Office is in the Bristlecone Building, Room 103.

C) REVIEW OF CLASSROOM POLICIES

- **RESPECT:** This says it all about my expectations of classroom behavior. See WNC's "Principles of Community" (p.3, 2010-2011 Catalog) for more details. Also, make sure to read WNC's "Student Code of Conduct" to know your rights and responsibilities.
- **ATTENDANCE:** Please contact instructor with questions or concerns related to attendance. You will still lose attendance points for an "excused" absence.
- **LATE WORK:** You will lose 5 points for homework that is late. It will not be accepted more than 2 weeks after it is due. Use your **2 FREE PASSES** wisely to avoid penalties with late homework. You cannot use your FREE PASS for a quiz, exam OR Homework #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 make-up Final Exam. I drop the lowest quiz grades. Please contact the instructor with questions or concerns related to this policy.
- **ACADEMIC INTEGRITY:** Honesty is the best policy. Learn to avoid plagiarism in writing assignments. Cheating on quizzes will be considered an automatic F (F= 0 points) for that test or quiz. **Repeated instances of cheating on quizzes/or in writing assignments, OR the first instance of cheating on the Mid-Term or Final Exam may result in receiving an F as a final grade for this class.**
- **CELL PHONES & Other Electronic Devices:** Must be OFF and put away during class. **NO TEXTING!** Class is only 75 minutes...your people can wait.

D) YOU CAN ALWAYS ASK FOR HELP: Don't forget that IF you have any questions on any aspect of the course, please do not hesitate to contact me. You may always send me an email spriest@wnc.edu OR call me at 445-3318.