



Instructor	Cristina Rodriguez, Ed.D. Rodrigcc@lamission.edu
Office Hours	Virtual office hours are by appointment via Skype. Please email me to set up a day and time. . General questions about PD 40 should be asked on the Forum section of Etudes under the “General PD 40 Questions”. Please contact me by email for personal questions <u>only</u> at Rodrigcc@lamission.edu.
Course Description	This course introduces students to the study of the educational, psychological, intellectual, social, and health-related factors that impact lifelong learning, well-being, and success. Topics include factors affecting internal and external motivation, critical thinking, effective learning strategies, interpersonal and cross-cultural communication, health and wellness issues, effective written and oral communication strategies, life management strategies, career exploration, and educational planning.
Transferability of Course	This course is transferable to the University of California (UC) and California State University (CSU) systems. It also counts as a general education course on the CSU GE Plan in Area E.
Course Objectives	Upon successful completion of this course, students will be able to: <ul style="list-style-type: none">▪ Evaluate the psychological factors that influence motivation and develop strategies for increasing one’s motivational level.▪ Examine the principles of critical thinking for effective decision-making and goal-setting.▪ Choose effective study strategies and apply these strategies to educational and workplace settings.▪ Examine health issues such as stress, nutrition, and exercise that affect lifelong well-being.▪ Analyze lifestyle choices and the impact of these choices on learning and health.▪ Demonstrate self-awareness and awareness of others and assess cultural expectations and cross-cultural interaction.▪ Develop and employ effective written and oral communication strategies and research skills.▪ Create effective strategies for managing time and achieving lifelong goals.▪ Assess interests and values as a foundation for career and educational planning.▪ Select transfer institutions based on an understanding of the systems of higher education and the use of university print and electronic catalogues and resources.
Student Learning Outcomes	1. Resources Students will be able to identify sources of information and services on campus that they need to meet their academic goals. 2. Self-Awareness Students will be able to identify a career goal based on an assessment of their priorities, strengths, and weaknesses 3. Study Skills Students will be able to demonstrate the utilization of study skills strategies in PD 40 and other classes in which they are enrolled.

4. Educational Goals/Planning

Students will be able to develop an educational plan based on their educational goals.

5. Transfer Preparation

Students will be able to identify the steps involved in the transfer process.

6. Information Competency

Students will understand how to locate, analyze, and use electronic and printed sources of information to conduct research for academic papers and classroom presentations.

Required Text Gardner, J.N., & Barefoot, B.O. (2012). Your College Experience: Strategies for Success. 10th Edition.

Important Deadlines Last day to drop without receiving a “W” February 23rd, 2014
Last day to drop and receive a “W” May 11th, 2014

It is your responsibility to drop yourself from this course.

Attendance Although this is an online course and you are not required to attend class, please remember that every visit to the online course webpage is ‘attendance’. It is your responsibility to make sure that you are enrolled or dropped in the course.

You must log in to the course at least twice per week and check for Announcements, Assignments, Quizzes, Case Studies, etc.

Check-in Policy You must log in and complete the “Introductions” forum by Wednesday of the first week of class. If you do not log in or complete the 1st forum then you will be dropped from this course.

Drop Policy If you miss two weeks of consecutive coursework then you may be dropped without notice from this class.

Communication Policy I am available via email at rodriggc@lamission.edu Monday through Friday (until 3 pm). I will respond to emails within 24 business hours. Please note that I normally do not check email on weekends. I encourage you to review all assignments at the beginning of the week and ask questions then so you can receive a response in time versus waiting until the day the assignment is due. If you have not received a response back from me within 24 business hours, please resend your email to be sure that I have received it.

Late Work Policy To be fair to your fellow students that work diligently to adhere to class deadlines, late work is **not accepted** in this course unless there are extenuating circumstances (hospitalization, death, accident) in which documentation must be presented.

