

ON COURSE: STRATEGIES FOR SUCCESS IN COLLEGE AND IN LIFE

AUTHOR'S SYLLABI

Thank you for your interest in reviewing syllabi for classes using the *On Course* text. Please note that *On Course* is offered in two editions: *On Course*, 7th edition and *On Course* Study Skills Plus, 2nd edition. Both editions are the same price. The Study Skills Plus edition contains everything in the regular 7th edition PLUS an additional 80 pages of study skills strategies, presented with a unique critical thinking approach.

On Course is published by Cengage Learning. To request an examination copy or order the text, please call the publisher's faculty services office toll-free at 800-423-0563.

This document contains:

1. Author's syllabus for a 45-hour student success course conducted over a 15-week semester using *On Course*, 7th edition. (Page 2)
2. Author's syllabus for a 45-hour student success course conducted over a 15-week semester using *On Course*, Study Skills Plus, 2nd edition. (Page 7)
3. Author's syllabus for a 45-hour writing course (college-level or developmental) conducted over a 15 week semester using *On Course*, 7th edition. (Page 12)
4. Suggestions for adapting the syllabus for courses that meet fewer than 45 contact hours. (Page 15)

Thanks for your efforts to empower your students to become active, responsible, and successful learners. I am honored to partner with you in this important effort.

Cheers,

A handwritten signature in blue ink that reads "Skip". The signature is written in a cursive, flowing style.

Dr. Skip Downing
Author, *On Course*

Syllabus for a Student Success Course (Regular 7th Edition)

Welcome! My goal in this course is to offer you one of the most valuable learning experiences of your entire life. And I need your full cooperation to make it work!

COURSE PURPOSE—This course is designed to help you create greater success in college and in life. In the coming weeks, you will learn many proven strategies for creating greater academic, professional, and personal success. We will use guided journal writings to explore these strategies, and as a bonus, you will learn to express yourself more effectively in writing. You may never again have an opportunity quite like this one to discover how to create a rich, personally fulfilling life. I urge you to make the most of this extraordinary opportunity! If you do, you will dramatically change the outcome of your life—for the better!

COURSE OBJECTIVES: In this course, you will learn how to ...

1. **Take charge of your life.** You will learn how to take greater personal responsibility, gaining more control over the outcomes and experiences that you create both in college and in life.
2. **Increase self-motivation.** You will learn to create greater inner motivation by, among other things, discovering your own personally meaningful goals and dreams.
3. **Improve personal self-management.** You will learn numerous strategies for taking control of your time and energy, allowing you to move more effectively and efficiently toward the accomplishment of your goals and dreams.
4. **Develop interdependence.** You will learn how to develop mutually supportive relationships with people who will help you achieve your goals and dreams as you assist them to achieve theirs.
5. **Increase self-awareness.** You will learn how to understand and revise your self-defeating patterns of behavior, thought, and emotion as well as your unconscious limiting beliefs.
6. **Maximize your learning.** You will learn key research on how the human brain learns. You will apply this knowledge to develop your own learning system, giving you the keys to learning important course content in college as well as becoming a more effective lifelong learner.
7. **Develop emotional intelligence.** You will learn effective strategies for managing your emotional life, decreasing stress while increasing your inner sense of well-being.
8. **Raise your self-esteem.** You will learn how to develop self-acceptance, self-confidence, self-respect, self-love, and unconditional self-worth.
9. **Write more effectively.** You will learn how to improve your writing skills through the extensive writing practice offered by your guided journal entries.
10. **Improve creative and critical thinking skills.** You will learn how to enhance the thinking skills essential for analyzing and solving problems in your academic, professional, and personal lives. You will also develop reasoning skills that will help you both construct persuasive arguments and deconstruct illogical arguments intended to persuade you to think or act against your own best interest.
11. **Master effective study skills.** You will learn how to raise your grades in college by improving essential skills such as reading, taking notes, studying, memorizing, and taking tests.
12. **Manage your money.** You will learn helpful techniques for increasing your income (including gaining more financial aid for college) and decreasing your expenses.

COURSE SUPPLIES

1. *On Course: Strategies for Creating Success in College and in Life*, 7th edition, by Skip Downing
2. String-bound composition notebook, OR computer journal (with entries emailed to your instructor as attachments, then printed and stored in a three-ring binder)

METHOD--By reading *On Course* (our textbook), you'll learn empowering strategies that have helped others create great success. By keeping a guided journal, you'll discover how to apply these success strategies to achieve your own goals and dreams. By participating in class activities and focused conversations, and by completing a final essay, you will further improve your ability to stay On Course to your success. Once you make these new strategies your own through application, you'll have the ability to dramatically improve the outcome of your life—academically, professionally, and personally.

