

EPY 150 (1005): STRATEGIES FOR ACADEMIC SUCCESS – SPRING 2012 WNC, 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 2011-2012 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: (1/23/12-5/18/12): Mondays and Wednesdays 1:30-4:00 PM. Other days, I will be available by appointment. Please note that this semester I may need to change office hours, please call or email if you want to set-up a different time. **Please do not come to my office if you are ill.**

Email: spriest@wnc.edu

Phone: 775-445-3318

Online CLASS: Login to WNC Online: E Learning: If you have never done this before read first time directions here: <http://www.wnc.edu/wnconline/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 for over six 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. Successful behaviors can change your life, how you approach college, and your future careers. You have made the first step by showing up to this online 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.

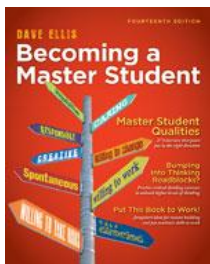
II) COURSE OBJECTIVES – THE SUCCESSFUL STUDENT WILL:

- 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, 14th Edition*, Dave Ellis, Houghton Mifflin Company: 2013.

ISBN# 978-1-111-82753-3 (Student Textbook)

(NOTE: If for any reason you have already purchased an older version, it will be your responsibility to find out what is different between the 13th and the 14th editions. This will have an impact on homework.)

MATERIALS:

- A) Three-ring binder (This is a suggested method for keeping organized and on top of things)
- B) Computer, pen, and highlighter. (As you will be doing much of your work on the computer it is a good idea to break up with hand-written notes.)

V) COURSE REQUIREMENTS / CALENDAR – STUDENT RESPONSIBILITY:

<p>Participate & Be Prepared (50 Points)</p>	<p>Discussions, Homework & Learning Activities (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 Topic Folders which are accessed through WNC Online Learning. You will need to use the textbook, Becoming a Master Student, 14th 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 WNC Online (E-Learning), you will see all course material and topics in the center column. Read “Let’s Get Started.” Watch the welcome videos, read through the syllabus and take the SYLLABUS QUIZ. When you have earned 100% on your syllabus quiz you will have access to the weekly learning topics, assignments, quizzes and regular discussion posts. (NOTE: You can take the syllabus quiz as many times as you want until you earn 100%.)

Topic 1 (DUE WEDNESDAY WEEK 2) – Introductions

Topic 2 (DUE WEDNESDAY WEEK 3) – Learning Styles

Topic 3 (DUE WEDNESDAY WEEK 4) – Time Management

Topic 4 (DUE WEDNESDAY WEEK 5) -- Memory

Topic 5 (DUE WEDNESDAY WEEK 6) -- Reading

Topic 6 (DUE WEDNESDAY WEEK 7) – Note-Taking

Topic 7 (DUE WEDNESDAY WEEK 8) – Test-Taking

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

Topic 8 (DUE WEDNESDAY WEEK 11) – Critical Thinking

Topic 9 (DUE WEDNESDAY WEEK 12) – Communication

Topic 10 (DUE WEDNESDAY WEEK 13) – Diversity

Topic 11 (DUE WEDNESDAY WEEK 14) – Money & Health

Topic 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 DUE Dates List.)
 - ⊙ Your homework is complete (All questions are answered completely and written in complete sentences.)
- You will lose points if:

- ✗ 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 use "texting" symbols in a formal assignment (or discussion post) and/or have an abundance of simple spelling errors. This is a college-level class and you need to proof-read your work before you press "submit."
- **I do not accept late homework. This is a new rule from previous semesters. It will help you stay on track.**

☺ **However, you have 2 FREE PASSES – Throughout the semester.**
TRANSLATION: This means you may choose to turn in homework late with no point deduction IF you request the free pass no later than the original DUE DATE. 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.

FREE PASS Procedure: How to request a Free Pass for EPY 150 – Online Class

1. Post a message for me in WNC Online (E-Learning.)OR send an email to me at spriest@wnc.edu **BEFORE** homework due date requesting one of your "free passes."
2. Submit assignment in regular submission area no later than the deadlines listed below to earn those points.

The Free Pass is not to be used for quizzes, exams or Homework from Unit 12.
FREE PASS Homework for Units 1-7 is DUE NO LATER than Week 9.
FREE PASS Homework for Units 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 learning topic folders.

- **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 (No later than Monday of week 10!)** This will be an online exam covering the first 6 chapters of the textbook AND any additional materials that I have lectured on during the first 7 units. Stay tuned because it may be a "proctored" online exam. There will be special requirements that make this test situation different from the regular quizzes.