Assignments and Paper Guidelines Any assignments or papers that are uploaded must follow the following guidelines:

- 12 point font, Times New Roman
- Margins: 1” top and bottom and 1.25” left and right
- Double-spaced

Save all assignments and papers using the following guideline:
Last Name First Name Title of Assignment/Paper
For example: Rodriguez Cristina Online Scavenger Hunt.doc

Please note: All uploaded documents must be saved using Microsoft Office. If you have Vista software, please make sure you properly save the document as a Microsoft Word (.doc) version. PDFs are also acceptable. If I can't open your uploaded document, I will not be able to read your

submission and will have to give you a zero for the assignment.

If you are using a computer with Windows Vista, Microsoft has several converters that you can download to convert (change) the format of your document from (.wps) to the required Microsoft Word document (.doc).

The following link has some converters:

<http://office.microsoft.com/en-us/downloads/CD010225831033.aspx>

Required Computer Skills and Equipment

You will need access to a computer with an internet connection. It is more convenient to have your own computer with internet connection at home. However, open computer labs are available on campus.

Required computer skills include: basic keyboarding, accessing the internet, searching for information on the internet, creating word documents, and uploading documents.

Forum Agreement

By participating in this seminar course, you are agreeing to abide by the following ground rules for discussion:

- Promote an environment conducive to learning and shared ownership.
- Respect differences of culture, values, orientation, opinion, and style.
- Welcome disagreement and debate, as they provide opportunities to learn.
- Encourage peer participation and recognize that everyone has something to contribute.
- Promote clear communication—be specific, give examples, and ask questions.
- Cursing in any course assignments is not permitted as this is a professional environment.

Academic Integrity

Students should not cheat or steal ideas from other authors or sources without giving appropriate credit and recognition to the originators of the work. Students shall not cheat or steal ideas from other students. Any student found in violation of cheating or plagiarism will automatically receive a grade of 'F' in the course—no exceptions.

Assignments

Throughout the course you will be asked to complete various assignments and participate in group discussions.

To receive credit for each assignment, you must satisfactorily complete and turn in the assignments by the deadline that is stated in the schedule. The majority of assignments are due on Sunday at 11:30 pm of that week unless otherwise stated. Assignments must be completed independently – do **not** complete the quiz with a classmate as this is cheating. Every Monday new assignments will be posted at 8:00 am and will remain active until 11:30 p.m. PST of that week.

Quizzes

There are approximately 10 questions per quiz, 1 point for each question. Each quiz has a 30 minute time limit to complete the quiz, so make sure you manage your time properly. You may only view one question at a time and may not back track to the previous question. Quizzes are open-book. However, you should read the chapter or quiz material prior to taking the quiz. Quizzes must be completed independently – do **not** complete the quiz with a classmate as this is cheating. Every Monday new quizzes will be posted at 8:00 am and will remain active until 11:30 p.m. PST of that week.

Forums & Grading Rubric

You are required to post at least three times for each discussion item. Forums are worth 15 points each.

You must title your post with a summary of what your post is about. Do **not** title your post “Week 1 Forum” or with your name.

Please keep in mind the Forum agreement when posting in the Forum. Discussion entries must be posted before the end of the due date. We will strictly adhere to this deadline. Please check the Syllabus for due dates. Make sure that you actively participate in the threaded discussions. Please do not wait until the last minute to post to the threaded discussion.

How your forum will be graded

Your first post requirements (0-5 points)

- 1) Will follow or address the topic
- 2) Is due by Wednesday of that week
- 3) This post should be at least a full paragraph (i.e., a minimum of 90 words or 3 complete lines, not sentences, in the Forum Text Box), and it should clearly address the threaded topic question.

Your second and additional post requirements (0-10 points)

- 1) Are due Sunday of that week
- 2) Must follow a discussion item from one of your classmates
- 3) Must be at least a full paragraph and meet the minimum word count
- 4) This posting may be in a form of a commentary or observation.