COURSE GRADES

		<u>Points</u>
A	=	270–300
B	=	240–269
C	=	210–239
D	=	180–209
F	=	179 or below

COURSE PROJECTS:

	<u>Points</u>
1. 15 Quizzes (5 points each)	75
2. 33 Success Journals (5 points each)	165
3. 1 Final Essay	<u>60</u>
Total Possible Points	300

Each of these three components of your grade is explained below.

1. QUIZZES (75 Possible Points)

This is a course for students who choose to be successful in college and in life. One of the most important factors of success in any endeavor is consistent and active participation. To encourage and reward your preparation for active participation at every class, 15 unannounced quizzes on the readings will be given. If you have read the assignment and completed your journal entry, you should have no trouble earning the maximum points (5) for each quiz. **No quiz may be made up.**

Great success is created one small step at a time. Each time that you earn your quiz points you take an important step toward your success in this course ... and in life!

2. SUCCESS JOURNALS (165 Possible Points)

Your Success Journal provides an opportunity to explore your thoughts and feelings as you experiment with the success strategies presented in *On Course*. By carefully examining each strategy in your journal, you will discover which ones will assist you to create a rich, personally fulfilling life. Although I will be collecting your journals and looking through them, **write your journal for yourself**, not for me. Your journal entries may occasionally be read by your classmates.

Journal Writings: During this semester, you will write 33 numbered journal entries from our textbook. These entries will be written outside of class. Additionally, you will write occasional lettered journal entries based on class activities. These journal entries will be written in class. At various times you may have an opportunity to read a journal entry to one or more classmates. **THEREFORE, PLEASE BRING YOUR TEXTBOOK AND JOURNAL TO EVERY CLASS.**

Note: If you wish, you may write the first draft of journal entries on loose sheets of paper, but all journal entries must be written in the composition notebook when it is handed in for evaluation. Or if you choose to write your journal on a computer, you will print hard copies of all entries and bring them to class neatly organized in a three-ring binder. This requirement will assure that none of your entries gets lost. At the end of this semester, you will have your entire journal to keep for years to come. Many students come to regard their personal journal as one of their most valued possessions.

Journal Evaluations: Journals are due weekly. It is not my intention to read every journal entry you write. Instead, I will look through your journal entries to verify the completion of each assignment and to give credit for a job well done. I read occasional journal entries to get a sense of the issues you are working on. With this knowledge I can be of greater

assistance to you this semester. If you want my comment on a specific journal entry, please let me know with a note in your journal.

Journal Points: Each journal entry will be awarded up to 5 points. Thus, all 33 journal entries will be worth a possible total of 165 points. A journal entry will be awarded the maximum of 5 points if it fulfills the following two criteria:

- The entry is **complete** (all steps in the directions have been responded to), and
- The entry is **written with high standards** (an obvious attempt has been made to **Dive Deep**).

Grammar, spelling, and punctuation will NOT be factors in awarding points in this journal. You are free to express yourself without concern for Standard English conventions.

3. FINAL ESSAY (60 Possible Points)

As your final project, you will choose one of the two following topics and write an essay.

Option 1: One Student's Story

In this essay, you will relate the story of how you used a specific On Course strategy to overcome an obstacle to your success in college or in life. Use the One Student's Story essays in our textbook as models of how to write your story. If done well, your instructor may submit your story to the On Course Essay Contest. Winning entries will be published in the next edition of the *On Course* text to inspire future students. Winning entries will also be awarded a \$100 prize. Full directions for writing this essay can be found at <http://oncourseworkshop.com/Contest.htm>.

An "A" paper will ...

1. Explain a specific obstacle the writer faced.
2. Describe the specific On Course strategy used to overcome the specific obstacle.
3. Present the outcome of using the specific On Course strategy to overcome the specific obstacle the writer faced.
4. Show a commitment to excellence in preparation, including professional appearance and a command of Standard English.

Option 2: Personal Philosophy of Success Essay

In this essay, you will present your own Personal Philosophy of Success, identifying the On Course success principles and/or strategies that you will use for years to come. This essay is your opportunity to write the script that will keep you On Course to a rich, personally fulfilling life!

An "A" paper will ...

1. Offer the writer's personal definition of success.
2. Demonstrate the writer's careful consideration of three or more On Course success principles and/or strategies that he or she will use to achieve success.
3. Contain extensive support (examples, experiences, evidence, and/or explanation) for each strategy.
4. Show a commitment to excellence in preparation, including professional appearance and a command of Standard English.

