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<b>COURSE</b>	EDCP108B Section 0501
<b>INSTRUCTORS</b>	Katie Koo (301-314-7699) <a href="mailto:katiekoo@umd.edu">katiekoo@umd.edu</a>
<b>OFFICE</b>	2202C Shoemaker Building
<b>TERM</b>	Spring 2016
<b>CREDITS</b>	1
<b>MEETING TIMES</b>	On-Line: February 1 to May 8, 2016
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**Required Text:**

Downing, Skip. *ON COURSE: Strategies for Success in College and in Life--Study Skills Plus Edition*, (2<sup>nd</sup> Ed.), 2014, Wadsworth, Cengage Learning.

To order the text (new or e-book), go online to [cengagebrain.com](http://cengagebrain.com) and enter ISBN 978-1- 133-30974-1 or contact the University Book Center (new, used, or e-book).

**Course Canvas Site**

Our course Canvas site ([www.elms.umd.edu](http://www.elms.umd.edu)) will be the primary venue for our class. Each week of the course will include a module for that week where directions will be given and materials for the week will be posted. Get in the habit of checking the site at the beginning of each week as important announcements may be posted. All your work will be submitted via Canvas.

**Course Description and Objectives**

EDCP 108B-0501 is designed to empower you to become a more active, strategic learner, both in college and in life. The content is based on well-researched brain-based learning strategies that, if used correctly, will help you to become a more successful student. By examining your prior and current learning strategies, you will be encouraged to make wise choices to create new pathways for growth now and in the future.

This section of EDCP 108B is an **on-line** class. As such, you are expected to be self-motivated and take personal responsibility for your learning. The content covered is very much the same as that covered in the face-to-face EDCP 108B class. However, the delivery of that content will be done electronically through Canvas and through our textbook. You will be expected to read, view PowerPoints, watch videos, and prepare for class on your own. There might be worksheets and a quiz, in addition to the course assignments that you'll need to complete after reading and/or watching a video, so that you have the opportunity to demonstrate your learning. Expect to spend between 5-6 hours a week on this class. To be most successful in the on-line environment, **you should schedule time each week to do the work for EDCP 108B.**

To see if you are ready to learn in the on-line environment, you can take the following assessment: [http://www.butte.edu/distance/assess\\_online.html](http://www.butte.edu/distance/assess_online.html). If your score is below 25 you may need to adjust your learning strategies to successfully complete this course!

**Course Objectives:**

Throughout this course, we will work towards achieving the following objectives:

***Taking charge of your life:*** You will learn how to accept personal responsibility and gain more control over the outcomes and experiences that you create in both college and life.

***Increasing self-motivation:*** You will learn to create greater inner motivation by, among other things, discovering your own personally meaningful goals and dreams.

***Improving personal self-management:*** You will learn numerous strategies for taking control of your time and energy, allowing you to move more effectively toward reaching your goals.

***Developing interdependence:*** You will learn how to develop mutually supportive relationships with people who will help you achieve your goals, and whom you can assist to achieve theirs. You will learn more about yourself within the context of being a member of the University of Maryland community.

***Increasing Self-awareness:*** You will learn to understand and revise self-defeating patterns of behavior, thought, and emotions. You will identify your learning style in order to use study strategies that will work for you. In addition, better self-understanding will help you to make wise choices to lead to success in college and in life.

***Maximizing your learning:*** You will learn to develop your own learning system and master effective study skills. You will learn how to raise your grades in college by improving essential skills, such as active reading, note-taking, studying, and taking exams.

***Developing emotional intelligence:*** You will learn how to use your emotions in order to support your goals and dreams and to make wise decisions that will help you stay on course.

***Believing in yourself:*** “The foundation of anyone’s ability to cope successfully is high self-esteem. If you don’t already have it, you can always develop it.” (Virginia Satir)

### **Learning Outcomes**

As a result of participating in this class, students will:

**Identify and apply the Wise Choice Process to their college experience**

Important concepts include: Wise Choice Process, Victim/Creator Language, Self-Talk, and Accepting Responsibility.

**Describe and develop self-management strategies for achieving academic success**

Important concepts include: Time Management, Procrastination, Motivation, and Goal Setting.

**Explain interdependence and identify helpful campus resources**

Important concepts include: Academic Policies, Career Exploration and Resources, and Building a Network of Support.

