

# PDS101: Foundations for Student Success

**Course Dates:** Online: 5/6/2019- 6/23/2019 **Course Location:** Moodle (lms.peace.edu)

## **Course Description**

This course is designed for all students who want to maximize their academic potential. Instruction in specific study skills is provided (e.g., time management, note-taking strategies, reading comprehension, test-taking preparation, active listening, etc.). Further, there is a focus on personal responsibility, self-confidence, and motivation.

## **Course Objectives**

1. Students will identify factors that compete for their time and apply strategies for effective time management.
2. Students will practice critical thinking skills and learn to evaluate internet resources for validity and suitability for scholarly work.
3. Students will develop and apply effective techniques for specific study skills such as note-taking, reading, test-preparation.
4. Students will develop and apply effective communication skills.
5. Students will learn how to utilize a variety of Web 2.0 tools to assist in time management and study skills and create a personal "tool-kit."

## **Instructor Information:**

Name: Cheniqua L. Lassiter, M.S.Ed

Telephone: 919-508-2042

Email: Cheniqua.Lassiter@peace.edu

Office: Frazier Hall Office Hours: By appointment

## **Textbook Information**

There is no textbook required for this course, however weekly readings will be assigned.

## **Online Course**

This is a fully online course which requires the use of Moodle. Weekly readings, discussions, activities, and assignments will be listed in Moodle. If you have any problems accessing Moodle please contact this number for assistance: 919-508-2367.

## **Class Participation**

This class is designed to foster discussion and interaction. Students are expected to complete the assigned readings and activities in addition to applying readings in class discussion and activities. It is your responsibility to actively participate in class. Simply logging into Moodle is not sufficient.

## **Late Assignments**

Late assignments **will not** be accepted. Students with serious, mitigating circumstances that prevent them from completing assignments on time should contact the instructor as soon as possible - **prior to the assignment deadline**. Students who find themselves in this situation should be prepared to provide documentation/verification of the circumstances that prevent them from submitting work on time. In these cases a contract will be established outlining the conditions for an extension.

**Proctoring Policy** All online courses at William Peace University require two (2) proctored exams or activities. Any student who fails BOTH proctored exams/activities will receive an automatic failing grade in the course, regardless of any other grades received. For more information on proctoring options, please see: [http://www.peace.edu/wp-content/uploads/Proctoring-Options-for-Online-Students\\_2016.pdf](http://www.peace.edu/wp-content/uploads/Proctoring-Options-for-Online-Students_2016.pdf).

**NOTE: There is only one required proctored exam for this 1 credit hour course during Week 4.**

### **Email/Communication Policy**

You are expected to check your WPU email on a regular basis. All emails to the instructor should be written in a professional manner – complete sentences, greeting, and salutation. Each email should clearly state the purpose of the correspondence and include the student’s name, course code, and section number. The subject line should also be succinct but clear with regards to the purpose of the e-mail. All emails and phone calls will be responded to within 48 hours unless otherwise noted.

### **Academic Integrity**

William Peace University seeks to develop both the intellect and character of its students. All members of the University are expected to promote a culture of academic integrity, and all students are expected to inform themselves of the University’s policies and procedures related to the Honor Code.

All forms of academic misconduct are violations of the University’s Honor Code. These include, but are not limited to:

- Cheating: Using or attempting to use unauthorized materials, information, or study aids in academic work or in working with others on academic requirements (tests, assignments, etc.)
- Plagiarism: Representing the words or ideas of another as one’s own in any academic work, whether intentional or not
- Falsification: Falsifying or inventing any information or citation in academic work
- Facilitating academic dishonesty: Helping or attempting to help another student to commit an act of academic dishonesty
- Lying: Misrepresenting information that is relevant to the classroom or academic performance

If a faculty member suspect’s academic misconduct has taken place, s/he will complete an Honor Code Violation Report and meet with the student to discuss. A student may accept or decline to accept responsibility. If a student accepts responsibility, s/he will be subject to the penalty determined by the faculty member. If a student declines to admit responsibility, the case will be turned over the Honor Board for adjudication. A complete summary of the Honor Code and Honor Board policy can be found in the *2017-2018 Academic Catalog*.

### **Tutorial Services**

The Office of Tutorial Services is located on the 2nd floor of Finch Library, open Monday-Thursday from 9am-7pm, and Friday 9am-4pm. Tutoring is free of charge, and students are encouraged to make individual appointments in the sign-up binder located on the bookshelf next to the elevator. Tutoring is offered in most all subjects, including anthropology, biology, business, chemistry, criminal justice, history, math, political science, psychology, simulation and game design, and writing. Free workshops are also offered each semester, as well as free resources on studying, citation, grammar, and other academic topics. For more information, contact Margaret Herder-Hill, Directory of Tutorial Services at (919) 508-2080 or maherder-hill@peace.edu.

## Disability Services

Disability Services are available to all WPU students who require reasonable accommodations due to any cognitive, physical, or psychological disability, in order to provide equal access to the educational environment. Students will need to be certified with the Disability Services Office and provide appropriate documentation to receive an Academic Accommodation Plan. For more information or to become certified, please contact a counselor in the Disability Services Office, which is located on the 1st Floor of Joyner House. You may also reach Disability Services by sending an email to [Disability@peace.edu](mailto:Disability@peace.edu).

<b>Course Schedule: Week</b>	<b>Topic</b>
Week 1: 5/6 – 5/12	Learning Styles and Time Management
Week 2: 5/13 – 5/19	Blended Content; Identifying and Evaluating Valid Sources
Week 3: 5/20 – 5/26	Study Skills: Note-taking and Reading Comprehension
Week 4: 5/27 – 6/2 (exam week)	Critical Thinking & Problem Solving
Week 5: 6/3 – 6/9	Test Taking; Proctored Exams
Week 6: 6/10 – 6/16	Communication Skills
Week 7: 6/17 - 6/23 (Presentation is due; ends on a Saturday) <i>*No exam</i>	Personal Tool Kit Presentations