Instructor: Paul K. Swets
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Office: Vincent 175
Office Hours: Tuesdays and Thursdays, 1:00 - 2:00 PM, or by appointment

Course Description
“Thinking,” whether it is called intuition, problem solving, or just judgment, is a key for success in school, in business, and in our personal lives. Thinking more clearly, more creatively, and more effectively can help us earn better grades, be more productive, and achieve greater satisfaction. What may be surprising, however, is that many of the habits and strategies of effective thinking extend across the various areas of our lives. Moreover, these methods of effective thinking can be studied and taught – and learned.

This course will use a variety of methods and experiences to encourage students to think about how they think, and to adapt and adopt some effective habits and strategies to their own circumstances. Emphasis will be placed on advancing communication and information literacy skills, together with the habits of mind to enhance student success through more effective thinking.

Core Student Learning Outcomes
Upon completion of this course, students will be able to
- Locate campus resources to solve problems and answer questions;
- gather, analyze, evaluate, and synthesize information relevant to a topic related to the text (Critical Thinking); and
- develop, interpret, and express ideas through effective written and oral communication (Communication Skills).

Course Requirements
- Class periods may include an activity which will result in a grade. Students who are absent will not be able to make up these grades.
- We will have regular out-of-class assignments, with assignments and due dates posted to Blackboard. Late work is accepted only for cause, evaluated on a case-by-case basis.
- We will utilize a variety of university resources. Be prepared to engage in the resources Angelo State University provides.
- You must complete a number of Blackboard modules, including the information literacy modules.
Students will research and summarize an appropriate scholarly source as well as an assigned source. Each student will participate in a group presentation, and constitute the audience for other group presentations. Attendance at and a summary of the Holland Symposium (Tuesday, 25 September, at 11 AM), in the CJ Davidson Conference Center is expected. Other university events may be substituted, with prior approval, for students unable to attend the Symposium.

Required Materials
- The 5 Elements of Effective Thinking, by Edward B. Burger and Michael Starbird.
- This is a Blackboard course. Students must be able to access and utilize the Blackboard learning management system.

Course Grade
Course grades will be determined as follows:
- Homework and daily grades – 35% total
- Textbook reflections – 20% total
- Summaries – 20% total
- Group presentation – 15%
- Attendance at and submission of a summary of the Holland Symposium on American Values (or equivalent) – 10%
From these percentages, the usual letter grades (90 and above ↔ A, 80 – 89 ↔ B, 70 – 79 ↔ C, 60 – 69 ↔ D, and less than 60 ↔ F) apply. However, I reserve the right to adjust grades upwards from the indicated ranges.

Attendance
Students are expected to attend every class meeting. If you must miss a class, it is your obligation to contact me, prior to the class (if possible).

Course Schedule
Below is a tentative outline of the schedule for this course. Actual course activities, assignments, and due dates will be posted to the course Blackboard site. During each week we will also familiarize ourselves with and utilize university resources.
- Week 1 (26 August - 1 September) Introduction and University Resources
- Weeks 2-4 (2 - 22 September) The 5 Elements of Effective Thinking
- Week 5 (23-29 September) Summarization
- Weeks 6-7 (30 September - 13 October) Presentations and University Resources
- Week 8 (14 - 20 October) Group Presentations
Policies

Student Absence for Observance of Religious Holy Day

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

Student Conduct Policies

Academic Integrity

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

The College of Science and Engineering adheres to the Statement of Academic Integrity.

Plagiarism

Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. 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. 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 Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.

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.

Student Disability Services

ASU 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 of 2008 (ADAAA), and subsequent legislation.
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:

   Dallas Swafford  
   Director of Student Disability Services  
   Office of Student Affairs  
   325-942-2047  
   dallas.swafford@angelo.edu  
   Houston Harte University Center, Room 112

**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 Nicole Boone, J.D.  
   Director of Title IX Compliance  
   Michelle.Boone@angelo.edu  
   (325) 486-6357  
   Mayer Administration Building, 204