**Identify their personal approach to learning and implement a personal set of learning strategies that will lead to success and life-long learning**

Important concepts include: Active Learning, Study Skills, Exam Preparation and Exam-Taking Skills, and Brain-Based Learning.

**Identify personal strengths and growth edges**

Important activities include: Writing journals and reflections, and pre- and post-test self-assessment results.

**Course Integrity**

The University has a nationally recognized Honor Code, administered by the Student Honor Council. The pledge, approved by the University Senate, reads: "I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination." The Pledge should be handwritten and signed on all tests in this course.

In conjunction with the University's Code of Academic Integrity, allegations of academic dishonesty will be reported to the Honor Council. As a student you are responsible for upholding these standards. Be aware of consequences of cheating and facilitation of academic dishonesty. More information can be found at [www.studenthonorcouncil.umd.edu](http://www.studenthonorcouncil.umd.edu).

**Accommodations for Students with Disabilities**

Students with disabilities are encouraged to contact the instructor, so reasonable accommodations can be made to assist learning and evaluation in the class. In addition, students should contact the Office of Disability Support Services (DSS) to document their disabilities and identify appropriate accommodations. DSS (301-314-7682) provides a variety of services to students with disabilities; staff is available to consult with students at any time ([www.counseling.umd.edu/DSS](http://www.counseling.umd.edu/DSS)). It is the student's responsibility to notify the instructor at the beginning of the semester of any documented disabilities.

**Students in Need of Assistance**

The University of Maryland offers a variety of services for students in need of either educational or psychological assistance. **Learning Assistance Service (LAS)** offers services and programs on writing skills, English as a second language, study and time management skills, math learning skills, and issues for students over 25 years of age. LAS also offers a range of handouts, available on-line. If you need other educational services or support, please contact your instructor for additional resources.

If you are experiencing personal stress that is interfering with your ability to succeed, please consider contacting the **Counseling Center** or the **Mental Health Service at the University Health Center** for an appointment. The Counseling Center also offers on-line resources on a series of topics.

Learning Assistance Service (LAS)  
2202 Shoemaker Building  
Email – [LAS-CC@umd.edu](mailto:LAS-CC@umd.edu)  
Phone – 301.314.7693  
Website – [www.counseling.umd.edu/LAS/](http://www.counseling.umd.edu/LAS/)

Counseling Center  
1st Floor, Shoemaker Building  
Phone – 301.314.7651  
Website – [www.counseling.umd.edu](http://www.counseling.umd.edu)

University Health Center, Mental Health Service  
2<sup>nd</sup> Floor, University Health Center (across from the Stamp Student Union)  
Phone – 301.314.8106  
Website - [www.health.umd.edu/mentalhealth](http://www.health.umd.edu/mentalhealth)

### **Classroom Attendance**

Since this is an on-line class, the University's normal attendance policy does not apply. You can do each week's work at your own pace and at your own time. However, all activities and assignments must be completed and/or submitted by every **Sunday night at 11:59 p.m.** to receive credit for that week's module. Your "attendance" is measured by the work that you complete each week in the on-line modules. **In addition, you must attend one face-to-face meeting with the instructor or the teaching assistant.**

In the event that you do have any extenuating circumstances (including illness) that might make it difficult for you to complete that week's work please get in touch with the instructor to let her know what is going on in advance.

### **Religious Observations**

Because we are a diverse community and enroll students with many spiritual beliefs, we will be sensitive to students' requests for schedule adjustments due to religious observances. Be mindful that it is the student's responsibility to inform instructors of any need for adjustments for religious observances in advance. Notice should be provided as soon as possible

### **Course Evaluations**

CourseEvalUM will be open for students to complete their evaluations at the end of the semester. Students can go directly to the website ([www.courseevalum.umd.edu](http://www.courseevalum.umd.edu)) to do so. Students will be alerted via their official University e-mail account when the website is active for this semester.

### **Course Cancellations/Delays**

Similarly, since this is an on-line course, I expect that you will do the assigned work even if the University is closed or there are delays due to inclement weather or emergencies. Listen to the news or call the university's snow line 301-405-SNOW or the university

website ([www.umd.edu](http://www.umd.edu)) for any cancellations or delays due to inclement weather or emergencies. You may also sign up for the free university text messaging system, UMD Alerts, and receive text messages with alerts such as cancellations or delays. ([alert.umd.edu](http://alert.umd.edu)). When in doubt, you can contact the instructor for clarification.