COURSE RULES FOR SUCCESS—To create the very best environment for supporting your success and the success of your classmates, this course has three important rules. The more challenging these rules are for you, the more value you will experience by adopting them. By choosing to follow these three rules, you are choosing to be successful not only in this course but in your life. These rules will support your success in every goal you pursue!

1. **Show up!** To support my success, I choose to attend every scheduled class period in its entirety.
2. **Do the work!** To support my success, I choose to do my very best work in preparing all of my assignments and hand them in on time.
3. **Participate actively!** To support my success, I choose to stay focused and involved in every class session, offering my best comments, questions, and answers when appropriate.

SCHEDULE OF ASSIGNMENTS (15-Week Course)

REMINDER: Fifteen unannounced quizzes will be given. No quizzes may be made up.

The following assignments are due at the first class of the week in which they are due. Bring your textbook and journal to every class.

- Week 1: Read/Write Journal 1: Taking the First Step
Read/Write Journal 2: Understanding the Culture of Higher Education
- Week 2: Read/Write Journal 3: Becoming an Active Learner
Read On Course Principles at Work
Read/Write Journal 4: Believing in Yourself—Develop Self-Acceptance
Read Wise Choices in College: College Customs
- Week 3: Read/Write Journal 5: Adopting a Creator Mindset
Read/Write Journal 6: Mastering Creator Language
Read/Write Journal 7: Making Wise Decisions
Read Personal Responsibility at Work
- Week 4: Read/Write Journal 8: Believing in Yourself—Change Your Inner Conversation
Read Wise Choices in College: Reading
Read/Write Journal 9: Creating Inner Motivation
- Week 5: Read/Write Journal 10: Designing a Compelling Life Plan
Read/Write Journal 11: Committing to Your Goals and Dreams
Read Self-Motivation at Work
Read/Write Journal 12: Believing in Yourself—Write a Personal Affirmation
- Week 6: Read Wise Choices in College: Taking Notes
Read/Write Journal 13: Acting on Purpose
Read/Write Journal 14: Creating a Self-Management System
- Week 7: Read/Write Journal 15: Developing Self-Discipline
Read Self-Management at Work
Read/Write Journal 16: Believing in Yourself—Develop Self-Confidence
Read Wise Choices in College: Organizing Study Materials
Read/Write Journal 17: Creating a Support System
- Week 8: Read/Write Journal 18: Strengthening Relationships with Active Listening
Read/Write Journal 19: Respecting Cultural Differences
Read Interdependence at Work
- Week 9: Read/Write Journal 20: Believing in Yourself—Be Assertive
Read Wise Choices in College: Rehearsing and Memorizing Study Materials
Read/Write Journal 21: Recognizing When You Are Off Course
Read/Write Journal 22: Identifying Your Scripts
- Week 10: Read/Write Journal 23: Rewriting Your Outdated Scripts
Read Self-Awareness at Work
Read/Write Journal 24: Believing in Yourself—Write Your Own Rules
Read Wise Choices in College: Taking Tests
- Week 11: Read/Write Journal 25: Developing a Learning Orientation to Life
Read/Write Journal 26: Discovering Your Preferred Ways of Learning
Read/Write Journal 27: Employing Critical Thinking
Read Lifelong Learning at Work
- Week 12: Read/Write Journal 28: Believing in Yourself—Develop Self-Respect
Read Wise Choices in College: Writing
Read/Write Journal 29: Understanding Emotional Intelligence
- Week 13: Read/Write Journal 30: Reducing Stress
Read/Write Journal 31: Creating Flow
Read Emotional Intelligence at Work

Week 14: Read/Write Journal 32: Believing in Yourself—Develop Self-Love
Read Wise Choices in College: Managing Money
Read/Write Journal 33: Staying On Course to Your Success

Week 15: Final Essay Due

Syllabus for a Student Success Course (Study Skills Plus, 2nd Edition)

Welcome! My goal in this course is to offer you one of the most valuable learning experiences of your entire life. And I need your full cooperation to make it work!

COURSE PURPOSE—This course is designed to help you create greater success in college and in life. In the coming weeks, you will learn many proven strategies for creating greater academic, professional, and personal success. We will use guided journal writings to explore these strategies, and as a bonus, you will learn to express yourself more effectively in writing. You may never again have an opportunity quite like this one to discover how to create a rich, personally fulfilling life. I urge you to make the most of this extraordinary opportunity! If you do, you will dramatically change the outcome of your life—for the better!

COURSE OBJECTIVES: In this course, you will learn how to ...

