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 assignments are due each week on Tuesday at midnight, Central Time. The weekly 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 week is to review the Unit Checklist, which lists the items to complete each week: reading assignment, lesson presentations, the discussion board forum, 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 weekly topics are directly related to the weekly 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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</thead>
<tbody>
<tr>
<td><strong>Unit I</strong></td>
<td>☑ Analyzing personal motivation for learning.</td>
<td>Unit I Quiz</td>
<td></td>
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</tbody>
</table>
| Chapter 1, pp. 1-5, 11-41  
Chapter 2, pp. 42-61 |  |  |  |
| **Unit II**  | ☑ Analyzing personal motivation for learning. | Unit II Quiz | Unit II Essay |
| Chapter 3, pp. 62-94 |  |  |  |
| **Unit III** | ☑ Develop a plan for managing goals and priorities. | Unit III Quiz |  |
| Chapter 4, pp. 95-115  
Chapter 5, pp. 119-146 |  |  |  |
| **Unit IV**  | ☑ Utilize learning strategies for academic success. | Unit IV Quiz | Unit IV Revised Essay |
| Chapter 6, pp. 149-170  
Chapter 7, pp. 171-195 |  |  |  |
| **Unit V**   | ☑ Locate an article from the CSU Online Library databases. | Unit V Quiz | Unit V Library Search Exercise |
| Chapter 8, pp. 197-210  
Chapter 9, pp. 219-243  
CSU APA Success Guide |  |  |  |
| **Unit VI**  | ☑ Develop strategies for career success. |  | Unit VI Academic Paper |
| Chapter 10, pp. 248-275 |  |  |  |
| **Unit VII** | ☑ Develop strategies for career success. | Unit VII Quiz |  |
| Chapter 11, pp. 281-304 |  |  |  |
| **Unit VIII** | ☑ Create an academic paper in APA format demonstrating reflective thinking. |  | Unit VIII Final Paper |
| Chapter 12, pp. 305-309, 314-318 |  |  |  |

**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 Rubric for Papers/Projects**
The unit assignments and final paper will be graded according to a grading rubric. Each rubric is available to view along with each unit’s assignment instructions.

**Discussion Boards**
Discussion Boards are a part of all CSU courses. You will be required to post in each unit’s discussion board. Information and specifications regarding these assignments are provided in the Academic Policies listed in the Course Menu bar.

**Credits**
Upon successful completion of this course, students will earn three (3) hours of college credit. In order to complete the course successfully, students must earn a 70% or higher.

**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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</thead>
<tbody>
<tr>
<td>Unit Quizzes (6 @ 5% each)</td>
<td>30%</td>
</tr>
<tr>
<td>Discussion Boards (8 @ 2% each)</td>
<td>16%</td>
</tr>
<tr>
<td>Unit II Essay</td>
<td>11%</td>
</tr>
<tr>
<td>Unit IV Revised Essay</td>
<td>6%</td>
</tr>
<tr>
<td>Unit V Library Search Exercise</td>
<td>6%</td>
</tr>
<tr>
<td>Unit VI Academic Paper</td>
<td>11%</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)