ANGELO STATE UNIVERSITY

FRESHMEN COLLEGE

GS 1181
SEVEN HABITS OF HIGHLY EFFECTIVE COLLEGE STUDENTS
FALL 2017
Dr Veronica Snow
COURSE NUMBER
GS 1181

COURSE TITLE
SEVEN HABITS OF HIGHLY EFFECTIVE COLLEGE STUDENTS

CREDITS
One Semester Credit Hours (1-0-0)

PREREQUISITE COURSES
None

CO-REQUISITES
None

PRE-REQUISITE SKILLS
Accessing internet web sites, use of ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are expectations of the Freshman College. Computer access requirements are further delineated in the Undergraduate Handbook. Tutorials for ASU Library and for Blackboard are available through RamPort. The ASU Undergraduate/Graduate Student Handbook should be reviewed before taking this course. http://www.angelo.edu/student-handbook/

COURSE DELIVERY
This course will meet in the classroom. The course will have access to the Blackboard Learning Management System for supplemental information and to turn in assignments. The course site can be accessed at http://blackboard.angelo.edu

BROWSER COMPATIBILITY CHECK
It is the student’s responsibility to ensure that the browser used to access course material on his/her computer is compatible with ASU’s Blackboard Learning System. The faculty reserves the right to deny additional access to course assignments lost due to compatibility issues. Students are responsible for reviewing the guidelines posted in this course regarding accessing Blackboard assignments. Problems in this area need to be discussed with faculty at the time of occurrence, either via a phone call (preferred) during posted acceptable hours for calling, or via email notification during times outside those posted for calls.

Be sure to perform a browser test. Select the “Support” tab from the Blackboard homepage (http://www.blackboard.angelo.edu) Select “Test your Browser” option.
FACULTY
Veronica Snow, DSM
Office: CHP 102
Phone: (325) 486-6354
Fax: (325) 942-2236
Email: veronica.snow@angelo.edu

OFFICE HOURS
Wednesday 10:30 – 11:30 am
Thursday 1:30 – 3:00 pm
Other Hours by Appointment

COURSE DESCRIPTION
The 7 Habits of Highly Effective College Students is a high-impact student success course that benefits and sustains students in college and beyond. This course delivers a powerful blended learning experience designed to:

- Enhance student engagement.
- Improve persistence.
- Strengthen student learning.
- Increase retention and completion rates.

In addition, the course provides students with the skills, tools, and mindset they need to succeed in a global and ever-changing marketplace.

COURSE OVERVIEW
This course will include the 7 habits: Be Proactive, Begin With the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand, Then to be Understood, Synergize, and Sharpen the Saw. Within this framework this course will help the students understand how and when to use different campus resources, how to get involved in campus activities, how to budget, get pre-registered, and complete financial aid. This course will assist students in using critical thinking skills and developing academic skills necessary to persist toward a degree. Also, this class helps create cohorts of students (learning communities) based on interest or major. Lastly, this class will allow students to learn how to take responsibility for completing their degree and getting a job.

PROGRAM OUTCOMES
Upon completion of the program of study for the Freshmen College, the graduate will successfully transition from high school to college and persist to graduation from ASU.
# STUDENT LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Assignment(s) or activity(ies) validating outcome achievement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop, interpret, and express ideas through effective written communication</td>
<td>Written Summaries (Information Literacy)</td>
</tr>
<tr>
<td>Locate campus resources to solve problems/answer questions</td>
<td>Group and Individual Activities</td>
</tr>
<tr>
<td>Gather, analyze, evaluate, and synthesize information relevant to Topics Assigned</td>
<td>Group and Individual Activities, for example, watch video and critically evaluate and report to group.</td>
</tr>
<tr>
<td>Learn skills to get a job</td>
<td>Group and Individual Activities. Discuss Marketable Skills: Read the list of 10 skills employers want according to Forbes Magazine. Working in small groups (ability to work in a team structure), evaluate information (solve problems), do research (obtain information), summarize information (process information), use Blackboard (show proficiency with computer software), and communicate with classmates (communicate verbally with people inside the organization).</td>
</tr>
<tr>
<td>Participate in University or College-wide Activity</td>
<td>Individual and Group participation in campus activities</td>
</tr>
<tr>
<td>7 Habits Activities</td>
<td>Each activity is designed to help the student understand and apply the topic to their daily life, i.e. time management worksheet.</td>
</tr>
<tr>
<td>Mid Term and Final Exam</td>
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## METHOD OF ASSESSING LEARNING OUTCOMES

CORE STUDENT LEARNING OUTCOMES WILL BE ASSESSED THROUGH COURSE ASSIGNMENTS
REQUIRED TEXTS AND MATERIALS
The 7 Habits of Highly Effective College Students: Essentials Edition
Check bookstore for printed copy.

OTHER REQUIRED MATERIALS
- Composition Notebook to write journal entries and pen or pencil.
- Access to computer to use Blackboard
- Access to computer to use RamPort

RECOMMENDED TEXTS

GRADING SYSTEM
Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.

