Instructor: Diane Gierke  
Office Location: WTTC Room B123  
Office Phone: 325-481-8300 ext. 3253  
Office Hours: Tuesday/Thursday 12:00 p.m. – 1:30 p.m. and Wednesday 10:30 a.m. – 12:30 p.m. or by Appointment  
E-Mail: dgierke@howardcollege.edu. Please use the Course Messages in Blackboard for any course related correspondence. If you are having Blackboard issues, please contact the Blackboard Help Desk at blackboard.hc@gmail.com or 1-432-698-0618. The Help Desk is monitored 8:00 a.m. through 10:00 p.m., CST, 365 days per year. MindTap Technical Support, use the link provided in Blackboard or call the Digital Course Support Hotline at 800-990-8211.

Prerequisites: None

Class Meeting Dates/Day/Times:  
Blackboard Online  
August 29 – December 16, 2016 (16 weeks)

I. Course Description: A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

II. Instructional Materials:  
Required Text: On Course, Study Skills Plus Edition integrated with MindTap  
Author: Downing, Skip  
Edition: 2nd


You must have a computer with internet access to participate in this course. In addition, the Mindtap Student Access code contains an electronic version of the textbook. If you wish to purchase a hard, looseleaf copy of the textbook, the information is given above, but be aware that a hard loose-leaf copy is packaged with Mindtap and also contains the Ebook. Complete registration instructions for Mindtap will be given in class. It is the student’s responsibility to make sure his/her computer, internet access, and Mindtap account are working properly. (There is a 14 day free trial of Mindtap available the first 14 days of class if you are having trouble purchasing it. You will have to pay after that time to keep it.) NOT HAVING MATERIALS FOR THE CLASS IS UNACCEPTABLE.
III. **Course Requirements:**
A set of lessons has been posted on your Blackboard course site. If you are not familiar with Blackboard, please go through Blackboard training before you begin. Each week two or three new numbered lesson tabs will appear on the main menu filled with that week’s assignments and a due date. You are required to keep up with the lessons as directed by the professor.

This course is very dependent on your active reading, discussion, participation in online activities. Please read all the textbook assignments, and look at the supplemental materials provided for you. If you don’t understand something, please ask, and I will be happy to explain. I prefer that you get your work done early in the week. Please do not wait until Monday night to begin your work, or you will find it hard to do your best! I recommend spreading out your readings and assignments throughout the week.

Also, I work M-F, so I like to grade during this time as well. I know many students work during the week and do class work on the weekends, and this is totally fine. I spend time with my family on the weekends. However, if you have questions during the weekends, please be aware that I do not always check in each Saturday and Sunday, so be prepared to wait until Mondays for answers. I prefer that you complete work as early in the week as possible, especially discussion boards that require interaction.

This course will consist of journal writings, quizzes, self-assessments, study skills plans, case studies, career assessment inventory, a learning style inventory, a money management worksheet, and a personal philosophy of success.

IV. **Program Outcomes:**
1. Critical Thinking - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral, and visual communication
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities

V. **Student Learning Outcomes:**
By the end of the course, students will be able to do the following:
1. Demonstrate personal responsibility and self-management skills
2. Describe ways to discover self-motivation, employ interdependence, gain self-awareness, adopt life-long learning, develop emotional intelligence, and believe in themselves

VI. **Attendance Policy/Makeup Work:**
You are expected to work on your class materials each week and complete them on time. Plan to spend at least 1 hour each week minimum for the online part of this class and include offline time for study/reading time. You will have until 11:00 PM on Tuesday of each week to complete the prior week’s assignments, but this does not mean to wait until then to do it. **No late work will be accepted. Do not fall behind!**

Please set up a schedule to follow as if you were in a face to face class, and do not fall behind on your reading. Spread your reading and activity work out, and do not leave it until the last minute.
VII. Class Assessment/Grading:

1) Students will take eight chapter Quizzes. Students may not make-up a quiz due to absence.
2) Students will complete six Wise Choices Academic Skills Plans which will research:
   a. Reading (Chapter 2)
   b. Taking Notes (Chapter 3)
   c. Organizing Study Materials (Chapter 4)
   d. Rehearsing and Memorizing Study Materials (Chapter 5)
   e. Taking Tests (Chapter 6)
   f. Writing (Chapter 7)
3) Students will read and think critically about 3 Case Studies in this course, and answer discussion questions.
4) Students will participate in a college resources Scavenger Hunt activity.
5) Students will write 6 journal entries throughout the course and write your thoughts and observations for a grade. Journal 1 and Journal 33 will be associated with the Self-Assessment Assignments.
6) Students will participate in a Career Assessment Activity.
7) Students will also complete a Learning Styles Inventory.
8) Students will complete a budget.
9) Students will learn to calculate their own GPA.
10) Students will create a time management plan using the quadrants in the textbook.
11) Students will complete a two-part Self-Assessment Activity.
12) Students will be responsible for preparing and presenting a Personal Philosophy of Success presentation.
13) Students will participate in chapter discussions with your classmates.

Final grades will be determined as follows:
5% Tests to include:
- 8 Chapter Quizzes
70% Daily grades to include:
- 6 Journals
- 6 Wise Choices Academic Skills Plans
- 3 Case Studies
- Calculate GPA
- 1 Career Assessment Inventory
- 1 Learning Styles Inventory
- 1 Time Management/Quadrants
- Create a budget
- Chapter Discussions
15% Special Assignments to include:
- Scavenger Hunt – College Resources
- 2 Part Self-Assessment
10% Final Project
- 1 Personal Philosophy of Success Presentation
A  90-100%
B  80-89%
C  70-79%
D  60-69%
F  Below 60%

VIII. Course Content and Rigor: College-level courses may include controversial, sensitive, and/or adult material. Students are expected to have the readiness for college-level rigor and content.