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 11, 2012. **Write this deadline in your calendar.**

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	1/23/12-1/28/12	Syllabus, Orientation & Getting Started with Unit 1	SYLLABUS	SYLLABUS QUIZ DONE – Start work on Unit 1 WORK
2	1/29/12-2/4/12	Unit 1 – Introductions – What do you Want?	TX: Making Transitions (p.1-23)... Thursday start next week's work	DUE: Discussion POST #1 – and Unit One Assignments due by Wednesday.
3	2/5/12-2/11/12	Unit 2 – Learning about Learning	TX: Chapter 1 (p.24-59)... Thursday start next week's work	DUE: Unit 2 Assignments due by Wednesday QUIZ 1 (<i>by Wednesday</i>)
4	2/12/12-2/18/12	Unit 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 Unit 3 assignments by Wednesday
5	2/19/12-2/25/12	Unit 4: Memory	TX: Chapter 3 (p.98-121) Thursday start next week's work	DUE: Unit 4 Assignments by Wednesday QUIZ 2 (<i>by Wednesday</i>)
6	2/26/12-3/3/12	Unit 5: Reading Techniques & Stress Reduction	TX: Chapter 4 (p.122-147) Thursday start next week's work	DUE: Discussion Post #3 –and Unit 5 Assignments by Wednesday
7	3/4/12-3/10/12	Unit 6: Notes Begin Test Anxiety Section	TX: Chapter 5 (p.148-175) Thursday start next week's work	DUE: Unit 6 Assignments by Wednesday QUIZ 3 (<i>by Wednesday</i>)
8	3/11/12-3/17/12	Unit 7: Tests – How to prepare and take tests	TX: Chapter 6 (p.176-203) Thursday start preparing for Mid-Term	DUE: Unit 7 Assignments by Wednesday QUIZ 4 (<i>by Wednesday</i>)
Spring Break 3/18/12-3/25/12 No Face-to-Face Classes or Online Work				
9	3/25/12-3/31/12	MID-TERM EXAM	Online Mid-TERM exam (Available Wednesday March 28 to Monday April 2, 2012)	ALL FREE PASS HOMEWORK FROM UNITS 1-7 ARE DUE NO LATER THAN March 30 2012
10	4/1/12-4/7/12		Start on Unit 8 Work	MUST be TAKEN no later than TUESDAY – April 2, 2012
11	4/8/12-4/14/12	Unit 8: Thinking – Critical Thinking, creativity and problem solving	TX: Chapter 7 (p.204-233) Thursday start next week's work	DUE: Discussion Post #4 –and Unit 8 Assignments by Wednesday.
12	4/15/12-4/21/12	Unit 9: Library Research & Communicating – Effective writing and speaking	TX: Chapter 8 (p.234-269) Thursday start next week's work	DUE: Unit 9 Assignments by Wednesday QUIZ 5 (<i>by Wednesday</i>)
13	4/22/12-	Unit 10: DIVERSITY	TX: Chapter 9 (p.270-293)	DUE: Discussion Post #5 –and

	4/28/12		Thursday start next week's work	Unit 10 Assignments by Wednesday.
14	4/29/12-5/5/12	Unit 11: Money & Health	TX: Chapter 10 (p.294-319) & Chapter 11 (p.320-351) Thursday start next week's work	DUE: Unit 11 Assignments by Wednesday QUIZ 6 (by Wednesday) ALL FREE PASS WORK FROM UNITS 8-11 IS DUE NO LATER THAN FRIDAY May 5, 2012.
15	5/6/12-5/12/12	Unit 12: What's Next & Final Self-Assessments – FINAL REVIEW	TX: Chapter 12 (p. 352-383) – Prep for Final Exam	DUE: Discussion Post #6 – and Unit 12 Assignments by Wednesday. Last Day to Drop this class with a "W" is Friday May 11, 2012
16	5/13/12-5/16/12	FINAL EXAM by Wednesday May 16		MUST be TAKEN no later than May 16, 2012

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 WNC Online (E-Learning).
- I will facilitate class discussions and learning activities.
- I will answer e-mail and questions posted on the "Ask a Question" discussion forum on WNC Online (E-Learning) within 36-48 hours.
- **I will grade quizzes and homework assignments promptly.**
- I will make myself available for your class related questions and concerns during office hours and by appointment, as needed. (Please note that Spring 2012 you will get a quicker response by email than a phone call.)
- 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, Unit Assignments | 400 points |
| ➤ Quizzes (<i>best 4 out of 6</i>) | 100 points |
| ➤ Exams (<i>Mid-Term & Final</i>) | 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 Aide 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 11, 2012 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" <http://www.wnc.edu/policymanual/iii.php> for more details. Also make sure to read WNC's "Student Code of Conduct" to know your rights and responsibilities <http://www.wnc.edu/policymanual/3-4-4.php>.

LATE WORK: This semester I do not accept late work. It is either done or not done. Use your **2 FREE PASSES** wisely in those emergency situations when you are need extra time. You can not use your FREE PASS for a quiz, exam OR Unit 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.