The following grading scale is in use for this course:
- A = 90.00-100 points
- B = 80.00-89.99 points
- C = 70.00-79.99 points
- D = 60.00-69.99 points
- F = 0-59.99 points (Grades are not rounded up)

EVALUATION AND GRADES
Graded assignments, activities and percent of the overall course grade:

<table>
<thead>
<tr>
<th>THEORY</th>
<th>PERCENT OF TOTAL GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summaries</td>
<td>10%</td>
</tr>
<tr>
<td>Information Literacy: Embedded in BB course and gradebook</td>
<td>10%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Participation in Required University Activities</td>
<td>30%</td>
</tr>
<tr>
<td>Activities – 7 habits curriculum</td>
<td>30%</td>
</tr>
<tr>
<td>Exams</td>
<td>10%</td>
</tr>
<tr>
<td>TOTAL COURSE GRADE</td>
<td>100%</td>
</tr>
</tbody>
</table>

Course Requirements (Check for Course Essentials)
- Two article summaries (related to the course topic)
- Information Literacy (IL videos and quizzes and Blackboard Technology Training)
- Participation in a university or college-wide events
- Complete 7-Habits Activities as assigned
- Attendance and Class Participation
TEACHING STRATEGIES

- Students are expected to be “active learners.” It is a basic assumption of the instructor that students will be involved (beyond the materials and lectures presented in the course) discovering, processing, and applying the course information using peer-review journal articles, researching additional information and examples on the Internet, and discussing course material and clinical experiences with their peers.

ASSIGNMENT/ACTIVITY DESCRIPTIONS

- See Schedule for Assignment/Activity Descriptions

GENERAL POLICIES RELATED TO THIS COURSE

All students are required to follow the policies and procedures presented in the following documents:

- Angelo State University Student Handbook located on the ASU website http://www.angelo.edu/cstudent/documents/pdf/Student Handbook.pdf,
- ASU Undergraduate Catalog located on the ASU website https://www.angelo.edu/content/files/16795-201213-undergraduate-catalog

IMPORTANT UNIVERSITY DATES

- August 28  First Day of Class
- September 4  Labor Day Holiday
- October 19  Graduate Fair and Final Exam for this class (last class date)

- November 22-24  Thanksgiving Holiday
- December 11-15  Final Exams Week for
- December 16  Fall 2017 Commencement

STUDENT RESPONSIBILITY & ATTENDANCE

Attendance is required and will affect learning and the grade earned in this class. It is the student’s responsibility to obtain all assignments for excused absences and complete all work. Student should notify the Professor one week prior to an excused absence and turn in any work via blackboard or email before leaving on an excused trip.

COMMUNICATION

Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

Written communication via Blackboard: It is an expectation of this class that you use formal writing skills giving appropriate credit to the source for your ideas

Written communication via email: All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes.
Use Good "Netiquette":
- Check the discussion frequently and respond appropriately and on subject.
- Focus on one subject per message and use pertinent subject titles.
- Capitilde{a}lize words only to highlight a point or for titles. Otherwise, capitalizing is generally viewed as SHOUTING!
- Be professional and careful with your online interaction. Proper address for faculty is by formal title such as Dr. or Ms./Mr. Jones unless invited by faculty to use a less formal approach.
- Cite all quotes, references, and sources.
- When posting a long message, it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post.
- It is extremely rude to forward someone else's messages without their permission.
- It is fine to use humor, but use it carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism). Feel free to use emoticons such as J or :) to let others know you are being humorous.

(The "netiquette" guidelines were adapted from Arlene H. Rinald's article, The Net User Guidelines and Netiquette, Florida Atlantic University, 1994, available from Netcom.)

ASSIGNMENT SUBMISSION
In this class, all assignments need to be submitted through the Assignments link in the Blackboard course site or in class (Professor will let you know for each assignment). This is for grading purposes. Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, email me at veronica.snow@angelo.edu and attach a copy of what you are trying to submit. This lets your faculty know you completed the assignment on time and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work.

LATE WORK OR MISSED ASSIGNMENTS POLICY

POLICY ON LATE OR MISSED ASSIGNMENTS
Due dates and times for assignments are posted or given in class. Failure to submit your assignments on the assigned date will result in a five percent deduction for each day after the posted deadline. No papers or postings will be accepted more than one week past the assigned due date.

ACADEMIC HONESTY
Academic honesty is expected on all work. Students are expected to maintain complete honesty and integrity in their online experiences. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The Freshmen College adheres to the academic honesty statement as set forth in the Angelo State University Student Handbook http://www.angelo.edu/student-handbook/. The University "faculty expects all students to engage in all academic pursuits in a manner that is above
reproach and to maintain complete honesty and integrity in the academic experience both in and out of the classroom setting and may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials."

PLAGIARISM
Plagiarism at ASU is a serious topic. The Angelo State University’s Honor Code gives specific details on plagiarism and what it encompasses. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word for word without quotation marks and the source of the quotation. We use the APA Style Manual of the American Psychological Association as a guide for all writing assignments. Quotes should be used sparingly. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list. Papers are subject to be evaluated for originality via Bb Safe Assignment or Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center http://www.angelo.edu/dept/writing_center/.

STUDENTS WITH DISABILITIES
1. “Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.”

2. The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting the Office of Student Affairs, University Center, Room 112 at (325) 942-2047 or (325) 942-2211(TDD/FAX) or by e-mail at studentservices@angelo.edu to begin the process. The Office of Student Affairs will establish the particular documentation requirements necessary for the various types of disabilities.

Reasonable accommodations will be made for students determined to be disabled or who have documented disabilities.

INCOMPLETE GRADE POLICY (OP 10.11 Grading Procedures)
It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required.
STUDENT ABSENCE FOR OBSERVANCE OF RELIGIOUS HOLY DAYS
“A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence.” Please see ASU Operating Policy 10.19.

COPYRIGHT POLICY
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

SYLLABUS CHANGES
The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.

COURSE EVALUATION
Students are provided the opportunity, and are strongly encouraged to participate in a course evaluation at the end of the semester. Areas on the IDEA evaluation include:

1. Developing skill in expression oneself orally or in writing
2. Learning how to find and use resources for answering questions or solving problems
3. Learning to analyze and critically evaluate ideas, arguments, and points of view

End of syllabus.