Syllabus

Course Description
Introduces the skill set needed to succeed in online courses. It provides opportunities for learners to write effective college papers, use the CSU online library, and develop strategies that enhance career planning.

Course Textbook

Course Learning Outcomes
After completing this course, learners will be able to:
1. Analyze personal motivation for learning.
2. Develop a plan for managing goals and priorities.
4. Locate an article from the CSU Online Library databases.
5. Develop strategies for career success.
6. Create an academic paper in APA format.

Course Structure
This course is divided into eight units. The readings are located in the course textbook and most of the units deliver a lesson via video to enhance your understanding of the course material. The best place to start each unit is to review the Unit Checklist, which lists the items to complete each week: reading assignment, lesson presentations, unit quiz, and assignment instructions.

In this course, you will write an Academic Paper reflecting on the major topics of the units. Writing, communication, critical thinking, and reflective thinking skills are a key part of success in college. In order to develop or hone these skills, you will construct a short paper on the unit topics. The instructions will explain the topic and the information to include in your paper. The unit topics are directly related to the unit readings and lesson. When you have completed the Academic Paper, you will have met the course learning outcomes listed above.
## Course Outline

<table>
<thead>
<tr>
<th>Unit/Reading</th>
<th>Course Learning Outcomes</th>
<th>Unit Quiz</th>
<th>Assignments</th>
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<tr>
<td><strong>Unit I</strong> Chapter 1, pp. 1-5, 11-41 Chapter 2, pp. 42-61</td>
<td>☑️ Analyzing personal motivation for learning.</td>
<td>Unit I Quiz</td>
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<tr>
<td><strong>Unit II</strong> Chapter 3, pp. 62-94</td>
<td>☑️ Analyzing personal motivation for learning.</td>
<td>Unit II Quiz</td>
<td>Unit II Essay</td>
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<tr>
<td><strong>Unit III</strong> Chapter 4, pp. 95-115 Chapter 5, pp. 119-146</td>
<td>☑️ Develop a plan for managing goals and priorities.</td>
<td>Unit III Quiz</td>
<td></td>
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<tr>
<td><strong>Unit IV</strong> Chapter 6, pp. 149-170 Chapter 7, pp. 171-195</td>
<td>☑️ Utilize learning strategies for academic success.</td>
<td>Unit IV Quiz</td>
<td>Unit IV Revised Essay</td>
</tr>
<tr>
<td><strong>Unit V</strong> Chapter 8, pp. 197-210 Chapter 9, pp. 219-243 CSU APA Success Guide</td>
<td>☑️ Locate an article from the CSU Online Library databases.</td>
<td>Unit V Quiz</td>
<td>Unit V Library Search Exercise</td>
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<tr>
<td><strong>Unit VI</strong> Chapter 10, pp. 248-275</td>
<td>☑️ Develop strategies for career success.</td>
<td>Unit VI Academic Paper</td>
<td></td>
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<tr>
<td><strong>Unit VII</strong> Chapter 11, pp. 281-304</td>
<td>☑️ Develop strategies for career success.</td>
<td>Unit VII Quiz</td>
<td></td>
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<tr>
<td><strong>Unit VIII</strong> Chapter 12, pp. 305-309, 314-318</td>
<td>☑️ Create an academic paper in APA format demonstrating reflective thinking.</td>
<td>Unit VIII Final Paper</td>
<td></td>
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### Unit Quizzes

Units I-V and Unit VII contain Unit Quizzes. Each quiz may include the following types of questions: multiple-choice, matching, multiple answer, true/false, and either/or questions. Unit Quizzes are automatically graded upon submission, so you will receive feedback immediately.

### Course Assignments

The major assignments for this course are listed below.

### Unit II Essay

In this essay, you will be writing about your motivation for coming to Columbia Southern University. You will describe why you chose to enroll in college and what you hope to accomplish, including the field of study and degree you are seeking. Also, include a description of what you expect to accomplish in your life or career as a result of obtaining your college degree. See the detailed instructions in Unit II.
Unit IV Revised Essay
In Unit IV, you will have an opportunity to utilize the feedback provided by your professor to improve the essay you drafted in Unit II. See the detailed instructions in Unit IV.

Unit V Library Search Exercise
This exercise allows you to locate an article in the CSU Online Library, as resources within the library will be a valuable part of your education. See the detailed instructions in Unit V.

Unit VI Academic Paper
In this paper, you will have an opportunity to describe your strategy for college success by addressing three important topics: career goals, time management, and study methods. See the detailed instructions in Unit VI.

Unit VIII Final Academic Paper
In Unit VIII, you will have an opportunity to fine-tune your academic paper by including an introduction, a conclusion, and any improvements recommended by your professor. See the detailed instructions in Unit VIII.

Grading Rubrics
This course utilizes analytic grading rubrics as tools for your professor in assigning grades for all learning activities. Each rubric serves as a guide that communicates the expectations of the learning activity and describes the criteria for each level of achievement. In addition, a rubric is a reference tool that lists evaluation criteria and can help you organize your efforts to meet the requirements of that learning activity. It is imperative for you to familiarize yourself with these rubrics because these are the primary tools your professor uses for assessing learning activities.

Rubric categories include: (1) Assessment (Written Response) and (2) Assignment. However, it is possible that not all of the listed rubric types will be used in a single course (e.g., some courses may not have Assessments).

The Assessment (Written Response) rubric can be found embedded in a link within the directions for each Unit Assessment. However, these rubrics will only be used when written-response questions appear within the Assessment.

Each Assignment type (e.g., article critique, case study, research paper) will have its own rubric. The Assignment rubrics are built into Blackboard, allowing students to review them prior to beginning the Assignment and again once the Assignment has been scored. This rubric can be accessed via the Assignment link located within the unit where it is to be submitted. Students may also access the rubric through the course menu by selecting “Tools” and then “My Grades.”

Again, it is vitally important for you to become familiar with these rubrics because their application to your Assessments and Assignments is the method by which your instructor assigns all grades.

Credits
Upon successful completion of this course, students will earn three (3) hours of college credit.
Grading
Your grade for the course will be determined by your performance on the following assignments and activities weighted as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Unit Quizzes (6 @ 5% each)</td>
<td>30%</td>
</tr>
<tr>
<td>Unit II Essay</td>
<td>15%</td>
</tr>
<tr>
<td>Unit IV Revised Essay</td>
<td>10%</td>
</tr>
<tr>
<td>Unit V Library Search Exercise</td>
<td>10%</td>
</tr>
<tr>
<td>Unit VI Academic Paper</td>
<td>15%</td>
</tr>
<tr>
<td>Unit VIII Final Academic Paper</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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Communication Forums
These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

[Click here](#) for instructions on how to subscribe/unsubscribe and post to the Communication Forums.

Ask the Professor
This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

Student Break Room
This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

Disability Services
It is the policy of CSU to provide reasonable accommodation(s) for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and all other local and state requirements dealing with students who have recognized disabilities. For the full Accommodation for Disabilities Policy, please visit [http://www.columbiasouthern.edu/disability-services](http://www.columbiasouthern.edu/disability-services)