13. **Take charge of your life.** You will learn how to take greater personal responsibility, gaining more control over the outcomes and experiences that you create both in college and in life.
14. **Increase self-motivation.** You will learn to create greater inner motivation by, among other things, discovering your own personally meaningful goals and dreams.
15. **Improve personal self-management.** You will learn numerous strategies for taking control of your time and energy, allowing you to move more effectively and efficiently toward the accomplishment of your goals and dreams.
16. **Develop interdependence.** You will learn how to develop mutually supportive relationships with people who will help you achieve your goals and dreams as you assist them to achieve theirs.
17. **Increase self-awareness.** You will learn how to understand and revise your self-defeating patterns of behavior, thought, and emotion as well as your unconscious limiting beliefs.
18. **Maximize your learning.** You will learn key research on how the human brain learns. You will apply this knowledge to develop your own learning system, giving you the keys to learning important course content in college as well as becoming a more effective lifelong learner.
19. **Develop emotional intelligence.** You will learn effective strategies for managing your emotional life, decreasing stress while increasing your inner sense of well-being.
20. **Raise your self-esteem.** You will learn how to develop self-acceptance, self-confidence, self-respect, self-love, and unconditional self-worth.
21. **Write more effectively.** You will learn how to improve your writing skills through the extensive writing practice offered by your guided journal entries.
22. **Improve creative and critical thinking skills.** You will learn how to enhance the thinking skills essential for analyzing and solving problems in your academic, professional, and personal lives. You will also develop reasoning skills that will help you both construct persuasive arguments and deconstruct illogical arguments intended to persuade you to think or act against your own best interest.
23. **Master effective study skills.** You will learn how to raise your grades in college by improving essential skills such as reading, taking notes, studying, memorizing, and taking tests.
24. **Manage your money.** You will learn helpful techniques for increasing your income (including gaining more financial aid for college) and decreasing your expenses.

COURSE SUPPLIES

1. *On Course: Strategies for Creating Success in College and in Life, Study Skills Plus*, 2nd edition, by Skip Downing
2. String-bound composition notebook, OR computer journal (with entries emailed to your instructor as attachments, then printed and stored in a three-ring binder)

METHOD—By reading *On Course* (our textbook), you'll learn empowering strategies that have helped others create great success. By keeping a guided journal, you'll discover how to apply these success strategies to achieve your own goals and dreams. By completing study skills plans, you'll design a personalized learning system that will allow you to create deep and lasting learning and earn higher grades as a result. By participating in class activities and focused conversations, and by completing a course project, you will further improve your ability to stay On Course to your

success. Once you make these new strategies your own through application, you'll have the ability to dramatically improve the outcome of your life—academically, professionally, and personally.

COURSE GRADES

		<u>Points</u>
A	=	360–400
B	=	320–359
C	=	280–319
D	=	240–279
F	=	238 or below

COURSE PROJECTS:

	<u>Points</u>
1. 15 Quizzes (5 points each)	75
2. 33 Success Journals (5 points each)	165
3. 6 Study Skills Plans (15 points each)	90
4. 1 Final Essay	<u>70</u>
Total Possible Points	400

Each of these four components of your grade is explained below.

1. QUIZZES (75 Possible Points)

This is a course for students who choose to be successful in college and in life. One of the most important factors of success in any endeavor is consistent and active participation. To encourage and reward your preparation for active participation at every class, 15 unannounced quizzes on the readings will be given. If you have read the assignment and completed your journal entry, you should have no trouble earning the maximum points (5) for each quiz. **No quiz may be made up.**

Great success is created one small step at a time. Each time that you earn your quiz points you take an important step toward your success in this course ... and in life!

2. SUCCESS JOURNALS (165 Possible Points)

Your Success Journal provides an opportunity to explore your thoughts and feelings as you experiment with the success strategies presented in *On Course*. By carefully examining each strategy in your journal, you will discover which ones will assist you to create a rich, personally fulfilling life. Although I will be collecting your journals and looking through them, **write your journal for yourself**, not for me. Your journal entries may occasionally be read by your classmates.

Journal Writings: During this semester, you will write 33 numbered journal entries from our textbook. These entries will be written outside of class. Additionally, you will write occasional lettered journal entries based on class activities. These journal entries will be written in class. At various times you may have an opportunity to read a journal entry to one or more classmates. **THEREFORE, PLEASE BRING YOUR TEXTBOOK AND JOURNAL TO EVERY CLASS.**

Note: If you wish, you may write the first draft of journal entries on loose sheets of paper, but all journal entries must be written in the composition notebook when it is handed in for evaluation. Or if you choose to write your journal on a computer, you will print hard copies of all entries and bring them to class neatly organized in a three-ring binder. This requirement will assure that none of your entries gets lost. At the end of this semester, you will have your entire journal to keep for years to come. Many students come to regard their personal journal as one of their most valued possessions.

