

EPY 150: STRATEGIES FOR ACADEMIC SUCCESS – SPRING 2011 WNC, ONLINE CLASS (W01)

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

Email: spriest@wnc.edu

Office: Cedar 311

Phone: 775-445-3318

Office Hours: (1/24 – 5/20/11): Monday and Wednesday 5:30-6:30 PM; Tuesday 1:15-2:15 PM; Tuesday & 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 changes.**

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

<http://webcampus.wnc.edu/webct/entryPageIns.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. Reference this syllabus at all times. (NOTE: In fact, use this strategy for every class you take.)*

This online class is a parallel version to the face-to-face classes I teach every semester. However, the dynamic of online classes is that because you have less face-to-face contact with me and other students, you have to rely on other “cues” to remind you to stay on task, submit homework, and participate. I am your instructor, so please feel free to schedule a face-to-face visit with me, or call me on the phone if you want a different kind of interaction from e-mail. I am here to help.

*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.

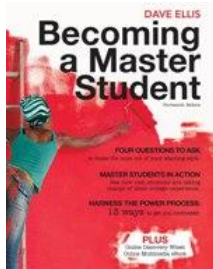
II) COURSE OBJECTIVES – THE SUCCESSFUL STUDENT WILL:

- 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 involves a combination of **online** activities including: lecture, class discussion, videos, writing assignments and other “active” learning assignments. **Make sure to look at ALL the online ACTIVITIES.**

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 (print-out syllabi, handouts & lecture notes)
- B) Computer, pen, and highlighter.

V) COURSE REQUIREMENTS / CALENDAR – STUDENT RESPONSIBILITY:

<p>Participate & Be Prepared (50 Points)</p>	<p>Discussions & Learning Module Assignments (400 Points)</p>	<p>Quizzes Best 4 out of 6 (100 Points)</p>	<p>Mid-Term & Final Exam (150 Points)</p>
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A) Preparation & Participation

50 Points

- “90% of success is showing up.” -- Woody Allen
- Complete reading assignments **and** all homework assignments.

- If you participate in every one of the **6 discussion** posts on time (including responding to other classmates), you will earn 50 points. These points will be awarded at the end of the semester!
- If you are late, miss a discussion or fail to respond to other classmates, you will lose participation points.
- ***I want to encourage you all to participate and be prepared, because this is the NUMBER #1 Success Strategy.***

B) Discussion, Homework & Learning Activities

400 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 and learning activities (rather than just tests and quizzes.) All these components are organized into “Learning Modules” which are accessed on the homepage of WebCampus. 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.

When you first access WebCampus, you will see a **START HERE** button. If you follow those directions you will see that after you have completed the SYLLABUS QUIZ and earned 100% you will have access to the Learning Modules and regular discussion posts. (NOTE: You can take the syllabus quiz as many times as you want until you earn 100%.) Please also watch the welcome videos.

Learning Module 1 (DUE WEDNESDAY WEEK 2) – Introduction to Course

Learning Module 2 (DUE WEDNESDAY WEEK 3) – Learning Styles

Learning Module 3 (DUE WEDNESDAY WEEK 4) – Time Management

Learning Module 4 (DUE WEDNESDAY WEEK 5) -- Memory

Learning Module 5 (DUE WEDNESDAY WEEK 6) -- Reading

Learning Module 6 (DUE WEDNESDAY WEEK 7) – Note-Taking

Learning Module 7 (DUE WEDNESDAY WEEK 8) – Test-Taking

PREP for Mid-TERM EXAM – Take Mid-Term EXAM by Tuesday of Week 10

Learning Module 8 (DUE WEDNESDAY WEEK 11) – Critical Thinking

Learning Module 9 (DUE WEDNESDAY WEEK 12) – Communication

Learning Module 10 (DUE WEDNESDAY WEEK 13) – Diversity

Learning Module 11 (DUE WEDNESDAY WEEK 14) – Money & Health

Learning Module 12 (DUE WEDNESDAY WEEK 15) – What’s Next

PREP for Final Exam – Take Final Exam by Wednesday of Week 16

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 (Deadline listed in WebCampus.)
 - ⊙ 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 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.)
- **Late Homework will lose 5 points. ☹ It will not be accepted over 1 week late.**
- ☺ However, you have 2 FREE PASSES – Throughout the semester. ***TRANSLATION: You may submit activities within any given Learning Module with a request for a FREE PASS. I will then send them back to you so that you can re-submit them with work. You may also e-mail instructor within WebCampus 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 from Module 12. FREE PASS Homework for Learning Modules 1-7 is DUE NO LATER than Week 9. FREE PASS Homework for Learning Modules 8-11 is DUE NO LATER than Week 14.*****

C) Quizzes

100 Points

Six quizzes will be given throughout the term covering material from the required reading, online lectures and discussions. You will find these in the section of WebCampus called "Assessments."