Forum Grading Rubric

	Poor (0 points)	Fair (3 points)	Good (4 points)	Excellent (5 points)
Your post	No post is made before the due date.	An original post is made before the due date that addresses the question, shows fair meaningful thought and effort, and partially fulfills the required elements with 30 minimum words.	An original post is made before the due date that addresses the question, shows good meaningful thought and effort, and partially fulfills the required elements with 60 words minimum.	An original post is made before the due date that addresses the question, shows meaningful thought and effort, and fulfills the required elements.
Your replies (2 required; 5 points maximum per post)	No reply is made before the due date.	Reply is made before the due date that partially fulfills the required elements with 30 words minimum.	Reply is made before the due date that partially fulfills the required elements with 60 words minimum.	Reply is made before the due date that fulfills the required elements.

Journals & Grading Rubric

You will be required to complete various journal assignments throughout the semester.

Journals must be completed independently – do **not** complete a journal with a classmate as this is cheating. If a journal assignment is required for that week, it will be posted on Monday at 8:00 am and will remain active until Sunday 11:30 p.m. of that week.

How your journal will be graded

- 1) Journal should clearly address the topic question.
- 2) Should demonstrate meaningful thought and effort and be ½ a page or 175 words.

Grading Rubric for Journals

	Poor (0 points)	Good (8 points)	Excellent (10 points)
Your Journal	No journal is completed prior to the due date.	An original journal is submitted before the due date shows good meaningful thought and effort, and partially fulfills the required elements.	An original journal is submitted before the due date shows meaningful thought and effort, and fulfills the required elements.

Case Studies & Grading Rubric

How your case study will be graded

- 1) Case study should clearly address the topic question.
- 2) Should demonstrate meaningful thought and effort and each response should be 4-5 sentences long for each question.

Grading Rubric for Case Studies

	Poor (0 points)	Good (4-8 points)	Excellent (8-10 points)
Your Case Study	No case study is completed prior to the due date.	An original case study is submitted before the due date shows good meaningful thought and effort and partially fulfills the required elements.	An original case study is submitted before the due date shows meaningful thought and effort, and fulfills the required elements.

Autobiography Assignment

Imagine you are preparing for a job or a college application interview. You can be sure the interviewer will ask about your background and how it has influenced your goals.

The purpose of this assignment is to help you prepare for the interviewer's questions. The time you spend on this assignment will pay off in numerous ways in the future.

How your autobiography will be graded

- 1) In reviewing your history, concentrate on 3 areas of your life that have influenced your present life/career goals. Your autobiography will include 4 sections:
 - A. *Family experience.* Consider experiences and activities from childhood and how they have affected your life/education/career choices. How have work roles of your family members influenced your thinking about a career? You may want to focus on where you lived, immediate and extended family member relationships, ethnic heritage, gender and family activities.
 - B. *Educational experience.* You may want to focus on favorite subjects or activities in school from kindergarten through 12th grade and college work that you have completed so far, as well as important teachers, organizations and achievements that have impacted your life/education/career.

- C. *Work experience.* Recall aspects of your work experiences that have had the most impact on you. Remember the definition of “work” includes unpaid and volunteer experiences. You may want to focus on relationships with supervisors or peers, the nature of the work activities (what you did and did not like about them) or trends in your work experience. Are you seeking new work experiences?
- D. *Current life/education/career goals.* Write about 3 of your current life/education/career goals or aspirations. Explain how your family, education, and work experiences are related to each of your goals. If your goals about education and occupation are presently uncertain, try to project 5-10 years into the future and focus on what you will have accomplished.

- 2) Use your best writing skills in producing this paper. Try not to simply report activities in each section, but *analyze or review* your experience to uncover deeper meanings affecting your life/career. It may help to think about how a special person or event that impacted your life in each section.
- 3) This assignment should be 3 pages in length (see assignment and paper guidelines section in the syllabus) and is due Sunday of Week 4 How We Learn.

