

Instructor: Ona M. Mull, M.A.; <u>omull1@com.edu</u>;

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

Office (Student) Hours & Location: In Classroom before or after class.

Required Textbook: *The 7 Habits of Highly Effective College Students: How to Succeed in College...and Life Essentials 2nd Edition by Sean Covey*

Additional Resource: *Ten Steps to Earning Awesome Grades* by Thomas Frank - Free download: https://collegeinfogeek.com/

Textbook Purchasing Statement: A student attending College of the Mainland is not obligated to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Course Description: A study of the psychology of learning, cognition, and motivation; factors effecting life-long learning; and application of learning strategies in college, career and life. **Course Requirements:** Attached at the end of this document

Assignment	Max Points	Earned Points
Scavenger Hunt	100	
SG: F, 1, 2, 3, 4, 5, 6, 7 (25 Pts. Each)	200	
Career Project: OOH	25	
Career Project: Compare Contrast Paper	25	
Career Project: Social Responsibility	25	
Career Project: Relate to personal success	25	
Career Project: Presentation	100	
Chapter/Habit Presentation	150	
Campus Connections	100	
Attendance minus 25 points per absence	250	
Total Points:	1000	
EXTRA CREDIT: Course Evaluation	20	

Determination of Course Grade/ Detailed Grading Formula:

GRADING SCALE		
Grade	Points Earned	
А	900-1000	
В	800-899	
С	700-799	
D	600-699	
F	600 or below	

Week	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 July 11 thru July 15	Syllabus Course Expectations Campus Safety AGAINST ALL ODDS (EM-7)	Success Teams Fixed and Growth Mindset CHANGE MINDSET - 18	Campus Resources Scavenger Hunt	Foundations Study Guide – Sentence FACING GIANTS-7	Stress Emotional Intelligence BLAME Marshmallow Test - 3.5 each
Week 2 July 18 thru July 22	Habit 1 - Be Proactive Study Guide – Mapping QBQ Boatlift-12 Grit the power of passion and perseverance-6	Be Proactive and Attitude The Late Paper Incredible Story-7 Choose Your Attitude Ted- 21	Habit 2 - Begin with the End in Mind Study Guide – Outline TMB Panyee FC short film-5	Career Project OOH www.bls.gov/ooh	Habit 3 - Put First Things First Study Guide – Charting Plan Campus Connections Swallow Frog1.5 Programming
Week 3 July 25 thru July 29	UT Commencement Speech RCQ Journal Campus Connections Career Part 2	Assign Habit Presentations Workday: Power Point, game, TED Talk, creativity Student Conferences	Amy Cuddy Short TED - 6 Social Responsibility within your careers Service How to be happy	Presentation Workday Practice Presentations	Habit 4 – Think Win-Win Group Presentation Victim/Survivor or Thriver? - 14
Week 4 Aug. 1 thru Aug. 5	Habit 5 – Seek First to Understand, then to be Understood Group Presentation	Habit 6 – Synergize Group Presentation Derek Sivers TED	Habit 7 – Sharpen the Saw Group Presentation Career Part 3 Prince EA Stop Career Part 3	Movie Analysis	Career Part 4
Week 5 Aug. 8 thru Aug. 12	Money Matters Interviewing, Networking Communication Leadership Responsibility Ethics/Integrity	King Gimp and Discussion questions Campus Connections DUE Career Presentations	Career Presentations	Career Presentations	Conferences

Course outline: Subject to Change!!

Extra Credit: Course Evaluation: Receive 25 Extra Credit Points Please complete the online course evaluation sent to your COM e-mail at the end of the semester.

Make-up Policy: Coursework is expected to be completed and submitted on time. Late work may be accepted for up to half credit. Instructor reserves the right to make special accommodations regarding late work.

Attendance: Students are to attend each class, be on time and stay in the classroom during the entire class session. Students are to communicate with the instructor if the need arises to miss a class. Regular attendance is a critical component to being successful in college. **25 points are deducted for each absence or lack of participation.**

The assignments listed below are for **documented COVID related absences**. Contact professor immediately for additional information.