### **Course Requirements**

1. **Weekly Discussions (10 points/week - 110 points total)**

The heart of our on-line classroom will be in our weekly discussions in Canvas. After you complete the required reading, PowerPoint viewing and/or video viewing for the week, you'll respond to questions on the week's work. You will be responsible for answering each question with thoughtful, original answers; in addition, you will respond to at least two other classmates' posts to keep the discussion moving forward. You must respond to the Discussion Questions by Wednesday evening by 11:59 PM each week; your responses to classmates' posts must be done by Sunday evening by 11:59 PM

2. **Self-Assessment Pretest and Reflection due February 14, 2016 (25 points).**

Honest self-awareness of your strengths and growth edges is an important part of college success. In order to understand yourself, you'll be doing a self-assessment at the beginning of our class in order to see where you stand related to the different principles for college success. You can take this self-assessment on the internet by visiting the On Course Website at: [http://college.cengage.com/downing\\_assessment/jsp/questions1-8.jsp?customizer=pre](http://college.cengage.com/downing_assessment/jsp/questions1-8.jsp?customizer=pre)

Once you finish the on-line assessment, you will find space for reflecting on what you learned about yourself. Please write about two well-written paragraphs for each prompt and then copy and paste your results and reflection into a word document and submit on Canvas.

3. **Time Management Project & Reflection due March 27, 2016 (35 points)**

Managing your time in college is one of the most crucial tasks for being successful. This is especially important if you have other responsibilities that you must balance with your academic load. You will complete the following forms, try to live by your schedule that week and at the end of the week, write a reflection using the questions below:

1) To-Do List for a week of 3/7/16 or 3/21/16 (5 pts.)

2) Time Estimate Sheet (5 pts.)

3) 168 Hour Schedule of the week of 3/7/16 or 3/21/16

**Outline study time & recreation time in different colors. Make sure this key is clear and readable.** (15 pts.)

4) Time Management Reflection (10 pts.)

Please answer the following the questions in your reflection:

1. Was I making wise choices in how I planned and used my time? (2 pts)

2. Can I estimate how long a task or assignment will take? (2 pts)

3. What things, if any, prevented me from accomplishing my priorities? (2pts)

4. Do I seem to have balance in my life? (work, play, school) (2 pts.)

5. What 1 or 2 specific things can I do differently to improve my time

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management (and/or self-management)? (2 pts.)

Your reflection should be typed and attached to your to-do list, time estimate sheet, and 168 hour schedule. Submit all documents in Canvas.

4. Instructor Appointment and Reflection -- due April 3, 2016 (20 points)

- a. Appointment: You will be required to schedule and attend one 30 minute appointment with your instructor before this week. (Call 301-314-7693 or go to <https://LASonline.umd.edu>). Please bring a copy of your planner or calendar and your time management assignments to the meeting. (10 points)
- b. Reflection Paper: Please write a reflection paper about the session and include the benefits, knowledge, practical application, etc. as a result of the meeting. (In other words, what did you learn about yourself, your study habits, and needed changes to become a more effective student?) (10 points). Turn your reflection in via Canvas.
- c. I strongly encourage you to meet with the instructor well ahead of the due date (you can even meet with the instructor at the beginning of the semester)

5. On-Line Quiz – due April 24, 2016 (10 points) Academic Policies quiz delivered online via Canvas.

6. Self-Assessment Post-test and Reflection due May 8, 2016 (25 points)

Just as you did a self-assessment at the beginning of our class, you will now do a self-assessment as our class is drawing to a close. This will give you a chance to reflect on what you have learned about the principles for college success during our class. You can take this self-assessment on the internet by visiting the On Course Website at: [http://college.cengage.com/downing\\_assessment/jsp/questions1-8.jsp?customizer=post](http://college.cengage.com/downing_assessment/jsp/questions1-8.jsp?customizer=post) Submit your assessment and reflection in Canvas as you did with your pretest assessment.

7. Final Success Portfolio due May 8, 2016 (75 Points)

In lieu of a final exam, students are to develop an electronic course portfolio to demonstrate their learning in the course. You will select an appropriate electronic tool (Video, Website, Prezi, PowerPoint, PDF, etc.) to display your portfolio. The selected electronic tool should be one that is accessible by anyone using a standard computer and software. That is, it does not require the purchase of special software to access it.