Grading rubric for Autobiography

	Poor (0-24 points)	Good (15-24 points)	Excellent (25-30 points)
Your Autobiography	No autobiography is submitted or only covers 1 of the required elements.	An original autobiography is submitted before the due date, shows good meaningful thought and effort and partially fulfills the required elements.	An original autobiography is submitted before the due date shows meaningful thought and effort, and fulfills the required elements.

Informational Interview

This assignment is due Sunday of Week 9 Career Exploration and involves conducting 2 informational interviews with people who have special knowledge that can help you in your educational and career planning.

Some organizations have policies that limit staff participation in informational interviews. You may find it helpful in gaining access to interviews if you mention that this is part of a class assignment.

Some tips for arranging and conducting informational interviews:

- Use friends, family, former employers, etc. to help identify contacts
- Research the career field or industry where your contacts are employed
- Prepare a lot of questions (see the handout below and video as a starting point)
- Make arrangements by phone or email for a time to interview the person
- Dress appropriately and be respectful of the interviewee's time
- Ask the person for names of additional people who might be a good information interview contact
- Follow-up with a thank you note, and if appropriate, a cover letter and your resume

Many employers view informational interviews as a professional contact. Some well prepared students have been sufficiently impressive in informational interviews that interviewees have invited them to submit applications later for internships and jobs. You are encouraged to think of this activity as more than simply a class assignment.

Review the following handout and videos **before** beginning this assignment:

[Schall Career Center Informational Interview Handout](#)

[What is an Informational Interview Video](#)

[How to Request an Informational Interview Video](#)

[What to Ask in an Information Interview Video](#)

How your informational interview will be graded

- 1) Conduct two informational interviews
- 2) You must write a 1/2-page paper for each of the two informational interviews (total of 1 page) you will conduct including the following information:
 - A. Name of interviewee
 - B. Position title
 - C. Type of employing organization
 - D. Date of interview
 - E. Brief summary of interview content (1 paragraph)
 - F. Personal reactions to the interview (1 paragraph; i.e. What new information did you obtain? Were you surprised by anything you heard or saw?)

Grading rubric for Informational Interview

	Poor (0-24 points)	Good (25-44 points)	Excellent (45-50 points)
Your Informational Interview	No informational interview is submitted or only 1 interview is conducted.	An original case study is submitted before the due date shows good meaningful thought and effort and partially fulfills the required elements addressing at least 5 of the discussion topics.	An original informational interview is submitted before the due date shows meaningful thought and effort, and fulfills the required elements.

Student Education Plan

You will complete a semester-by-semester education plan that includes all the coursework components applicable based on your educational goal.

How you will be graded on the Student Education Plan (50 points)

1. Template is completely filled out indicating your major, university you are preparing for (if applicable), English and Math assessment results and prerequisites, unit calculation and electives (if applicable).
2. All major coursework from the catalog (AA/Certificates) or from assist.org are listed. The courses listed are the community college courses and not the university courses. Prerequisites are indicated if applicable
3. General education coursework is completed properly in its entirety and the correct GE plan is used.
4. Semester-by-semester plan includes coursework you have taken, are currently enrolled in and plan to take listing incorporating all of applicable coursework (general education, major and electives).
5. Semester-by-semester plan includes the appropriate number of units required for the goal (unit minimum for certificate, 60 degree applicable units for an AA degree, or at least 60 transferable units if educational goal is to transfer).