Assignment #1: Paper: Type a 3-page paper describing five study tips you learned from Thomas Frank's website and textbook. Be sure to explain how you will adapt these skills into your study regime. Be specific. <u>https://collegeinfogeek.com/</u> Use MLA Format. <u>Assignment #2: Paper:</u> Type a 3-page paper over a chosen TED Talk (approximately 10-15 minutes long) relevant to the course topics. Include the TED talk name. Use MLA Format. <u>Assignment #3: Paper:</u> Type a 3-page paper over the 2014 UT Commencement Speech. Use your RCQ journal as a reference. Use MLA Format.

Success Tips for Students:

- 1. Attend every class
- 2. Pay attention in class and actively participate
- 3. Complete study guides and submit on time
- 4. Use the learning technique that works best for you (highlighting, flashcards, study groups)
- 5. Communicate openly and effectively with your success team and professor
- 6. Make use of office hours
- 7. Take advantage of the extra credit opportunities
- 8. Make use of available computer labs on campus (Printing available)

The Tutoring Center provides free tutoring services to students, staff and faculty seeking assistance for writing, reading and oral presentations for academic and non-academic assignments/projects. Located in the Industrial Careers Building, Room TVB 1313, the center provides face-to-face and online tutoring sessions in a welcoming environment. Make appointments in person or online at www.com.edu.

Academic Dishonesty: Any incidents of academic dishonesty are reported in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams or papers will result in a grade of zero on that exam or paper.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Dr. Shinya Wakao <u>swakao@com.edu</u>.

Student Learner Outcome		Maps to Core Objective	Assessed via this Assignment	
1.	Synthesize effective strategies and skills that lead to personal success, personal responsibility, self-motivation, and self- management.	Critical Thinking	Career Project part 4 Related to strategies and skills leading to personal success	
2.	Synthesize effective strategies and skills that lead to interdependence, self- awareness, lifelong learning and emotional intelligence.	Critical Thinking	Career Project part 4 Related to strategies and skills leading to personal success	
3.	Manipulate and analyze data and observable facts to result in informed conclusions	Empirical and Quantitative	Career Project part 1 Occupational Outlook Handbook Chart	
4.	Develop, interpret, and express ideas through written communication	Communication Skills (Written)	Career Project part 2 Compare/Contrast paper on two chosen careers	
5.	Students will demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.	Social Responsibility	Career Project part 3 Specifically related to chosen career	
6.	Develop, interpret, and express ideas through oral communication.	Communication Skills (Oral)	Career Project part 5 Presentation	

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook.<<u>https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf</u>. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.* <u>https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf</u>.

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520 or <u>hbankston@com.edu</u>. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or <u>hbankston@com.edu</u>. Counseling services are available on campus in the student center for free and students can also email <u>counseling@com.edu</u> to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 16-week session is November 18.

F_N **Grading:** The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer you to meet your academic goals.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at <u>www.com.edu/coronavirus</u>. In compliance with <u>Governor Abbott's May 18 Executive</u> <u>Order</u>, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit <u>com.edu/coronavirus</u> for future updates.

Classroom Conduct Policy: College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, located in the on-line Student Handbook: https://www.com.edu/student-services/student-handbook. Students should be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from class.

Professionalism, which includes preparedness, a positive attitude, interaction, and respect, is expected. **Place cell phones on silent and keep them put away**. No earphones and laptops unless as a college specified accommodation.

NOTE: If for any reason the college closes, continue to work on the assignments spelled out in your syllabus. For example, complete chapter readings, study guides, activities, and projects. You are accountable for the work upon the re-opening of the college.

Course Requirements:

Study Guides: Points: 200 total, 25 points each

For each habit in your textbook, you are responsible for completing a study guide in the format indicated in the course schedule and Brightspace D2L.

Attendance and Participation: Points: 250 total, 25 points are deducted for each absence or lack of participation

Psychology for Success Scavenger Hunt

Recreation Room (BLDG 1)		
TRIO Student Support Services Welcome Desk (BLDG 2) (BLDG 1) Image: Comparison of the service of the servi	Student Center, Organizations, Clubs, MM4E, Recreation Room (BLDG 1)	Student Success Center: Advising (BLDG 2)
(BLDG 1)		
	TRIO Student Support Services	Welcome Desk (BLDG 2)
Community Resource Center (Front desk in BLDG 2)		
Community Resource Center (Front desk in BLDG 2)		
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		Community Resource Center (Front desk in RI DC 2)
		Community Resource Center (Front desk in DEDG 2)

