



Albertus Magnus College

Course Syllabus

Course Code and Title: CC-101-1 Preparation for College Study

Course Description: This course is recommended for any Accelerated Degree Program student who has not taken a college level course or any student who would like to enhance their skills in the areas of self-management, learning techniques, time management, using eLearning and myAlbertus. An emphasis will be placed on methods for managing the unique challenges experienced by adult learners.

Program and Course Offering Information

Program: PGS/ADP

Session (Mod or Semester): Mod / 8 Week Classes

Delivery method (On-ground, Blended or Online): FLEX

- This course is delivered in a “FLEX” format. This means that some students are taking this class in a blended format (meeting in class one night a week and online the other night of the week). Other students in this class are taking this class in a fully online format (meeting online two nights per week).

Class Meetings (Days of Week & Times): Attendance 2x per week on **Tuesdays** and **Thursdays**

Blended Students: Meet 2x per week, one night in class (synchronous), one night online (asynchronous)

- **TUESDAY:** in-class (face-to-face synchronous) from 5:30 – 7:50 (Room location TBD)
- **THURSDAY:** online (asynchronous) due dates by 11:55pm (you do not have to be online at a set time BUT you do have to have your work submitted by 11:55pm to be counted as present.

Fully Online Students: Meet 2x per week, both nights online with due dates and times for assignments (asynchronous) that constitute attendance

- **TUESDAY:** online (asynchronous) due dates by 11:55pm (you do not have to be online at a set time BUT you do have to have your work submitted by 11:55pm to be counted as present.
- **THURSDAY:** online (asynchronous) due dates by 11:55pm (you do not have to be online at a set time BUT you do have to have your work submitted by 11:55pm to be counted as present.

Number of Credits: 3

Textbook and Supplementary Readings:

- Davis, D. (2011). The Adult Learner’s Companion: A Guide for the Adult College Student. Cengage Learning. ISBN 978-0495913832
- Additional handouts, links, and assessments will be supplied by the instructor.

Instructor Information

Name: Bonnie Dingus

College eMail: bdingus@albertus.edu

Contact (phone): Cell: 203.430.6697. You may text or call and leave a message. Please identify yourself in the first line, so I know how to correctly answer your question.

Office Hours: one hour before class and by appointment

Instructor Biography: *Bonnie Dingus has been with Albertus Magnus College since 2004. In 2009, she was appointed Director of Curriculum Services. As a member of the leadership team for the division of Professional and Graduate Studies, Bonnie oversees the support of eLearning course development and the use of instructional technology. Bonnie is an Albertus Magnus College alum, graduating with her MBA in 2010.*

Course Policies

Tradition of Honor: As a member of the Albertus Magnus College Community, each student taking this course agrees to uphold the principles of honor set forth by this community, to defend these principles against abuse or misuse, and to abide by the regulations of the College. To this end, every student must write and sign the following statement at the end of each examination: ***“I declare the Honor Pledge.”***

Intellectual Honesty: Plagiarism is a serious offense against academic integrity and intellectual honesty. In completing written assignments, the student must work independently unless the class instructor indicates otherwise. It is important for students to understand that they must reference the sources for all direct quotes, for the rephrasing of information from an outside source, and for ideas borrowed from readings. Students will be required to use APA format when referencing sources. Failure to cite appropriate references in any of these instances results in an act of plagiarism, intentional or unintentional. If it has been determined that a student plagiarized a written assignment, the student may be dismissed from the program. The instructor will report instances of plagiarism to the college administration.

Writing Guidelines: The writing guidelines for this course will follow American Psychological Association’s (APA) style format standards. Referenced pages must be correctly formatted and alphabetized; sources must be appropriate to the assignment, correctly cited, and traceable; and the number of citations and sources must be adequate for each paper. Citing your sources properly requires following the APA style format rules. Please use the documentation guidelines found in your citation manual or through the online Purdue Online Writing Lab (OWL).

Appropriate Classroom Conduct: Students are expected to show a respect for order, the rights of others, and to exemplify a sense of honor and integrity in the classroom. Student conduct is considered an integral part of the educational process. Therefore, no student should be denied the right to learn as a direct result of disruptions in the classroom. Active learning, open inquiry, and the free expression of informed opinion are the foundations of a liberal education at Albertus Magnus College. However, student behavior that interferes with an instructor’s ability to conduct the class is prohibited. Students are expected to be considerate and respectful of the rights, views, and interests of other students and faculty. The faculty member will take appropriate action if students do not abide by these rules.