Journal Evaluations: Journals are due weekly. It is not my intention to read every journal entry you write. Instead, I will look through your journal entries to verify the completion of each assignment and to give credit for a job well done. I read occasional journal entries to get a sense of the issues you are working on. With this knowledge I can be of greater assistance to you this semester. If you want my comment on a specific journal entry, please let me know with a note in your journal.

Journal Points: Each journal entry will be awarded up to 5 points. Thus, all 33 journal entries will be worth a possible total of 165 points. A journal entry will be awarded the maximum of 5 points if it fulfills the following two criteria:

1. The entry is **complete** (all steps in the directions have been responded to), and
2. The entry is **written with high standards** (an obvious attempt has been made to **Dive Deep**).

Grammar, spelling, and punctuation will NOT be factors in awarding points in this journal. You are free to express yourself without concern for Standard English conventions.

3. STUDY SKILLS PLANS (90 Possible Points)

You will complete a personal Study Skills Plan for the following six topics:

- Reading (Chapter 2)
- Taking Notes (Chapter 3)
- Organizing Study Materials (Chapter 4)
- Rehearsing and Memorizing Study Materials (Chapter 5)
- Taking Tests (Chapter 6)
- Writing (Chapter 7)

The creation of each Study Skills Plan will provide an opportunity for you to apply an effective problem-solving model to determine the most effective way for you to deepen your learning in college and beyond, not to mention raising your grades! In addition to improving your learning skills and grades, these activities will help you learn how to approach and solve virtually any problem you encounter, whether academic, personal, or professional.

Each of your personalized Study Skills Plan can earn up to 15 points; thus, all six plans will be worth a possible total of 90 points. To complete each plan, simply follow the six-step process that you will find explained in each chapter, filling in your answer to the following questions:

1. What's my present situation?
2. How would I like my situation to be?
3. What are my possible choices?
4. What's the likely outcome of each possible choice?
5. Which choice(s) will I commit to doing?
6. When and how will I evaluate my plan?

4. FINAL ESSAY (70 Possible Points)

As your final project, you will choose one of the two following topics and write an essay.

Option 1: One Student's Story

In this essay, you will relate the story of how you used a specific On Course strategy to overcome an obstacle to your success in college or in life. Use the One Student's Story essays in our textbook as models of how to write your story. If done well, your instructor may submit your story to the On Course Essay Contest. Winning entries will be published in the next edition of the *On Course* text to inspire future students. Winning entries will also be awarded a \$100 prize. Full directions for writing this essay can be found at <http://oncourseworkshop.com/Contest.htm>.

An "A" paper will ...

1. Explain a specific obstacle the writer faced.
2. Describe the specific On Course strategy used to overcome the specific obstacle.
3. Present the outcome of using the specific On Course strategy to overcome the specific obstacle the writer faced.
4. Show a commitment to excellence in preparation, including professional appearance and a command of Standard English.

Option 2: Personal Philosophy of Success Essay

In this essay, you will present your own Personal Philosophy of Success, identifying the On Course success principles and/or strategies that you will use for years to come. This essay is your opportunity to write the script that will keep you On Course to a rich, personally fulfilling life!

An “A” paper will ...

1. Offer the writer’s personal definition of success.
2. Demonstrate the writer’s careful consideration of three or more On Course success principles and/or strategies that he or she will use to achieve success.
3. Contain extensive support (examples, experiences, evidence, and/or explanation) for each strategy.
4. Show a commitment to excellence in preparation, including professional appearance and a command of Standard English.

COURSE RULES FOR SUCCESS—To create the very best environment for supporting your success and the success of your classmates, this course has three important rules. The more challenging these rules are for you, the more value you will experience by adopting them. By choosing to follow these three rules, you are choosing to be successful not only in this course but in your life. These rules will support your success in every goal you pursue!

1. **Show up!** To support my success, I choose to attend every scheduled class period in its entirety.
2. **Do the work!** To support my success, I choose to do my very best work in preparing all of my assignments and hand them in on time.
3. **Participate actively!** To support my success, I choose to stay focused and involved in every class session, offering my best comments, questions, and answers when appropriate.

SCHEDULE OF ASSIGNMENTS (15-Week Course)

REMINDER: Fifteen unannounced quizzes will be given. No quizzes may be made up.

The following assignments are due at the first class of the week in which they are due. Bring your textbook and journal to every class.