The course portfolio must include the student's learning related to each of the five course learning outcomes (listed on page 2 of our syllabus). It is up to you to determine the manner this information will be presented. You can use Prezi, make a video, or create a PowerPoint presentation. I want you to highlight what you have learned about yourself and how you can be a successful college student as well as the strategies that you will use to insure that you reach your goals. Be sure to include concepts that we have talked about in class and in our readings/activities. The course portfolio will be submitted electronically on Canvas no later than 11:59 p.m. on May 8, 2016, and will be graded using the rubric given to you in class.

**GRADING:** The final grade will be determined by points. There is a total of 300 points to be earned in this course.

Grade	Points	Grade	Points
<b>A+</b>	<b>291-300</b>	<b>C+</b>	<b>231-240</b>
<b>A</b>	<b>279-290</b>	<b>C</b>	<b>219-230</b>
<b>A-</b>	<b>270-278</b>	<b>C-</b>	<b>210-218</b>
<b>B+</b>	<b>261-269</b>	<b>D+</b>	<b>201-209</b>
<b>B</b>	<b>249-260</b>	<b>D</b>	<b>189-200</b>
<b>B-</b>	<b>240-248</b>	<b>D-</b>	<b>180-188</b>
		<b>F</b>	<b>179 or Less</b>

Assessment	Points	Due Date
Weekly Discussions	110	Weekly
Self-Assessment Pretest and Reflection	25	February 14, 2016
Time Management Project	35	March 27, 2016
Instructor Appointment w/Reflection	20	April 3, 2016
Academic Policies Quiz	10	April 24, 2016
Self-Assessment Post-test and Reflection	25	May 8, 2016
Final Success Portfolio	75	May 8, 2016
<b>TOTAL</b>	<b>300</b>	

**The instructor of the course reserves the right to amend the topics, schedule, and/or assignments of the course. You will be notified of any changes.**

### **Outline of Course**

Date	Topic	Readings/Assignments Due
February 1-7	Introduction to the On-Line Version of EDCP 108B	Course Questions Introductions Please! Discussion
February 8-14	Module 1: Getting On Course to Your Success	Downing Chapter 1 <i>Self-Assessment Pretest and Reflection</i> <i>Weekly Discussion Questions #1</i>
February 15-21	Module 2: Accepting Personal Responsibility Watch "The Choices of Successful Students" Video	Downing Chapter 2 <i>Wise Choice Activity p. 59</i> <i>Weekly Discussion Question #2</i>

February 22-28	Module 3: Brain-Based Learning Watch "How to Get the Most out of Studying" Videos*	<i>Weekly Discussion Questions #3 Brain-Based Learning Reflection</i>
February 29- March 6	Module 4: Discovering Self-Motivation Watch the following videos: "One Student's Story: James Terrell, Appalachia State University, NC" and "Note Taking Skills"	Downing Chapter 3 <i>Weekly Discussion Questions #4</i>
March 7 - 13	Module 5: Mastering Self-Management Watch "How to Manage Your Time Better" video	Downing Chapter 4 <i>Weekly Discussion Questions #5</i>
<b>Spring Break: no assignments!!!</b>		
March 21 - 27	Module 6: Employing Interdependence	Downing Chapter 5 <i>Time Management Project Due Weekly Discussion Questions #6</i>
March 28 – April 3	Module 7: Gaining Self-Awareness Watch "7 Effective Test Taking Tips" video	Downing Chapter 6 <i>Weekly Discussion Questions #7 Instructor Reflection Due</i>
April 4 - 10	Module 8: Adopting Life Long Learning	Downing Chapter 7 <i>Weekly Discussion Questions#8</i>
April 11 - 17	Module 9: Developing Emotional Intelligence	Downing Chapter 8 <i>Weekly Discussion Questions#9</i>
April 18 - 24	Module 10: Understanding Academic Policies	<i>Academic Policies Quiz Weekly Discussion Questions #10</i>
April 25 – May 8	Module 11: Staying On-Course to Your Success	Downing Chapter 9 <i>Weekly Discussion Questions#11 Self Assessment Post-Test and Reflection Final Success Portfolio</i>