Accommodations for Special Needs: Please advise the instructor of any special problems or needs at the beginning of the semester. Those students seeking reasonable accommodations based on disabilities should contact the Director of Academic and Student Disability Services, Aquinas Hall, Room 114 at (203) 672-

1050, or email asejdic@albertus.edu, to obtain a Faculty Accommodation Letter. Albertus Magnus College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

In order to respect the independence, rights and dignity of students with disabilities, the College initiates services only after a student makes a voluntary disclosure of a disability to the Office of Academic and Student Disability Services. Students who are approved for accommodations are responsible for approaching instructors in a timely manner to provide faculty accommodation letters and to arrange how accommodations will be implemented. Accommodations cannot be retroactive, so we strongly advise students to make accommodation appointments as soon as possible.

In providing reasonable accommodations, the College shall not fundamentally alter the nature of programs, services, or activities; require waiver of essential academic standards or violate accreditation requirements.

Library and Information Services Component: Please use library resources for all research

Blended and Online Course Etiquette: This course involves use of the Albertus eLearning system online. It is important to maintain appropriate professional interactions with your classmates and Instructor in the online environment. Please click the following link to review the Albertus policies regarding proper etiquette for interaction in all blended and online course work: [Link to Albertus' Netiquette Guide](#)

Withdrawing from a Course: It is the responsibility of the student to officially drop or withdraw from a course. However, failure to attend a course for 14 calendar days may result in an administrative withdrawal from the course. The policies on course withdrawals and administrative withdrawals may be found online at <http://www.albertus.edu/policy-reports/academic-policies-regulations-eug#apgr>

Albertus Magnus College Definition of a Credit Hour: Albertus Magnus College adheres to the definition of a credit hour in compliance with and as defined by [NECHE commission policy](#).
NECHE's definition of a credit hour is as follows:

The Commission defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates not less than –

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Note: The above addresses a one-credit course. This is a three-credit course so class hours are tripled.

Attendance Policies and Grading Policies

Attendance Policy:

Students are expected to attend all class sessions and to complete all course requirements as assigned.

Should you miss any classes your assignments and any assigned homework, quizzes, and exams are still required to be submitted by their due dates and times.

Excessive absenteeism can and will negatively impact your grade. If you miss two classes your final course

grade will be penalized by 5 points (1/2 letter grade). If you miss three classes your final course grade will be penalized by 10 points or one full letter grade. If you miss four or more classes you will fail this class.

If you are absent it is your responsibility to contact a fellow student for lecture notes, assignment criteria, homework notes, etc.

Class Cancellations: When classes are cancelled due to inclement weather or another emergency, the instructor will make arrangements to cover the material missed during this class session. This may be done through email, an assignment submitted through eLearning, or with an additional on-ground session. It will be up to the instructor's discretion to determine how this will be handled.

In this class, the following is how we will proceed in the case of class cancellations:

- BL Blended Students:
 - If classes are cancelled on the night of our face-to-face class, (Tuesday) we will revert to an online session.
 - If classes are cancelled on the night of our online class (Thursday), due dates and times will proceed as normal, except in the case of catastrophic conditions.
- DL Fully Online Students:
 - If classes are cancelled on the night of our online class (Tuesday or Thursday), due dates and times will proceed as normal, except in the case of catastrophic conditions.
- *Catastrophic conditions sometimes happen. Should catastrophic weather which causes massive power outages occur, we will postpone due dates.*
- *Unless otherwise advised (catastrophic conditions), when you receive an announcement that the college is closed due to weather, students are still expected to complete any and all assignments by their due dates and times.*

In addition, please sign up for the emergency alert system. This system will notify you in case classes are cancelled due to an emergency.

Sign up here=> [Link to emergency alert system](#)

Attendance and Assignment Due Dates: Specific due dates will be set for each assignment and or forum and are clearly marked in the syllabus and in your eLearning class portal. This is essential for the development of knowledge in each class and to ensure the learning objectives and outcomes for the course are met. Assignments not submitted on time for online portions of the course will result in your being marked 'absent' for the online class. Because ALL assignments carry a 'grading' weight, it is important that they be submitted, even if they are submitted late. You will still be marked as absent if not submitted on time, however, you will receive late grading credit for the assignment or activity.