- | | |
|---------|---|
| Week 1: | Read/Write Journal 1: Taking the First Step
Read/Write Journal 2: Understanding the Culture of Higher Education |
| Week 2: | Read/Write Journal 3: Becoming an Active Learner
Read On Course Principles at Work
Read/Write Journal 4: Believing in Yourself—Develop Self-Acceptance
Read Wise Choices in College: College Customs |
| Week 3: | Read/Write Journal 5: Adopting a Creator Mindset
Read/Write Journal 6: Mastering Creator Language
Read/Write Journal 7: Making Wise Decisions
Read Personal Responsibility at Work |
| Week 4: | Read/Write Journal 8: Believing in Yourself—Change Your Inner Conversation
Read Wise Choices in College: Reading
Write your personal Study Skills Plan for Chapter 2: Reading
Read/Write Journal 9: Creating Inner Motivation |
| Week 5: | Read/Write Journal 10: Designing a Compelling Life Plan
Read/Write Journal 11: Committing to Your Goals and Dreams
Read Self-Motivation at Work
Read/Write Journal 12: Believing in Yourself—Write a Personal Affirmation
Read Wise Choices in College: Taking Notes
Write your personal Study Skills Plan for Chapter 3: Taking Notes |
| Week 6: | Read/Write Journal 13: Acting on Purpose
Read/Write Journal 14: Creating a Self-Management System |

- Week 7: Read/Write Journal 15: Developing Self-Discipline
 Read Self-Management at Work
 Read/Write Journal 16: Believing in Yourself—Develop Self-Confidence
 Read Wise Choices in College: Organizing Study Materials
 Write your personal Study Skills Plan for Chapter 4: Organizing Study Materials
 Read/Write Journal 17: Creating a Support System
- Week 8: Read/Write Journal 18: Strengthening Relationships with Active Listening
 Read/Write Journal 19: Respecting Cultural Differences
 Read Interdependence at Work
- Week 9: Read/Write Journal 20: Believing in Yourself—Be Assertive
 Read Wise Choices in College: Rehearsing and Memorizing Study Materials
 Write your personal Study Skills Plan for Chapter 5: Rehearsing and Memorizing Study Materials
 Read/Write Journal 21: Recognizing When You Are Off Course
 Read/Write Journal 22: Identifying Your Scripts
- Week 10: Read/Write Journal 23: Rewriting Your Outdated Scripts
 Read Self-Awareness at Work
 Read/Write Journal 24: Believing in Yourself—Write Your Own Rules
 Read Wise Choices in College: Taking Tests
 Write your personal Study Skills Plan for Chapter 6: Taking Tests
- Week 11: Read/Write Journal 25: Developing a Learning Orientation to Life
 Read/Write Journal 26: Discovering Your Preferred Ways of Learning
 Read/Write Journal 27: Employing Critical Thinking
 Read Lifelong Learning at Work
- Week 12: Read/Write Journal 28: Believing in Yourself—Develop Self-Respect
 Read Wise Choices in College: Writing
 Write your personal Study Skills Plan for Chapter 7: Writing
 Read/Write Journal 29: Understanding Emotional Intelligence
- Week 13: Read/Write Journal 30: Reducing Stress
 Read/Write Journal 31: Creating Flow
 Read Emotional Intelligence at Work
- Week 14: Read/Write Journal 32: Believing in Yourself—Develop Self-Love
 Read Wise Choices in College: Managing Money
 Read/Write Journal 33: Staying On Course to Your Success
- Week 15: Final Essay Due

Syllabus for a Writing Course (Regular 7th Edition)

Welcome! My goal in this course is to offer you one of the most valuable learning experiences of your entire life. And I need your full cooperation to make it work!

COURSE PURPOSE—The purpose of this course is to offer you the opportunity to learn powerful writing strategies. The theme of our class is **SUCCESS** ... what success is for you and how you can achieve it. In the coming weeks, you will learn many proven strategies for living a rich, personally fulfilling life. We will use writing to explore these strategies, and through this practice you will learn to express yourself more effectively in writing.

COURSE OBJECTIVES: Specifically, by the end of this course, successful students (YOU!) will be able to write essays that...

1. Are controlled by a clear **purpose**,
2. Develop that purpose with sufficient, well-organized **support**,
3. Adapt the purpose and support to a particular **audience**, and
4. Are written in a smooth, grammatically appropriate **style**.

METHOD—In this course, you will be reading, writing, and talking about how to create success (as you define it). You will keep a guided journal in which you will explore many strategies of success. Five times during the course you will write a formal essay based on the ideas you have been developing in your journal. Once you make both these writing and success strategies your own, you will have the ability to dramatically improve the outcome of your life.

