As your friend, I would like to welcome all students to this special course. As your instructor, I would like to introduce you to new habits, as well as acknowledging old habits of Becoming a Master Student! Lets make this semester, the beginning of the best future we can plan!

Instructor: Joe Cool
Phone: 702.555.1234
Office: W. Charleston
E-mail: JCool@college123.com

Office Hours:
Mon-Tues 9 a.m. – 5 p.m.
Wed- 10 a.m. – 2 p.m.
Thurs-Fri Appointment Only

“You can teach a student a lesson for a day; but if you can teach him to learn by creating curiosity, he will continue the learning process as long as he lives.” Clay P. Bedford
This course is designed to increase the student’s success in his/her professional and personal life through the discussion of career and life planning skills.

- Examine and discuss career and personal skills as they relate to collegiate success.
- Learn about and apply time management techniques.
- Evaluate and improve study habits, test taking skills, health, self-esteem, beliefs, and relationships.
- Set goals and adapt learning strategies geared toward college success.
Attendance:
Seeing as this is an online course, attendance cannot be taken. However, you will be evaluated on how often you log on, as well as look at and respond to postings. I want each of you to be very active in this course. Just because your work is complete, does not mean you are done. Responses and critiques of classmates are equally as important.

Missed Assignments:
Failure to complete an assignment by the due date and time will result in a zero. Late or make-up work will not be accepted so be sure to make necessary arrangements to meet deadlines.

Missed Quizzes/Exams:
Failure to complete a quiz or exam by the due date will result in a zero.

*There will be no Extra Credit or Make-up work available
**Required Text:**
- *Becoming a Master Student*, 12th Edition. Dave Ellis
- *The Eighth Habit: From Effectiveness to Greatness*. Stephen R. Covey

**Suggested Reading:**
*Success for Dummies*

*Please have these textbooks ready before the first day of class.*

"Education is what remains after one has forgotten everything he learned in school."—Albert Einstein

**Instructional methods:**
Instructor will post a 30-minute video lecture each week going over the chapter or focus for that week. Students are responsible for all readings and completing a quiz at the end of each lecture. Students will be required to complete 2 posts each week. One will be a free journal where the student can talk about any topic from that week. The second will be answering a question posted each week by the professor. In addition, each student will be required to post a response to at least 3 other student’s postings on both assignments. For the final project, students will be required to chose a topic that they need the most work on from the semester and write a paper explaining what the topic is, why they chose it, how it affects them, and how they would like to improve.
**Grading/Evaluation:**
Student performance will be evaluated based upon the following criteria:

- Weekly Posts: 20%
- Final Project: 30%
- Quizzes: 20%
- Responding to posts: 10%
- Final Exam: 20%

**Grade Scale**

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

**Success Tips:**

**Sample of an “A” posting:** I really enjoyed this week’s lecture on how to pick a major. Up until now I have been struggling with this decision. I found the following to be useful tools in helping with my decision: brainstorming a list, going through the majors that the college offers, finding my strengths, recognizing my weaknesses, writing down the types of work environment I think I would like best, etc. I think these would all help because…

**Sample of a “C” posting:** This week I learned about how to pick a major. I decided mine would be nursing because I am interested in it and I am good at science.
## 8 Week Assignments/Topics

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignments/Topics</th>
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<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td>SELF EVALUATION  &lt;br&gt; What am I doing here?  &lt;br&gt; What resources/help does CSN offer for me?</td>
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<tr>
<td>Intro &amp; Chapter 1/ date  &lt;br&gt; Journal Entries 1-5  &lt;br&gt; Exercises 1-5</td>
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<tr>
<td><strong>Week 2</strong></td>
<td>Quiz, p 95  &lt;br&gt; Have I got time?  &lt;br&gt; Put it to Work, p 94 (2 paragraph essay)</td>
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<tr>
<td>Chapter 2 / date  &lt;br&gt; Journal Entries 6-7  &lt;br&gt; Exercises 6-9</td>
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<td><strong>Week 3</strong></td>
<td>Quiz, p 145  &lt;br&gt; Did I forget something?  &lt;br&gt; Teams assigned for Mid Term</td>
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<tr>
<td>Chapter 3 &amp; 4  &lt;br&gt; Journal Entries 8-11  &lt;br&gt; Exercises 10-14</td>
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<td><strong>Week 4</strong></td>
<td>Quiz 173  &lt;br&gt; MID TERM Team Presentations</td>
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<td>Chapter 5  &lt;br&gt; Journal Entries 12-14  &lt;br&gt; Exercises 15-17</td>
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<td><strong>Week 5</strong></td>
<td>Can I pass this test?  &lt;br&gt; Am I a critical thinker?</td>
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<td>Chapter 6 &amp; 7  &lt;br&gt; Journal Entries 15-21  &lt;br&gt; Exercises 18-22</td>
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<td><strong>Week 6</strong></td>
<td>Quiz p 267  &lt;br&gt; Do you hear me?  &lt;br&gt; Put it to Work p 266 3 paragraph essay</td>
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<td>Chapter 8  &lt;br&gt; Journal Entries 22-25  &lt;br&gt; Exercises 23-25</td>
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<td><strong>Week 7</strong></td>
<td>Am I OK? Divide into teams for Final</td>
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<td>Chapter 10 &amp; 11  &lt;br&gt; Journal Entries 31-35  &lt;br&gt; Exercise 30</td>
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<tr>
<td><strong>Week 8</strong></td>
<td>Final as teams  &lt;br&gt; Who am I now and where am I going?</td>
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<tr>
<td>Chapter 9 &amp; 12  &lt;br&gt; Include info from Journal Entries and Exercises in presentation</td>
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(Pick your own media for presentation)
This class is worthless...