- Late assignments will be penalized on a sliding scale of points based on the severity of lateness. For example, a paper that is submitted one week after the due date may be penalized up to 10 points, two weeks after the due date 20 points, three weeks 30 points, and so on.
- After a certain period, late assignments will no longer be accepted.

Grading and Assessment:

Grading Matrix:

Category	Grading Weight
Quizzes	5%
Discussion Forums	30%
Journals	20%
Grit Papers	20%
Time Management	15%
Final Quiz	5%
Class Participation	5%

Assignment Criteria:

All assignments must be typed/word processed using APA format.

- Papers: APA format consists of a cover page, use of headers, headings, page numbers, and double-spacing throughout the paper. Sources must be correctly cited and traceable, and a reference page must be available for all in-text citations.
- Presentations: APA format in a presentation consists of a cover page. Sources, including pictures, must be correctly cited and traceable, and a reference page must be available for all in-text citations.
- Assignments must be submitted in a Microsoft Word compatible form (if you use a Mac or Apple product contact Information Technology Services (ITS) for information on how to export your file to a compatible word file, typically .rtf or .pdf. You may also use Google Docs.
- Do NOT email papers. Instead, you must submit them in the eLearning class portal.

Discussion Forums:

- Unless otherwise stated, all discussion forums must consist of a main post and one response post. The 250-word initial post is called a “main post” (worth up to 60 points) and a 100-word or approximately 3-5 sentence “response posts” to one other member of the class (worth up to 40 points).
- **Example:** Main Post 52 points plus response post 35 points = 87 (**52 + 35 = 87**)
- **SOME** forums may require you to respond to ALL members of the class. Main Post/Response Posts points will change based on the number of students taking part. These forums will be clearly marked.
- You must type directly into the “message” area of the forum. Do not upload a word document into the discussion forum unless you are told directly to do so by this instructor
- Spelling, punctuation, and grammar are weighted heavily in the grading of all forum posts.

Grading and Feedback:

Grading and feedback will be available within seven days of the assignment submission. Please review all feedback and incorporate recommendations and suggestions into future assignment submissions.

Grade Equivalencies:

Letter grades are based on suggested numerical equivalents as follows:

Letter Grade	Percentage
A	94–100
A–	90–93
B+	87–89
B	84–86

B–	80–83
C+	77–79
C	74–78
C–	70–73
D+	67–69
D	60–66
F (Failure)	00–59

Course Objectives and Learning Outcomes

CC-101 Course Objectives:

- Utilize campus and library resources to assist with studying and academic success.
- Familiarize self with Albertus course management system, the myAlbertus portal, and history.
- Compare and contrast different self-management and time management techniques.
- Describe mindset and the impact it has on learning.
- Demonstrate how your learning style relates best to certain study skills.
- Implement time management and study skills based on learning styles.

CC-101 Course Outline:

- Week 1: Introduction, Chapter 1 College Success and Chapter 2 The Life Experience, College and Career Relationship
- Week 2: Career Services, Campus Resources, and Chapter 5 Help and Support
- Week 3: Chapter 10 Writing, and Appendix: Avoiding Plagiarism and Citing Sources
- Week 4: Library Week: Research, Databases, and Evaluating Sources
- Week 5: Chapter 6 Critical Thinking and Problem Solving and Chapter 7 Class Skills
- Week 6: Chapter 3 Stress Management and Chapter 4 Time Management
- Week 7: Chapter 8 Studying and Chapter 9 Tests
- Week 8: Review, Case Studies, Wrap up and Reflection

Weekly Schedule

WEEK ONE

Date(s): Tuesday
 Thursday

Week One Objectives:

- Identify and set goals for your time in college and earning your degree.
- Use past experiences that can help you in college life.
- Discover growth and fixed mindset. Think about your mindset and how you can apply growth mindset from the videos and readings to college success.
- Discuss grit and how you can apply it and revise your skill set to be more “gritty.”
- Locate syllabus for policies and success in CC-101.
- Set one goal (or more) based on the readings from Chapters 1 and 2.
- Share class introductions and meet your classmates.

Week One Agenda:

- Welcome
- Syllabus Review
- eLearning Overview
- Chapter 1 and 2 Review
- Thursday Online Class Preparation
- Homework Review

Week One Assignments

TUESDAY:

ALL STUDENTS: Due by Tuesday, Prior to class at 5:30pm

- ☐ Read the following
 - Chapter 1: College Success
 - Chapter 2: The Life Experience, College and Career Relationship.