Grading rubric for Student Education Plan

	Poor (0-2 points)	Good (3-4 points)	Excellent (5 points)
Student information (educational goal, assessment results); calculation of units; elective section	2 or more components are missing from the required elements for the student. The unit calculation and elective section is incomplete.	1 component is missing from the required elements for the student information section. Units are not calculated correctly and some electives may be missing.	An original plan is submitted that is completely filled out indicating your major, university you are preparing for (if applicable), English and Math assessment results and prerequisites, unit calculation and electives (if applicable). The units are calculated correctly and elective coursework is listed if applicable.
	Poor (0-6 points)	Good (7-9 points)	Excellent (10 points)
Major Coursework	Major prep coursework is incomplete. The wrong courses are listed and no prerequisites are indicated.	Most major prep coursework is listed from the catalog or assist.org. The courses listed are the community college courses and not the university courses. Prerequisites are not indicated if applicable.	All major prep coursework is listed from the catalog or assist.org. The courses listed are the community college courses and not the university courses. Prerequisites are indicated if applicable.
	Poor (0-6 points)	Good (7-9 points)	Excellent (10 points)
General Education Coursework	General education coursework is not listed in the proper area or left blank or the wrong GE plan is used.	General education coursework is mostly complete with 1-2 courses missing and the correct GE plan is used.	General education coursework is completely properly in its entirety and the correct GE plan is used.
	Poor (0-17 points)	Good (18- 24points)	Excellent (25 points)
Semester-by-semester plan	Significant coursework is missing such as past or future coursework. There are not enough units necessary to achieve the goal.	Includes most coursework but plan may be short units (electives) to achieve the goal and there are some errors.	Semester-by-semester plan includes coursework you have taken, are currently enrolled in and plan to take listing incorporating all of applicable

coursework (general education, major and electives). It includes the appropriate number of units required for the goal (unit minimum for certificate, 60 degree applicable units for an AA degree, or at least 60 transferable units if educational goal is to transfer).

Final Research Project

For your final you must complete a research project. This project will allow you to explore a college, major, **or** career (select only **one**) of your choice. This will give you an opportunity to learn what education, training, and experience you need in order to achieve your goal.

You can use books, magazines, newspaper articles, internet sites, brochures, catalogs, etc. to gather your information. In addition, the Pierce College Transfer/Career Center, located in the Administration Building, has many materials to help you complete this assignment. You must include a reference page and properly cite information.

The research paper is worth 90 points and is due Monday of Finals week at 9:00 am via an assignment link on Etudes. You must submit your research topic by Sunday of Week 7 at 11:30 pm via an assignment link on Etudes. In addition, you must submit an outline of your paper by Sunday of Week 10 as an assignment link on Etudes.

You must discuss at least 8 of the following topics in your paper:

College

- A summary of your college
- History of the campus
- Describe the location of college
- Popular majors offered at the college
- Eligibility requirements for that college or career
- Cost to attend the college per year
- How long it will take to achieve your goal
- Advantages and disadvantages of attending that college
- Obstacles preventing you from achieving your goal
- Strategies you will utilize to overcome your obstacles
- Opinions about your college

Major

- A summary of your major
- Discuss the various career options for a particular major
- Describe the major's focus and any specializations found within this major (i.e. Business Administration major includes specializations in marketing, accounting ...)
- Colleges that offer this major
- Your major and career goals
- Advantages and disadvantages that major
- Obstacles preventing you from achieving your goal
- Strategies you will utilize to overcome your obstacles
- Opinions about your major

Career

- A summary of your career choice
- History of how your career field started
- Training or education needed to reach your college and career goal
- Eligibility requirements for that career
- Colleges that offer this major
- Work environment
- Job responsibilities you will have in your career
- Special skills needed for the career
- Average salary for your career and future job outlook
- Possible employers (types of companies, schools, etc) for your career
- How long it will take to achieve your goal
- Advantages and disadvantages of pursuing that type of career
- Obstacles preventing you from achieving your goal
- Strategies you will utilize to overcome your obstacles
- Opinions about your career choice

Suggested website sources for your research:

www.bls.gov/oco

www.eureka.org (Site Key Code: N1ROUEO)

www.assist.org

www.uctransfer.org

www.csumentor.edu

www.calstate.edu

www.aiccu.edu

www.aiccumentor.edu

Do **NOT** use Wikipedia (www.wikipedia.org). This is not a scholarly website.