Tutoring Center (TVB 1313)	Student Financial Services and Veterans Affairs (BLDG 2)
Library (BLDG 8)	Gym, Workout Facility, Recreation, Club Sports (BLDG 4)
COM Police (BLDG 16) Take a picture of the information posted	Innovations Computer Lab (Technical Vocational Building, Room T1324) Take a picture of the hours of operation
Conference Center (BLDG 21) Take a group selfie with your success team	Fine Arts and Theatre (BLDG 3) Take a group selfie with your success team in the Art Gallery
STEAM (BLDG 22) Take a group picture in the study area with the molecule lights (H20) on the 3 rd floor	Find the Social Sciences office located in LRC Suite A (BLDG 8) Take a picture of the office hours posted on the door. This will be your last stop.
Lake Eckert Walking Trail (By BLDG 1) Take a group selfie with your success team	STEAM (BLDG 22) Take a group picture in the snack/study/porch area on the 1 st floor

Total Points: 100

Career Project Part 1 (25 points)

Visit the Occupational Outlook Handbook at <u>www.bls.gov/ooh/</u> and complete all the information below. Be specific and thorough.

	Career Option 1	Career Option 2
Career Title	•	•
What they do		
what they do		
Work		
Environment		
How to		
Become One		
(Education,		
Certification)		
Pay		
Job Outlook		
(Increasing or		
Declining?)		
List 3 similar		
occupations		
List 3 skills		
that need		
strengthening		
Your Career	After analyzing the above data, indicate	e which career is the best fit for you:
Choice		

Career Project Part 2 (25 points)

Based upon the information you collect on the two careers (from Part 1), type a 2 full page double-spaced Times New Roman (MLA Style) paper elaborating on the pros and cons of each career. Be thorough and provide details from the Occupational Outlook Handbook as well as other sources. Conclude with a paragraph stating how the career you chose is the best fit for you. Your paper should be at least three paragraphs.

- ¶ 1: Introduction (explain what two careers you are considering and why)
- ¶ 2: Second career choice (describe pros & cons and explain why you didn't choose this career)
- ¶ 3: Chosen career (describe the pros & cons and explain why you chose this career)

Career Project Part 3 (25 points)

The idea of social responsibility is built on a system of ethics, in which decisions and actions are evaluated before proceeding. If the action or decision causes harm to society or the environment, then it would be socially irresponsible. Every individual has a responsibility to act in a manner that is beneficial to society and not solely to the individual.

In 5-10 sentences, describe in detail how your chosen career plays a role in social responsibility. Be sure to start your paper by stating your chosen career.

Talking to individuals in your career choice, researching common problems, and looking at current events may help you formulate your ideas.

Career Project Part 4 (25 points)

Indicate how you will use each of the following habits in your chosen career. Be very specific and use examples. Be Proactive: Begin with the End in Mind: Put First things First: Think Win-Win: Seek First to Understand then to be Understood: Synergize: Sharpen the Saw:

Career Project Part 5 (100 points)

Using the information from the previous parts of this project, prepare a 3-minute presentation about your career choice. Describe your career and how you will obtain a position in that career. Include information about how you chose your career, social responsibilities within your career, education required and any other relevant information.

- Build a PowerPoint Presentation of 5 slides using bullet points only.
- Slide 1: Your Name with Chosen Career and various pictures of career
- Slide 2: OOH information on your chosen career. Bullet the following:

What they do Work environment Training/education Pay Job outlook Fun Facts

Slide 3: Indicate what career you chose and why.

State what personal strengths you have that will support your career choice.

- Slide 4: List 3 bullet points describing how your career positively impacts society.
- Slide 5: Bullet point each habit and how it pertains to your career. See example below:

<u>College Professor</u> Be Proactive: colleagues Begin With the End in Mind: syllabus Put 1st things 1st: grading Think Win-Win: student conferences Seek 1st to Understand then to be Understood: Discussions Synergize: Class activities Sharpen the Saw: Professional development

Upload your PPT into BRIGHTSPACE D2L in the designated area on Sunday by 11:59. Presentation selection will be random.