BLENDED STUDENTS

- Class meets Tuesday 5:30 – 7:50

FULLY ONLINE STUDENTS: Due by Tuesday 11:55pm

- ☐ View Online Lectures / Resources in the Week 1 Lecture / Resource folder
- ☐ Week 1: Tuesday Forum: College Anxieties: What worries you about attending college and what you do you plan to do about it? Describe at least one goal you have set for yourself related to attending college.
- ☐ Week 1: Tuesday Forum: Transferable Skills: What do you already know, what skills do you have, and how can you use these in college and work life?

THURSDAY

ALL STUDENTS: Due by Thursday, at 11:55 pm

- ☐ Week 1: Thursday Forum: Introductions: Introduce yourself to your class colleagues and tell them something you hope to get out of this course.
- ☐ Week 1: Thursday Assignment: Grit Assessment and Score: Take the GRIT Assessment and submit your GRIT score in the submission area.
- ☐ Week 1: Thursday Quiz: Quiz on the Chapter 1 and Chapter 2 readings.

HOMEWORK: Due Tuesday

ALL STUDENTS: Due by Tuesday, Prior to Tuesday's class at 5:30pm

- ☐ Week 1: Homework: Read Chapter 5 Help and Support
- ☐ Week 1: Tuesday Homework: Chapter 5 Quiz:
- ☐ Respond to at least one person for each discussion forum from Week 1

WEEK TWO

Date(s): Tuesday
 Thursday

Week Two Objectives:

- Develop and understanding of tutoring resources: tutor.com, Academic Success Center, and Tech Tutors.
- Demonstrate when to ask for help from employers, friends, family, and Albertus.
- Demonstrate approaches to talk with friends, family, and employer about commitments.
- Construct a Handshake account and upload work experience.
- Demonstrate knowledge about other campus resources and when to access them.

Week Two Agenda:

- Questions from Last Week
- Visits
 - Sr. Anne Kilpatrick, Special Assistant to the President for Dominican Mission
 - Patrick Clifford, Director, Office of Career and Professional Development
- Chapter 5: Help and Support
- Homework / Online Class Review
- Questions?

Week Two Assignments

TUESDAY:

ALL STUDENTS: Due by Tuesday, Prior to class at 5:30pm

- ☐ Be sure your homework was submitted by 5:30
- ☐ Read the following
 - Chapter 5: Help and Support

BLENDDED STUDENTS

- Class meets Tuesday 5:30 – 7:50

FULLY ONLINE STUDENTS: Due by Tuesday 11:55pm

- ☐ View Online Lectures / Resources in the Week 2 Lecture / Resource folder
- ☐ Visitor Videos: Sr. Anne and Patrick Clifford
- ☐ Week 2: Tuesday Forum: Asking for Help

THURSDAY:

ALL STUDENTS: Due by Thursday, at 11:55 pm

- ☐ Week 2 Thursday Forum: Asking for Help: Why do you think that adults wait until it is too late to ask for help?

- ☐ Week 2: Thursday Journal: College Life / Week Two: How do you feel about the second week of college life? Did you adjust as you thought? Was it what you expected? Explain. ***OR*** If you have been here for one or more terms, please explain what you are struggling with and what you have tried to do to help yourself.
- ☐ Week 2: Thursday Journal: Academic Success Center: What is the Academic Success Center (aka ASC) and what resources are offered?
- ☐ Week 2: Handshake: Set up your Handshake Account
- ☐ Week 2: Falcon ID: Get your Falcon ID Card, if you have not done so.

HOMEWORK: Due Tuesday

ALL STUDENTS: Due by Tuesday, Prior to Tuesday's class at 5:30pm

- ☐ Week 2: Homework: Read Chapter 10 Writing and Appendix: Avoiding Plagiarism and Citing Sources
- ☐ Week 2: Homework Quiz: Chapter 10 and Appendix, readings
- ☐ Reminder: Respond to at least one other person for each discussion forum for Week 2, unless otherwise noted.

WEEK THREE

Date(s): Tuesday
 Thursday

Week Three Objectives:

- Acknowledge why good writing skills are important.
- Discuss the eight steps to writing a paper.
- Identify two main formats to writing papers.
- Clarify plagiarism and identify resources to avoid it.
- Creating an outline
- Crafting the five-paragraph essay from an outline

Week Three Agenda:

- Questions from Last Week
- Chapter 10 & Appendix X
- Homework / Online Class Review
- Questions?