Do **NOT** cut and paste from any website. This is plagiarism. You need to paraphrase in your own words.

How you will be graded on your research paper

Your research paper is worth 90 points and you will be graded on:

- 1) Introduction – is a separate paragraph from the body of your paper and is like a roadmap for your reader that tells them what you will be discussing in your paper.
- 2) Body of the paper - Your paper must include at least 8 citations throughout the paper.
- 3) Proper referencing and citations – you need at least 8 citations. This is a research project and is not a reflection essay. You should use concrete references to back up your claims versus personal knowledge. You will need to use at least 3 different sources. Your citations cannot be all from the same source.
- 4) Conclusion – is not an opinion, but summarizes the discussion points that you discussed in your paper.
- 5) Grammar and spelling
- 6) Overall writing -The research project will include a 5-page double-spaced in Times New Roman 12 point font with margins that are 1” top and bottom and 1.25” left and right. Title and reference pages do not count towards the minimum page requirement.

	Poor (0 points)	Good (1-2 points)	Excellent (2.5 points)
Introduction	There is no introduction. The paper goes straight into one of the discussion points without telling the reader what will be discussed in the essay. Or, the introduction is a personal opinion of the research topic.	Introduction somewhat covers the discussion points but there is still some ambiguity in the way it is conveyed. Not all discussion points are addressed.	Introduction clearly states at least 8 discussion points that will be addressed in the essay.
	Poor (0-59 points)	Good (60-67 points)	Excellent (68-75 points)
Body of the paper	Not all 8 discussion points are addressed.	Body of the paper addresses 8 discussion points but could go into more depth.	Body of the paper clearly addresses 8 discussion points and exhibits meaningful thought and effort on each topic. Information clearly relates to the main topic.
	Poor (0-2 points)	Good (3-4 points)	Excellent (5 points)
Proper referencing and citations	There are no citations throughout the paper.	There are less than 8 citations from 2 or less different sources that are not always cited or referenced properly according to MLA.	There are at least 8 citations from at least 3 different sources that are cited and referenced properly according to MLA.
	Poor (0 points)	Good (1-2 points)	Excellent (2.5 points)
Conclusion	This is no conclusion. The paper ends abruptly or is an opinion of the research topic.	The conclusion does not summarize all of the 8 discussion points and somewhat reflects an opinion.	The conclusion clearly summarizes the 8 discussion points without conveying an opinion of the research topic.
	Poor (0 points)	Good (1-2 points)	Excellent (2.5 points)
Overall writing	Paper does not flow well and may jump back and forth between topics. There is no clear structure, ideas are fragmented and superficial, and there is little effort put into	Paper is written such that topics go from broad topics at the beginning of the paper to narrow topics at the end. There may be transition sentences from one topic to the	Paper is written such that topics go from broad topics at the beginning of the paper to narrow topics at the end. There are transition sentences from one topic to the next. The

	covering all of the discussion topics. The paper does not meet the 5 page minimum requirement.	next. The paper does not meet the 5 page minimum requirement.	paper meets the 5 page minimum requirement.
	Poor (0 points)	Good (1-2 points)	Excellent (2.5 points)
Grammar and spelling	Very little attention is paid to grammar and spelling and there are many errors throughout the paper.	Good attention is paid to grammar and spelling. There are some grammatical errors throughout the paper.	Proper attention is paid to grammar and spelling. Grammatical errors are rare or few.

Grading

I will do my best to complete grades by Friday of the following week after the assignment is due. You will receive an email notifying you when grades are complete for each week. **You have until Sunday of that week to dispute any grades. After this, you forfeit your right to a grade change.** For example, grades for Week 4 will be completed by Friday of Week 5. You have until Sunday of Week 5 to dispute any grades.