COURSE SUPPLIES:

1. *On Course: Strategies for Creating Success in College and in Life*, 7th edition, by Skip Downing
2. String-bound composition notebook OR computer journal (with entries emailed to your instructor as attachments, then printed and stored in a three-ring binder)

COURSE GRADES:

		<u>Points</u>
A	=	666-740
B	=	591-665
C	=	516-590
D	=	441-515
F	=	440 or below

COURSE PROJECTS:

	<u>Points</u>
1. 15 Quizzes (5 points each)	75
2. 33 Success Journals (5 points each)	165
3. 5 Essays (100 points each)	<u>500</u>
Total Possible Points	740

Each of these three components of your grade is explained below.

1. QUIZZES (75 Possible Points)

This is a course for students who choose to be successful in college and in life. One of the most important factors of success in any endeavor is consistent and active participation. To encourage and reward your preparation for active participation at every class, 15 unannounced quizzes on the readings will be given. If you have read the assignment and completed your journal entry, you should have no trouble earning the maximum points (5) for each quiz. **No quiz may be made up.**

Great success is created one small step at a time. Each time that you earn your quiz points you take an important step toward your success in this course ... and in life!

2. SUCCESS JOURNALS (165 Possible Points)

Your Success Journal provides an opportunity to explore your thoughts and feelings as you experiment with the success strategies presented in On Course. By carefully examining each strategy in your journal, you will discover which ones will assist you to create a rich, personally fulfilling life. Although I will be collecting your journals and looking through them, **write your journal for yourself**, not for me. Your journal entries may occasionally be read by your classmates.

Journal Writings: During this semester, you will write 33 numbered journal entries from our textbook. These entries will be written outside of class. Additionally, you will occasionally write lettered journal entries based on class exercises. These journal entries will be written in class. At various times you may have an opportunity to read a journal entry to one or more classmates. **THEREFORE, PLEASE BRING YOUR TEXTBOOK AND JOURNAL TO EVERY CLASS.**

Note: If you wish, you may write the first draft of journal entries on loose sheets of paper, but all journal entries must be written in the composition notebook when it is handed in for evaluation. Or if you choose to write your journal on a computer, you will print hard copies of all entries and bring them to class neatly organized in a three-ring binder. This requirement will ensure that none of your entries gets lost. At the end of this semester, you will have your entire journal to keep for years to come. Many students come to regard their personal journal as one of their most valued possessions.

Journal Evaluations: Journals are due weekly. It is not my intention to read every journal entry you write. Instead, I will look through your journal entries to verify the completion of each assignment and to give credit for a job well done. I read occasional journal entries to get a sense of the issues you are working on. With this knowledge I can be of greater assistance to you this semester.

If you want my comment on a specific journal entry, please let me know with a note in your journal.

Journal Points: Each journal entry will be awarded up to 5 points. Thus, all 33 journal entries will be worth a possible total of 165 points. A journal entry will be awarded the maximum of 5 points if it fulfills the following two criteria:

- The entry is **complete** (all steps in the directions have been responded to), and
- The entry is **written with high standards** (an obvious attempt has been made to Dive Deep).

Grammar, spelling, and punctuation will NOT be factors in awarding points in this journal. You are free to express yourself without concern for Standard English conventions.

3. FORMAL ESSAYS (500 Possible Points)

Purpose: Five times during the semester you will turn in a formal essay. In these essays, you will take ideas explored in your private journal and write them for a public audience. In this manner, you will practice and demonstrate the essay-writing skills that we will be learning in this course. Topics will be provided, but you are invited to offer alternative topics that appeal to you. Alternative topics must be approved before you write the essay. The minimum length of each essay is 750 words, and it must be prepared on a word processor. Each essay will be awarded up to 100 points. An essay earning 100 points will:

1. Be controlled by a clear purpose,
2. Develop that purpose with sufficient, well-organized support,
3. Adapt the purpose and support to a particular audience, and
4. Show a commitment to excellence in preparation, including professional appearance and use of Standard English.

Optional Essay: One Student's Story

You may submit the following essay for any of the five assigned essays. In this essay, you will relate the story of how you used a specific On Course strategy to overcome an obstacle to your success in college or in life. Use the One Student's Story essays in our textbook as models of how to write your story. If done well, your essay may be entered in the On Course Essay Contest. Winning entries will be published in the next edition of the On Course text to inspire future students. Winning entries will also be awarded a \$100 prize. Full directions for writing this essay can be found at <http://oncourseworkshop.com/Contest.htm>.

An "A" paper will ...

1. Explain a specific obstacle the writer faced.
2. Describe the specific On Course strategy used to overcome the specific obstacle.
3. Present the outcome of using the specific On Course strategy to overcome the specific obstacle the writer faced.