Week Three Assignments

TUESDAY:

ALL STUDENTS: Due by Tuesday, Prior to class at 5:30pm

- ☐ Be sure your homework was submitted by 5:30
- ☐ Read the following
 - Chapter 10: Writing
 - Appendix X: Avoiding Plagiarism and Citing Sources

BLENDDED STUDENTS

- Class meets Tuesday 5:30 – 7:50

FULLY ONLINE STUDENTS: Due by Tuesday 11:55pm

- ☐ View Online Lectures / Resources in the Week 3 Lecture / Resource folder
- ☐ Week 3: Tuesday Forum: Audience
- ☐ Week 3: Tuesday Forum: Plagiarism

THURSDAY

ALL STUDENTS: Due by Thursday, at 11:55 pm

- ☐ Week 3: Thursday Forum: Picoul's Quote: What is your response to the following quote: "Writer's block is for people who have the luxury of time . . . if it's writing time, I write. I may write garbage, but you can always edit garbage. You can't edit a blank page." -- Jodi Picoul
- ☐ Week 3: Thursday Journal: Halfway Point: This coming week marks the halfway point for this course. What are your thoughts from the past few weeks?
- ☐ Week 3: Thursday GRIT Outline: Watch the video on creating an outline and submit an outline of your GRIT Homework Essay (Outline due Thursday, essay due Tuesday). See the homework area for a description of your essay.

HOMEWORK: Due Tuesday

ALL STUDENTS: Due by Tuesday, Prior to Tuesday's class at 5:30pm

- ☐ Week 3: Tuesday GRIT Essay Homework: Watch the video on writing a 5-paragraph paper and submit a 5-paragraph essay about your thoughts on GRIT and Growth Mindset. Do you think GRIT and mindset are related or not? Why or Why not? What was your GRIT score, and what does that mean? How do you feel about the mindset exercise and applying it to college life? Your paper must contain five paragraphs, including an introduction paragraph, three paragraphs explaining three separate thoughts (body paragraphs) and a conclusion paragraph.
- ☐ Respond to at least one other person for each discussion forum for Week 3, unless otherwise noted.

WEEK FOUR

Date(s): Tuesday
 Thursday

Week Four Objectives:

- Utilize library databases and resources.
- Describe library databases and resources.
- Develop an understanding of basic research sources and how to evaluate sources, through attending and participating in a library information session.

Week Four Agenda:

- Questions from Last Week
- Library Presentation / Tour with John McCann, Head of Reference and Liaison Librarian
- Homework / Online Class Review
- Questions?

Week Four Assignments

TUESDAY:

ALL STUDENTS: Due by Tuesday, Prior to class at 5:30pm

- ☐ Be sure your homework was submitted by 5:30

BLENDED STUDENTS

- Class meets Tuesday 5:30 – 7:50

FULLY ONLINE STUDENTS: Due by Tuesday 11:55pm

- ☐ View Online Lectures / Resources in the Week 4 Lecture / Resource folder
- ☐ Watch the Library Videos
- ☐ Week 4: Tuesday Forum: What were some of the things that stood out to you from the library discussion and overview? Name at least one and explain.
- ☐ Week 4 Tuesday Forum: Research “Albertus Magnus College Rosary Hall” on the internet and find a picture of the library. Post it in the discussion forum and explain why you selected that image.
- ☐ Week 4: Time Management Log: Download and/or print a copy of the Time Management Log and begin to fill it out daily for seven days.

THURSDAY

ALL STUDENTS: Due by Thursday, at 11:55 pm

- ☐ Week 4: Thursday Forum: From the research and the databases, what are some of the things that stood out to you and why?
- ☐ Week 4: Learning Styles Assessment

HOMEWORK: Due Tuesday

ALL STUDENTS: Due by Tuesday, Prior to Tuesday's class at 5:30pm

- ☐ Respond to at least one person for the discussion forum for Week 4, unless otherwise noted.
- ☐ Week 4: Read Chapter 6 Critical Thinking and Problem Solving and Chapter 7 Class Skills
- ☐ Week 4: Tuesday Homework Quiz on Chapter 6 and Chapter 7 readings
- ☐ Week 4: Tuesday Homework: Article for Citation: Using the library databases (you must use the library databases) find an article or book with a quote about either GRIT or Growth Mindset (that you will incorporate into a revised version of your paper submitted last week). Submit either a direct link to the article, or the DOI or the ISBN.