Final Grading Scale

- A 90 – 100%
- B 80 – 89%
- C 70 – 79%
- D 60 – 69%
- F 0 – 59%

Extra Credit

Extra credit is available by attending an approved workshop (see instructions on Etudes for list) for 10 points maximum extra credit.

You must submit a 1-page paper on what you learned from the workshop by **Sunday of Week 14**. There is a link to submit the assignment on the “General PD 40 Information” section in Etudes. See the *Assignment and Paper Guidelines* section of the syllabus for paper guidelines.

If you have an alternate idea for extra credit, please email me for approval.

Course Schedule

Week 1 SYLLABUS IS SUBJECT TO CHANGE PER INSTRUCTOR Introduction to PD 40

Read: Course Syllabus
Located on Etudes under the Syllabus tab

Read: How this Class Works
Located on Etudes under the Syllabus tab

Quiz: Course Syllabus
Complete Quiz by Sunday at 11:30 pm

Assignment: Online Scavenger Hunt (50 points)
Complete by Sunday of Week 2 at 11:30 pm

Forum – Introductions

Post your introduction by Wednesday at 11:30 pm and respond to 2 classmates before Sunday at 11:30 pm.

Week 2 Introduction to College; Strategies for Success

Read: Chapter 1

Lecture: Chapter 1 PowerPoint Lecture

Quiz: Complete Chapter Quiz
Complete by Sunday at 11:30 pm

Assignment: Case Study – Setting Priorities
Complete by Sunday at 11:30 pm

Assignment: Online Scavenger Hunt (50 points - see week 1 for instructions)
Complete by Sunday at 11:30 pm

Forum: Your Goals and Values
Post your response by Wednesday at 11:30 pm and respond to 2 classmates before Sunday at 11:30 pm.

Week 3 Time Management

Read: Chapter 2

Lecture: PowerPoint Lecture online

Quiz: Complete Chapter Quiz
Complete by Sunday at 11:30 pm

Assignment: Time Management Activity & Journal (20 points)
Complete by Sunday at 11:30 pm

Assignment: Personal Calendar (20 points)
Complete by Sunday at 11:30 pm

Assignment: Personal Calendar Questions (5 points)
Complete by Sunday at 11:30 pm

Forum: Time Management
Post your response by Wednesday at 11:30 pm and respond to 2 classmates before Sunday at 11:30 pm.

Week 4 How We Learn

Read: Chapter 4

Lecture: PowerPoint Lecture

Quiz: Complete Chapter Quiz
Complete by Sunday at 11:30 pm

Assignment - Journal: Learning Style
See Journal guidelines in syllabus.

Complete by Sunday at 11:30 pm

Forum : How We Learn

Post your response by Wednesday at 11:30 pm and respond to 2 classmates before Sunday at 11:30 pm.

Week 5 Taking Exams and Tests

Read: Chapter 8 & 9

Lecture: PowerPoint Lecture online

Quiz: Complete Chapter Quiz

Complete by Sunday at 11:30 pm

Assignment: Journal – Test Taking

Complete by Sunday at 11:30 pm

Assignment: Case Study - Taking Exams and Tests

Complete by Sunday at 11:30 pm

Forum : Taking Exams and Tests

Post your response by Wednesday at 11:30 pm and respond to 2 classmates before Sunday at 11:30 pm.

Week 6 Listening, Participating, and Note-taking

Read: Chapter 6

Lecture: PowerPoint Lecture online

Quiz: Complete Chapter Quiz

Complete by Sunday at 11:30 pm

Assignment - Case Study: Listening, Participating, and Note-taking

Complete by Sunday at 11:30 pm

Forum: Concentrating

Post your response by Wednesday at 11:30 pm and respond to 2 classmates before Sunday at 11:30 pm.