4. Show a commitment to excellence in preparation, including professional appearance and a command of Standard English.

Essays will be penalized 5 points for each day late. You must complete all five essays to earn a passing grade in the course.

COURSE RULES FOR SUCCESS—To create the very best environment for supporting your success and the success of your classmates, this course has three important rules. The more challenging these rules are for you, the more value you will experience by adopting them. By choosing to follow these three rules, you are choosing to be successful not only in this course but in your life. These rules will support your success in every goal you pursue!

4. **Show up!** To support my success, I choose to attend every scheduled class period in its entirety.
5. **Do the work!** To support my success, I choose to do my very best work in preparing all of my assignments and hand them in on time.
6. **Participate actively!** To support my success, I choose to stay focused and involved in every class session, offering my best comments, questions, and answers when appropriate.

SCHEDULE OF ASSIGNMENTS (15-Week Course)

REMINDER: Fifteen unannounced quizzes will be given. No quizzes may be made up.

The following assignments are due at the first class of the week in which they are due. Bring your textbook and journal to every class.

Week 1:	On Course: Read/Write Journal 1	
	On Course: Read Wise Choices in College: Writing in Chapter 7	
Week 2:	On Course: Read/Write Journals 2 and 3	Essay 1 Due
Week 3:	On Course: Read/Write Journals 4, 5, and 6	
Week 4:	On Course: Read/Write Journals 7, 8, and 9	
Week 5:	On Course: Read/Write Journals 10 and 11	Essay 2 Due
Week 6:	On Course: Read/Write Journals 12, 13, and 14	
Week 7:	On Course: Read/Write Journals 15, 16, and 17	
Week 8:	On Course: Read/Write Journals 18 and 19	Essay 3 Due
Week 9:	On Course: Read/Write Journals 20 and 21	
Week 10:	On Course: Read/Write Journals 22, 23, and 24	
Week 11:	On Course: Read/Write Journals 25 and 26	Essay 4 Due
Week 12:	On Course: Read/Write Journals 27, 28, and 29	
Week 13:	On Course: Read/Write Journals 30 and 31	
Week 14:	On Course: Read/Write Journals 32 and 33.	
Week 15:		Essay 5 Due

[Reminder to Writing Instructors: Engaging topics for formal essays are offered in the Facilitator’s Manual at the end of every chapter.]

Adapting *On Course* for Classes with Fewer Than 45 Contact Hours

Chapters 1, 2, and 3 in both editions present concepts and vocabulary that are foundational for all subsequent chapters. Chapter 6 presents concepts and vocabulary that are fundamental for work in Chapters 7 and 8. Chapter 9 offers students a second opportunity to take the self-assessment questionnaire that they took in Chapter 1. By comparing the results of these two questionnaires, students can see evidence of the changes in their behaviors, thoughts, emotions, and beliefs.

As a guideline, I recommend assigning one article and its companion journal entry for each hour of class time. For the Study Skills Plus edition of *On Course*, I recommend spending two to three hours of class time on each study skills section you assign. For the regular edition of *On Course*, I recommend devoting one to two hours of class time to each study skills section you assign. With this guideline in mind, I suggest that you follow one of three plans below if you assign students fewer than all 33 journal entries and six Study Skills Plans to complete.

Plan 1: Start with Chapter 1 and go as far into the book as time allows. Then assign Journal 33 (with the post-course questionnaire) in the final week. For example, if you have a 15-week course that meets 1 hour per week (15 hours), you might assign the following 15 journals:

Journals 1–14 and 33

You can assign other features (e.g., “Wise Choices in College: Study Skills,” “On Course at Work,” “One Student’s Story”) as you choose.

Plan 2: Assign foundational Chapters 1, 2, 3, and 6 and as many other chapters as time allows. For example, if you have a 15-week course that meets 2 hours per week (30 hours), you might assign the following 23 journals:

Chapters 1–4 (Journals 1–16)

Chapter 6 (Journals 21–23)

Chapter 7 (Journals 25–27)

Chapter 9 (Journal 33)

You can assign other features (e.g., “Wise Choices in College: Study Skills,” “On Course at Work,” “One Student’s Story”) as you choose.

Plan 3: Assign foundational Chapters 1, 2, 3, and 6, and as many other individual journals as time allows. For example, if you have a 12-week course that meets 2.5 hours per week (30 hours), you might assign the following 27 journals:

Chapters 1–3 (Journals 1–12)

Journals 13, 14, 15

Chapter 6 (Journals 21–23)

Journals 25–33

You can assign other features (e.g., “Wise Choices in College: Study Skills,” “On Course at Work,” “One Student’s Story”) as you choose.