WEEK FIVE

Date(s): Tuesday
 Thursday

Week Five Objectives:

- Define and explain the process and benefits of critical thinking.
- Outline six key strategies of critical thinking.
- Implement companion strategies of critical thinking.
- Recognize different learning styles and understand your style through the learning styles quiz.
- Explain the value of listening skills to improve notetaking.
- Compare the four note taking systems in Chapter 7 Class Skills.
- Describe the companion strategies for class skills.
- Explain what should be effective study habits for your learning style.

Week Five Agenda:

- Questions from Last Week
- Review Chapter 6 & Chapter 7
- Homework / Online Class Review
- Questions?

Week Five Assignments

TUESDAY:

ALL STUDENTS: Due by Tuesday, Prior to class at 5:30pm

- ☐ Be sure your homework was submitted by 5:30
- ☐ Read the following
 - Chapter 6 Critical Thinking and Problem Solving
 - Chapter 7 Class Skills

BLENDED STUDENTS

- Class meets Tuesday 5:30 – 7:50

FULLY ONLINE STUDENTS: Due by Tuesday 11:55pm

- ☐ View Online Lectures / Resources in the Week 5 Lecture / Resource folder
- ☐ Week 5: Tuesday Forum: Learning Styles
- ☐ Week 5: Tuesday Forum: Listening Skills

THURSDAY

ALL STUDENTS: Due by Thursday, at 11:55 pm

- ☐ Week 5 Thursday Journal: Problem Solving: Think about a problem that you are currently having. Use either the Bloom's Taxonomy or the six steps of problem solving from Chapter Six to help you figure out a solution. Discuss each part of the process and why you chose that method.
- ☐ Week 5: Thursday Forum: Mindfulness: Reflect back on our lectures regarding mindfulness. How do you focus on people, tasks, etc.? Are you "present" in the moment? Explain your thoughts and findings, and where you think you need to improve?

HOMEWORK: Due Tuesday

ALL STUDENTS: Due by Tuesday, Prior to Tuesday's class at 5:30pm

- ☐ Week 5: Read: Chapter 3 on Stress Management and Chapter 4 on Time Management
- ☐ Week 5: Homework Quiz: Complete the quiz on Chapter 3 & 4 Readings
- ☐ Week 5: GRIT Essay Homework Revision & Citation: Update and revise your previously submitted 5-paragraph essay, incorporating any feedback you received (check the gradebook area for feedback). Insert an in-text citation into your paper using a quote from the article or book you found last week on GRIT or Growth Mindset, and be sure you include the corresponding information on the reference page.
- ☐ Respond to at least one other person for each discussion forum for Week 5, unless otherwise noted.

WEEK SIX

Date(s): Tuesday
 Thursday

Week Six Objectives:

- Discover symptoms and signs of stress.
- Give examples of how stress effects a person.
- Discuss time management and ways to prioritize time to allow for studying, work, life and other plans.
- Explain ways to motivate yourself when you feel you are losing focus.
- Recognize stress and apply coping mechanisms to help deal with stress.
- Identify current ways time is used through a weekly time log.
- After completing time log, analyze and determine where changes/improvements can be made.

Week Six Agenda:

- Questions from Last Week
- Review Chapter 3 & Chapter 4
- Homework / Online Class Review
- Questions?

Week Six Assignments

TUESDAY:

ALL STUDENTS: Due by Tuesday, Prior to class at 5:30pm

- ☐ Be sure your homework was submitted by 5:30
- ☐ Read the following
 - Chapter 3 Stress Management
 - Chapter 4 Time Management

BLENDED STUDENTS

- Class meets Tuesday 5:30 – 7:50

FULLY ONLINE STUDENTS: Due by Tuesday 11:55pm

- ☐ View Online Lectures / Resources in the Week 6 Lecture / Resource folder
- ☐ Week 6: Tuesday Forum: Procrastination
- ☐ Week 6: Tuesday Forum: Sacrifice

THURSDAY

ALL STUDENTS: Due by Thursday, at 11:55 pm

- ☐ Week 6: Thursday Journal: Stressors: What is your biggest sign of stress and how do you handle it?
- ☐ Week 6: Thursday Forum: Stress Relieving Suggestions: What suggestions might you offer to your classmates to handle stress?