- **25 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 6) will be dropped.** (No make-up quizzes will be given. If you miss a quiz deadline, you will receive a zero.)

D) Exams

150 Points

Mid-Term Exam (75 points) – **Week 9!** You are responsible to arrange a time to take this Mid-Term Exam. It will be a proctored (paper and pencil) exam. You may take the Mid-Term exam with one of my 2 different face-to-face classes (Wednesday March 30 at 11 am; OR Thursday March 31st at 2:30 pm.) OR at one of the proctoring centers at WNC. If you live in another area, please contact the instructor as soon as possible to arrange another proctoring location. The test will cover material through Learning Module 7. There are no make-up mid-term exams. You must have taken the Mid-Term Exam by Tuesday of Week 10. Bring a PHOTO ID with you to the proctored exam. (Also, even if you want to take the Mid-Term with one of the face-to-face classes you need to make an arrangement with me, spriest@wnc.edu, because seating is limited in some of the classrooms.)

Final Exam (75 points) -- **By Wednesday of Week 16.** 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 3 weeks prior to the exam. ***THIS MAY BE an ONLINE EXAM (Stay Tuned) and it may be proctored. STAY TUNED FOR DETAILS.*** If you don't plan on taking the final exam OR you are failing the class and you don't want an F, make sure to withdraw yourself by the deadline – Friday May 13th. **Write this deadline in your calendar.**

YOU MUST MAKE WRITTEN ARRANGEMENTS WITH THE INSTRUCTOR for the MID-TERM EXAM!

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

WK	Date (These are the dates of WNC Calendar)	Topics & Activities	Reading	DUE DATES: <i>FOR Discussion Posts, Homework, Quizzes and Exams.</i>
1	1/24/11- 1/29/11	Syllabus, Orientation & Getting Started with Learning Module 1	SYLLABUS	SYLLABUS QUIZ DONE – Start work on Learning Module 1 WORK
2	1/30/11- 2/6/11	Learning Module 1 – Introductions – What do you Want?	TX: Making Transitions (p.1-23)... Thursday start next week's work	DUE: Discussion POST #1 – and Learning Module 1 Assignments due by Wednesday Feb. 2nd at 11:59
3	2/7/11- 2/13/11	Learning Module 2 – Learning about Learning	TX: Chapter 1 (p.24-59)... Thursday start next week's work	DUE: Module 2 Assignments due by Wednesday Feb. 9th at 11:59 QUIZ 1 (by Wednesday Feb. 9th)
4	2/14/11- 2/20/11	Learning Module 3 -- Planning, Time-Management Techniques, Anti-procrastination Techniques	TX: Chapter 2 (p.60-97) Thursday start next week's work	DUE: Discussion Post #2 –and Module 3 assignments by Wednesday February 16th at 11:59
5	2/21/11- 2/27/11	Learning Module 4: Memory	TX: Chapter 3 (p.98-121) Thursday start next week's work	DUE: Module 4 Assignments by Wednesday February 23rd at 11:59 QUIZ 2 (by Wednesday Feb. 23rd)
6	2/28/11- 3/6/11	Learning Module 5: Reading Techniques & <i>Stress Reduction</i>	TX: Chapter 4 (p.122-147) Thursday start next week's work	DUE: Discussion Post #3 –and Module 5 Assignments by Wednesday March 2nd at 11:59
7	3/7/11- 3/13/11	Learning Module 6: Notes Begin Test Anxiety Section	TX: Chapter 5 (p.148-175) Thursday start next week's work	DUE: Module 6 Assignments by Wednesday March 9th QUIZ 3 (by Wednesday March 9th)
8	3/14/11- 3/20/11	Learning Module 7: Tests – How to prepare and take tests	TX: Chapter 6 (p.176-203) Thursday start preparing for Mid-Term	DUE: Module 7 Assignments by Wednesday March 15th QUIZ 4 (by Wednesday March 15th)
	3/21/11- 3/27/11	WNC SPRING BREAK – No Classes Meet		
9	3/27/11- 4/3/11	MID-TERM EXAM	Proctored Mid-TERM exam (Tuesday March 30th – Tuesday April 5th)	ALL FREE PASS HOMEWORK FROM LEARNING MODULES 1-7 ARE DUE NO LATER THAN FRIDAY APRIL 1, 2011.
10	4/4/11- 4/10/11		Wednesday Start on Module 8 Work	MUST be TAKEN no later than TUESDAY – April 5th
11	4/11/11-	Learning Module 8:	TX: Chapter 7 (p.204-233)	DUE: Discussion Post #4 –and