IX. Confidentiality in Courses: Any personal information shared by students in college-level courses, either written or verbal, face-to-face or online, is not considered confidential nor does it fall under FERPA guidelines. Students should refrain from sharing information they do not wish to make public knowledge. The instructor reserves the right to report pertinent information to the appropriate administration if s/he feels that the student may be a danger to him/herself or others.

X. ADA Statement: Any student who requires special accommodations due to a documented disability under the provisions of the American with Disabilities Act should contact the District Coordinator the first week of class.

XI. Course Calendar: Assignments with (MT) beside them indicate that the assignment will be completed and submitted in MindTap. Assignments with (BB) beside them indicate the assignment is to be submitted through Blackboard. When you click an assignment link that has a blue dotted circle beside it, you will be directed to MindTap to complete the assignment.

<table>
<thead>
<tr>
<th>Weekly Schedule</th>
<th>Focus</th>
<th>Blackboard Tabs</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>8/29</td>
<td>Welcome Introductions/Discussion (BB) – this is a graded assignment</td>
<td>Tab 1</td>
<td>9/6</td>
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<td>After reading the syllabus, please send your instructor a Course Message that you have read, understand and agree to the syllabus (BB) – this is a graded assignment</td>
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<td>Do systems checks and sign up for MindTap</td>
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<td>9/6</td>
<td>Read Chapter 1 – Getting On Course to Your Success</td>
<td>Tab 2</td>
<td>9/13</td>
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<td></td>
<td>• Self-Assessment 1 and Journal 1 (MT)</td>
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<td>• Calculate GPA (BB)</td>
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<td>• Chapter 1 Quiz (BB)</td>
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<td>9/13</td>
<td>Read Chapter 2 – Accepting Personal Responsibility</td>
<td>Tab 3</td>
<td>9/20</td>
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<td>• Case Study - The Late Paper (MT)</td>
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<td>• Journal 6 (BB)</td>
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<td>• (Note Taking Videos are optional – for information only)</td>
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<td>9/20</td>
<td>Read Chapter 3 – Discovering Self-Motivation</td>
<td>Tab 4</td>
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<td>• Scavenger Hunt – College Resources and Scavenger Hunt Discussion Due 11/15 (BB)</td>
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<td>• Journal 10 (MT)</td>
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<td>• Wise Choices Academic Skills Plan – Taking Notes (BB)</td>
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<td>• Ch. 3 Discussion (BB)</td>
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<td>• (Career Planning, Exploring Majors, Motivation, and Taking Notes Videos are optional – for information only)</td>
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<td>9/27</td>
<td>Read Chapter 4 – Mastering Self-Management</td>
<td>Tab 5</td>
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<td>• Case Study – The Procrastinators (MT)</td>
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<td>• Time Management/Quadrants (BB)</td>
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<td>10/4</td>
<td>Read Chapter 5 – Employing Interdependence</td>
<td>Tab 6</td>
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<td>• Career Assessment (BB)</td>
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<td>• Journal 20 (MT)</td>
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<td>10/11</td>
<td>• Wise Choices Academic Skills Plan – Organizing Study Materials (MT)</td>
<td>Tab 7</td>
<td>10/18</td>
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<td>• Ch. 4 Discussion (BB)</td>
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<td>• Chapter 4 Quiz (BB)</td>
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<td>10/18</td>
<td>Read Chapter 6 – Rehearsing and Memorizing Study Materials (MT)</td>
<td>Tab 8</td>
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<td>• Ch. 5 Discussion (BB)</td>
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<td>• Chapter 5 Quiz (BB)</td>
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<td>10/25</td>
<td>• Spring Break March 14 – March 18</td>
<td>Tab 9</td>
<td>11/1</td>
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<td>• Wise Choices Academic Skills Plan – Rehearsing and Memorizing Study Materials (MT)</td>
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### XII. Smoking and eCigarettes:
Smoking or other use of tobacco products and use of electronic cigarette devices is prohibited in all Howard County Junior College district facilities and vehicles.

### XIII. Additional Information:

**Discipline:** According to the Howard College Student Handbook, “The Code of Student Conduct is subject to change by action of the Board of Trustees. Each student should be familiar with all published policies, rules and regulations of the college. Copies of such documents will be available to the student for inspection in the Student Services offices. The student is responsible for obtaining published materials to update the items in this code. Each student is expected to comply with the college's established policies, rules and regulations as well as federal, state, and local laws. This principle extends to conduct off campus which is likely to have adverse effect on the college, or on the educational process, or which characterizes the offender as an unfit associate for the other students.”

Plagiarism and cheating of any form are both unethical and against Howard College policy. According to the Council of Writing Program Administrators, plagiarism is defined as, “In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source.” Any student who participates in plagiarism or cheating will automatically receive a zero for the assignment and may face other consequences, including being reported to the campus disciplinary officer and possibly facing suspension from the class or from the college.

**Refunds:** Please note the important add/drop/refund dates found on the Howard College webpage at [www.howardcollege.edu](http://www.howardcollege.edu) under Come To HC - Business Office/Payments – Refund Schedule.
Please note: The instructor reserves the right to modify this syllabus at any time.