HOMEWORK: Due Tuesday,

ALL STUDENTS: Due by Tuesday, Prior to Tuesday's class at 5:30pm

- ☐ Week 6: Read: Read Chapter 8 on Studying and Chapter 9 on Tests.
- ☐ Week 6 Homework Quiz: Complete the Quiz on Chapters 8 & 9
- ☐ Week 6: Homework: Time Management Log: Submit a copy of your time management log and begin to reflect on changes you need to make for an upcoming paper due next week.
- ☐ Respond to at least one other person for each discussion forum for Week 6, unless otherwise noted.

WEEK SEVEN

Date(s): Tuesday
 Thursday

Week Seven Objectives:

- Discuss effective study techniques.
- Recognize when techniques may need to be adjusted based on success and learning style.
- Discuss textbook similarities in layout.
- Explain how to use textbooks for studying and preparing for class.
- Explain test anxiety and learn techniques to deal with it.
- Describe different types of test questions.
- Select a few study techniques and apply them for success.
- Demonstrate ability to adjust techniques based on need and learning what works and what does not work for individual.

Week Seven Agenda:

- Questions from Last Week
- Review Chapter 8 & Chapter 9
- Homework / Online Class Review
- Questions?

Week Seven Assignments

TUESDAY:

ALL STUDENTS: Due by Tuesday, Prior to class at 5:30pm

- ☐ Be sure your homework was submitted by 5:30
- ☐ Read the following:
 - Chapter 8: Studying
 - Chapter 9: Tests

BLENDDED STUDENTS

- Class meets Tuesday 5:30 – 7:50

FULLY ONLINE STUDENTS: Due by Tuesday 11:55pm

- ☐ View Online Lectures / Resources in the Week 7 Lecture / Resource folder
- ☐ Week 7: Tuesday Forum: Retention of Information
- ☐ Week 7: Tuesday Forum: Mnemonics

THURSDAY

ALL STUDENTS: Due by Thursday, at 11:55 pm

- ☐ Week 7: Thursday Journal: How do you study and what do you think the pros and cons are of the method? Do you think you will adjust your strategies after this session?
- ☐ Week 7: Thursday Forum: What did you learn the most from the chapter on studying and why do you think it was important?
- ☐ Week 7: Thursday Journal: What are your thoughts now that you are approaching the last week of the mod?

HOMEWORK: Due Tuesday

ALL STUDENTS: Due by Tuesday, Prior to Tuesday's class at 5:30pm

- ☐ Respond to at least one other person for each discussion forum for Week 7, unless otherwise noted.
- ☐ Week 7: Homework: Time Management Essay: Submit an essay that includes your thoughts about how you use your time, and how you can improve, and what changes you have already made regarding the use of your time management to incorporate time needed for classwork.

WEEK EIGHT

Date(s): Tuesday
 Thursday

Week Eight Objectives:

- Review course material to answer college preparation questions.
- Demonstrate how to use resources and tools to succeed in college.

Week Eight Agenda:

- Questions from Last Week
- PPT Lecture
- Case Studies
- Online Class Review
- Questions?

Week Eight Assignments

TUESDAY:

ALL STUDENTS: Due by Tuesday, Prior to class at 5:30pm

- ☐ Be sure your homework was submitted by 5:30

BLENDED STUDENTS

- Class meets Tuesday 5:30–7:50

FULLY ONLINE STUDENTS: Due by Tuesday 11:55pm

- ☐ View Online Lectures / Resources in the Week 8 Lecture / Resource folder
- ☐ Week 8: Tuesday Forum Online: Case study question A

- ☐ Week 8: Tuesday Forum Online: Case study question B

THURSDAY

ALL STUDENTS: Due by Thursday, at 11:55 pm

- ☐ Week 8 Thursday Final Exam
- ☐ Week 8 Thursday Journal: Reflect on when you started seven weeks ago. Have you revised any of your goals? Have your thoughts changed about what it means to be successful in college?
- ☐ Week 8 Thursday Forum: What is the best thing or things you have learned in this course?
- ☐ Week 8 Advice for Future Students
- ☐ Complete the End of Course Survey

NOTE: Assignments and activities are subject to change but the overall course objectives will remain the same.