Week 7 Effective Writing and Speaking

Read: Chapter 10

Lecture: PowerPoint Lecture online

Quiz: Complete Chapter Quiz

Complete by Sunday at 11:30 pm

Assignment : Journal – Writing and Speaking Projects in College

Complete by Sunday at 11:30 pm

Assignment - Case Study: Effective Writing and Speaking

Complete by Sunday at 11:30 pm

Assignment – Submit Your Research Topic
Complete by Sunday at 11:30 pm

Forum – Effective Writing and Speaking
Post your response by Wednesday at 11:30 pm and respond to 2
classmates before Sunday at 11:30 pm.

Week 8 Research and College Libraries

Read: Chapter 11

Lecture: No PowerPoint Lecture this week

Assignments – Weblinks: Plagiarism.org

Quiz: Plagiarism Quiz
Complete by Sunday at 11:30 pm

Week 9 Career Exploration

Read: Chapter 12

Read: Does your Major Really Matter?

Lecture: PowerPoint Lecture

Assignment: Eureka True Colors Self Assessment

Assignment: Eureka True Colors Questionnaire (20 points)
Complete by Sunday at 11:30 pm

Assignment: Eureka Program of Study and Major (9 points)
Complete by Sunday at 11:30 pm

Assignment: Informational Interview (30 points)
Complete by Sunday at 11:30 pm

Forum: Self-Assessment of Your Competencies
Post your response by Wednesday at 11:30 pm and respond to 2
classmates before Sunday at 11:30 pm.

Week 10 The Transfer Process

Lecture: PowerPoint Lecture

Quiz: Transfer Quiz
Complete by Sunday at 11:30 pm

Case Study: Calculating Your GPA
Complete by Sunday at 11:30 pm

Student Education Plan (50 points)
Submit via email to the professor by Sunday at 11:30 pm

Research Paper Outline Due

Submit via email to the professor by Sunday at 11:30 pm

Week 11 Critical Thinking

Read: Chapter 5

Lecture: PowerPoint Lecture

Quiz: Complete Chapter Quiz
Complete by Sunday at 11:30 pm

Assignment – Journal: Critical Thinking
See Journal guidelines in syllabus.
Complete by Sunday at 11:30 pm

Forum: Critical Thinking
Post your response by Wednesday at 11:30 pm and respond to 2 classmates before Sunday at 11:30 pm.

Week 12 Diversity: Appreciating Differences Among Us

Read: Chapter 15

Lecture: PowerPoint Lecture

Quiz: Complete Chapter Quiz
Complete by Sunday at 11:30 pm

Assignment – Journal: Diversity and Discrimination
See Journal guidelines in syllabus.
Complete by Sunday at 11:30 pm

Assignment – Journal: Diversity in our Society
See Journal guidelines in syllabus.
Complete by Sunday at 11:30 pm

Forum: Diversity
Post your response by Wednesday at 11:30 pm and respond to 2 classmates before Sunday at 11:30 pm.

Week 13 Staying Healthy

Read: Chapter 16

Lecture: PowerPoint Lecture online

Quiz: Complete Chapter Quiz
Complete by Sunday at 11:30 pm

Assignment: Journal – Staying Healthy
Complete by Sunday at 11:30 pm

Forum : Staying Healthy
Post your response by Wednesday at 11:30 pm and respond to 2 classmates before Sunday at 11:30 pm.

Week 14 Relationships

Read: Chapter 14

Lecture: PowerPoint Lecture

Quiz: Complete Chapter Quiz
Complete by Sunday at 11:30 pm

Assignment: Journal - Relationships
Complete by Sunday at 11:30 pm

Forum: Relationships
Post your response by Wednesday at 11:30 pm and respond to 2 classmates before Sunday at 11:30 pm.

Week 15 Managing Your Money

Read: Chapter 13

Lecture: PowerPoint Lecture

Finals Week Final Project

Final Project
See instructions in course syllabus
Complete Final Project by Monday at 9:00 pm

PD 40 Online Survey
Complete by Sunday at 11:30 pm