GS 1181: The Proactive Approach
Spring 2018
Time: 12:00 pm/Location: A213

Instructor: Dr. Crystal M. Kreitler
Email: crystal.kreitler@angelo.edu
Phone: 325-486-6122

Office: Academic Building 204F
Office hours: MW: 1:00p -3:30pm
Thurs: 9:30-11a; 1-3:30pm
(and by appointment)

Course Description: This is an introductory course involving the basics of how to be successful in college. You will be challenged to think critically about many topics important to time management, financial and personal responsibility and how they impact human behavior.

Course Objectives:
• Developing skills in expressing oneself in writing
• Learning to analyze and critically evaluate ideas, arguments, and points of view
• Learning how to find and use resources for answering questions or solving problems

Student Learning Outcomes:
• Conceptualize, apply, analyze, synthesize, and evaluate information;
• Use the library’s resources and other electronic databases to gather information;
• Reflect and articulate an understanding of the course material through written summaries and class discussion;
• Engage with the community within the context of a university student.

Student Learning Assessment:
Student learning will be assessed via course projects, quizzes, exams, and written assignments.

Required Readings/materials:
Textbook: There is no text to purchase for this course. You will be required to read several handouts in class and be asked to search for and read several articles from the ASU library. Blackboard and your ASU email address are also required.

Course Requirements

Exams: There will be 2 exams. The exams will generally be composed of multiple choice, true/false, and short answer items. Exams will include information from handouts, discussions, lectures, homework assignments, and class activities.

Quizzes/Information Literacy: You will be required to complete a total of 8 videos and 8 short quizzes. The videos will inform you about a number of research-related topics, such as how to find sources and how to evaluate a source, etc. Quizzes must be completed by 10am on the day they are due.

Campus Participation: You will be expected to attend 4 university events. Details for the events will be posted in Blackboard and announced in class.

Writing Assignments: Various information literacy assignments/article synopses will be given throughout the semester to highlight the topics covered in class. Details will be distributed in class.
Group Project/Presentation: You will be required to present about one topic discussed in class with a group assigned by instructor. Presentation is required to be 8-10 minutes and the groups will be evaluated by peers and instructor.

Extra Credit: Extra credit is offered (and strongly encouraged) in two forms. You can submit a short career paper and/or participate in Sona experiments. See Blackboard for details and due dates.

Attendance/Make-Up Policy: Attendance is required for this course. There will be NO makeup exams except in cases of serious illness or some other extreme event such as a death in the family. In these instances, you must obtain a note from your physician or Dean, and present it to the instructor. The instructor will determine if a student will be allowed to make-up the assignment. You will have 5 days after the missed exam to make it up and failure to do so will result in a zero. Final—Must be taken on the assigned day at the assigned time.

Conduct: Professional behavior during class is expected, which includes (a) participating in class discussions and group activities, as well as listening attentively when fellow students are contributing to class discussion, (b) reading the assigned material prior to each class and coming to class with questions to clarify any ideas in the readings that are unclear and (c) arriving to class on time and not leaving early. No electronic devices (cell phones, ipods, recorders, etc.) should be used during class without instructor permission. Usage of cell phones during class is not allowed. Expect to be called on by instructor and lose points if any conduct guideline is disregarded.

Grades:
- 2 Exams 35%
- Quizzes 25%
- Written assignments 25%
- Class/Campus Participation 15%

Grading Scale
- A = (90%-100%)
- B = (80%-89%)
- C = (70%-79%)
- D = (60%-69%)
- E = (below 60%)

Communication Policy/Meetings: Students are encouraged to email the instructor if they have any questions or concerns. When emailing the instructor, please include your class name subject line (GS 1181). Please be respectful in your emails. This includes addressing the professor properly and signing your full name.

*If you would like to meet with me, please send an email that gives three options, in terms of days and time slots that work for you.

Honor Code: Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is available on the web at http://www.angelo.edu/forms/pdf/honorcode5.pdf.
**Supplemental Instruction:** Information about becoming a more effective and efficient learner is available through the Dept. of Psychology & Sociology website at [www.angelo.edu/dept/psychology_sociology/index.htm](http://www.angelo.edu/dept/psychology_sociology/index.htm).

**Writing Center:** The ASU Writing Center (942-2093) is located on the 3rd floor of the ASU Library in 305C. Writing Center tutors can work with students in any discipline and at any skill level.

**Title IX:** Angelo State University is committed to the safety and security of all students. If you or someone you know experience sexual harassment, sexual assault, domestic or dating violence, stalking, or discrimination, you may contact ASU’s Title IX Coordinator, Michelle Boone at 325-486-6357.

**Disabilities:** Persons with disabilities that warrant academic accommodations must contact the Student Life Office, Room 112 University Center (942-2193), in order to request such accommodations prior to their being implemented. You are encouraged to make this request early in the semester so that appropriate arrangements can be made.

*Schedule is subject to change*

<table>
<thead>
<tr>
<th>Dates</th>
<th>Topics</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>1/17</td>
<td>Introduction</td>
<td>Read syllabus/logon to Blackboard to read other documents about course</td>
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<tr>
<td>1/22</td>
<td>Discover your personality: Importance of self-esteem</td>
<td>Syllabus Quiz</td>
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<tr>
<td>1/24</td>
<td>Why college?</td>
<td>Due: Reading over the college statistics</td>
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<tr>
<td>1/29</td>
<td>Diversity on campus</td>
<td>Due: Quiz 1</td>
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| 1/31    | Cognitive decision making among university students | Due: Quiz 2                   
|         |                                                 | Due: Summary over Diversity on campus                                       |
| 2/29    | Time management                                 | Due: Quiz 3                                                                 |
| 2/31    | Selecting the right major                       | Due Quiz 4                                                                 |
| 2/5     | Midterm                                        | Midterm                                                                     |
| 2/7     | Mapping out career strategy                     | Due Quiz 5                                                                 |
| 2/12    | Managing financial responsibility *(Meet in different location: A 233)* | Due Quiz 6                                                                 |
| 2/14    | Paperwork: resumes, cover letters job applications | Due: Quiz 7                                                                |
| 2/19    | Succeeding in life and on the job               | Due: Article summary (one of your choice on related topic)                  |
| 2/21    | Social responsibility *(Meet in different location: A 233)* | Due: Quiz 8                                                                |
| 2/26    | Group work                                      | Due: Group work                                                             |
| 2/28    | Group presentation                              | Due: Group research critique                                                |
| 3/5     | Review                                          | Review                                                                      |
| 3/7     | Final exam                                      | Final exam                                                                  |