	4/17/11	Thinking – Critical Thinking, creativity and problem solving	Thursday start next week's work	Module 8 Assignments by Wednesday April 13 th at 11:59.
12	4/18/11-4/24/11	Learning Module 9: Library Research & Communicating – Effective writing and speaking	TX: Chapter 8 (p.234-269) Thursday start next week's work	DUE: Module 9 Assignments by Wednesday April 20 th at 11:59 QUIZ 5 (by Wednesday April 20 th)
13	4/25/11-5/1/11	Learning Module 10: DIVERSITY	TX: Chapter 9 (p.270-293) Thursday start next week's work	DUE: Discussion Post #5 –and Module 10 Assignments by Wednesday April 27 th at 11:59.
14	5/2/11-5/8/11	Learning Module 11: Money & Health	TX: Chapter 10 (p.294-319) & Chapter 11 (p.320-351) Thursday start next week's work	DUE: Module 11 Assignments by Wednesday May 4 th at 11:59 QUIZ 6 (by Wednesday May 4 th) ALL FREE PASS WORK FROM MODULES 8-11 IS DUE NO LATER THAN FRIDAY MAY 6th 2011.
15	5/9/11-5/15/11	Learning Module 12: What's Next & Final Self-Assessments – FINAL REVIEW	TX: Chapter 12 (p. 352-383) – Prep for Final Exam	DUE: Discussion Post #6 – and Module 12 Assignments by Wednesday May 11 th at 11:59. Last Day to Drop this class with a "W" is Friday May 13th
16	5/16/11-5/20/11	FINAL EXAM by Wednesday May 18th		MUST be TAKEN no later than May 18th, 2010.

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 WebCampus.
- I will facilitate class discussions and learning activities.
- I will answer e-mail and questions posted on the "Ask a Question" discussion forum on WebCampus within 36-48 hours.
- **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 |
| ➤ Discussions, Learning Module Assignments | 400 points |
| ➤ Quizzes (best 4 out of 6) | 100 points |
| ➤ Exams (Mid-Term & Final) | 150 points |
| | 700 points |

NOTE: If you wish to withdraw from the course, rather than receive the grade that you have earned, it is your responsibility to withdraw. I do not award a grade of "W." If you have not earned at least 60% of the 700 points for this course, you will receive an F. 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 May 13th is the last day to drop a full-term class with a "W."

Points Earned	Grade Received
630 - 700 points	A
609 - 629 points	B+
581 - 608 points	B
560 - 580 points	B-
539 - 559 points	C+
511 - 538 points	C
490 - 510 points	C-
469 - 489 points	D+
420 - 468 points	D
Below 420 points	F

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 online.

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 Trist (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, 2009-2010 Catalog) for more details. Also make sure to read WNC's "Student Code of Conduct" to know your rights and responsibilities.

LATE WORK: You will automatically lose 5 points for homework that is late. It will not be accepted more than 1 week after it is due. Use your **2 FREE PASSES** wisely to avoid penalties with late assignments. You can not use your FREE PASS for a quiz, exam OR Module 12 work. 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. **MAKE SURE TO CONTACT ME AS SOON AS POSSIBLE IF YOU HAVE AN EMERGENCY.**

ACADEMIC INTEGRITY: Honesty is the best policy. Learn to avoid plagiarism in writing assignments. Cheating on quizzes/tests will be considered an automatic F (=0 points) for that quiz/test. If someone is found to be plagiarizing homework repeatedly or cheating on a major exam they may fail the entire course.