UNLESS YOU APPLY THE LESSONS LEARNED TO YOUR LIFE AND LEARNING STYLES!

• The 8th Habit

• Please use these habits to help you through this course. Remember to start off being proactive. Your work is not going to do itself! 😊

Habit 1:
Be Proactive: Principles of Personal Choice

Habit 2:
Begin with the End in Mind: Principles of Personal Vision

Habit 3:
Put First Things First: Principles of Integrity & Execution

Habit 4:
Think Win/Win: Principles of Mutual Benefit

Habit 5:
Seek First to Understand, Then to be Understood: Principles of Mutual Understanding

Habit 6:
Synergies: Principles of Creative Cooperation

Habit 7:
Sharpen the Saw: Principles of Balanced Self-Renewal
HELPFUL HINTS
First and Foremost, the goal of this course is to make you a Master Student, so don't hesitate to ask questions if you don't understand the directions. Feel free to explore the web sites that are available to you. You may find some of the tips in this section helpful. But, if you still need help or guidance, just ask.

Angel Tutorials
Free Online 24X7 Tutoring Available for Students
CSN Help Desk 1-800-630-7563/ 702-651-4357
CSN is continuing our partnership with Smarthinking to offer free academic support to all CSN students. Smarthinking has the online tutoring, online writing services, and homework help services that help students succeed. There is a Smarthinking Nugget on the student's homepage. They will click on the Nugget to access Smarthinking.
Tutors are available up to 24 hours a day, 7 days a week in a variety of subjects.

Another helpful technique is to find a STUDY BUDDY. This can be someone in your class or just someone who also needs to set aside study time. This will help you stay on track by not skipping your study time.

Be sure to use the "Frequently Asked Questions" area to be able to ask for info or get input from other students in the class. WHERE?????? Communicate tab.

When viewing posts from other students, if you click on their name to the right of the title, you can contact them directly with an email.
Or you may go to the Communicate tab and select "send a message" to skip right to sending an email.

Don't wait till an assignment is due to ask questions. Always check the syllabus for your next assignment and be sure to read the chapter and make notes before the Journal Entries and Exercises are due.

"An education isn't how much you have committed to memory, or even how much you know. It's being able to differentiate between what you know and what you don't." Anatole France
There are plenty of resources available for all students to help better their learning in this class, below are links of helpful websites as well as example projects.

http://college.cengage.com/collegesurvival/ellis/master_student/10e/students/articles/intro_worthless.html

http://college.cengage.com/collegesurvival/ellis/master_student/10e/students/exercise_index.html

http://www.davidsongifted.org/db/Articles_id_10261.aspx

http://onlinecampus.csn.edu/AngelUploads/Content/SecD11_52070/_assoc/85107F6120D4DE11A8790017A477000E/newest.pdf
Policy on Plagiarism:

Plagiarism is using someone else's words, ideas, or creations without proper acknowledgment of the source. It is important to know what the penalties for plagiarizing are.

CSN WEBSITE STATES:
“...students accept the expectations to always take the ethical path and uphold the standards for integrity and honesty in their individual academic studies and to encourage others to do the same. It is the policy of CSN to review and investigate all allegations of academic dishonesty, and if necessary, impose appropriate sanctions that maintain the integrity of CSN’s academic courses and programs.”

PLAGIARISM IS NOT ACCEPTABLE FOR ANY REASON!

ADA Statement:
Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact a campus Disability Resource Center:

Cheyenne: 651-4045
Charleston: 651-5089
Henderson: 651-3086

The Disability Center determines eligibility for and authorizes the provision of services.
Assignment Resources:
Images were given by the search engine of Google:
http://www.getentrepreneurial.com/images/powerful%20goal.gif
http://www.squidoo.com/bestbusinesscoach
www.uofaweb.ualberta.ca/.../student_smile.jpg
inourhands.lsc.gov.uk/.../student_smiling.jpg
inmedialog.com/.../uploads/2008/01/aplus.gif
www.jupiterimages.com/Image/royaltyFree/87557231
www.southalabama.edu/dss/
sociology.camden.rutgers.edu/.../plagiari.jpg
hschools.haifanet.org.il/.../Resources.aspx

STUDENTS WHO CONTRIBUTED TO THIS ASSIGNMENT:

ELEVERA & SHERYL

ANTHONY & JAMIE

RACHEL & AMBER

MIESHA & JUREE

(THESE ARE FROM MY UNDERSTANDING. PLEASE LET ME KNOW IF I FORGOT ANYONE)