R-C-Q Journal (React, Connect, Question)			
Idea or Quote If you want to change the world	Reactions/Connections to, or Questions regarding the topic		
Make your bed.			
Find someone to help you paddle.			
Measure a person by the size of their heart.			
Get over being a sugar cookie and keep moving forward			
Don't' be afraid of The Circus.			
Slide down the obstacle headfirst			
Don't back down from the sharks			
Be your very best in the darkest moments			
Start singing when you're up to your neck in mud			
Don't ever, ever ring the bell			

2014 UT Commencement Speech

Chapter Presentations Points: 150 total

Each success team is required to develop a presentation on an assigned chapter/habit from the textbook. This will allow each student to get a unique perspective of the teaching/learning process. Students should include the following components in their presentation:

- 1. Identify the main learning points of the chapter and complete a detailed Study Guide in one of the assigned formats and include in the PowerPoint.
- 2. Create a PowerPoint presentation that allows each student in the class to gain insight into the course material.
- 3. Have a <u>minimum</u> of one in-class game to help strengthen the material. Be creative and describe how this activity relates to your habit.
- 4. Choose one activity from the chapter to have the class complete and discuss.
- 5. Find a TED Talk or video pertaining to your topic to show to the class. (20-minute max)
- 6. Go to <u>https://collegeinfogeek.com/</u> and find helpful topics such as reading tips, writing tips, memorizing study materials, test taking tips, morning routines, habits, increasing energy/focus or productivity or pick any topic related to your habit

Point Breakdown: 20-presentation content and PPT, 20-presentation skills (eye contact, oral communication, tone, volume, enthusiasm, etc.), 10-activities, 20-video, 20-game, 10-College Info Geek, 50 points for attendance during workdays and habit presentations.

<u>King Gimp</u>

- 1. Think of 1 or 2 words that describe what you are feeling.
- 2. What scene or comment stands out in your mind? Discuss why.
- 3. What insights or knowledge did you get from this film?
- 4. What qualities does Dan possess that you admire and how can you apply that quality to your role as a student?
- 5. How does this film deepen your understanding of prejudice and challenge your assumption about people with disabilities?
- 6. How can you use Dan's story to increase your level of motivation?

Movie Analysis

After viewing the movie, give an example of how a character effectively used the knowledge of the habit to handle a situation, and then give an example of how a character struggled with the habit. Repeat these steps for each of the seven habits and be prepared to report your analysis to the class. In addition, answer the questions on the following page and be prepared to discuss.

Habit	Positive Example	Negative Example
(principles)	_	
Be Proactive		
(responsibility		
and initiative)		
D : :4.4		
Begin with the end in mind		
ena in mina		
(vision and		
purpose)		
Put 1 st things 1 st		
(integrity and		
focus)		
Think win-win		
(acuraça and		
(courage and consideration)		
consideration)		
Seek 1 st to		
understand,		
then to be		
understood		
(empathy and		
clarity)		
Synergize		
(diversity and		
collaboration)		
Sharpen the saw		
1		
(renewal and		
balance)		

- 1. Which character displayed leadership skills?
- 2. Which character displayed the most integrity and/or was most ethical?
- 3. Which character had a fixed mindset?
- 4. Which character had a growth mindset?
- 5. Which character had the best attitude?
- 6. Which character had the worst attitude?
- 7. Give an example of a time when a character displayed social responsibility.
- 8. Who dealt with a stressful situation in a positive way?
- 9. Who dealt with a stressful situation in a negative way?
- 10. Which character had a career or role that they enjoyed?

CAMPUS CONNECTIONS PROJECT

Student Name: _____ Due Date: _____

Points: 100 Total for Advising visit plus 2 additional options Points: 80 Total for Advising visit plus 1 additional option

MANDATORY:

□ Attend an advising session with your assigned advisor in person or via TEAMS.

□ Ask your advisor	to sign the Advising Verif	ication form or attach a verification email
	Advising V	erification Form
Date of Advisement:		
Start Time:	End Time:	
Advisor Name:		
Advisor Signature:		

Option 1:

- Attend a tutoring session on campus in the Tutoring Center, in your professor's office, with a librarian or online tutoring.
- Ask your tutor/professor to sign the Tutoring Verification form or if using online tutoring, print your tutoring session.

Tutoring Verification Form				
Date of Tutorial:				
Start Time:	End Time:			
Subject:				
Tutor Name:			_	
Tutor Signature:			_	

Option 2:

□ Attend an event on campus. This could include a club event, club meeting, workshop, sport event, celebration, wellness, theatre event, etc. You can go online to find a calendar of events. To do this, log on to www.com.edu.

	Event Verification Form	
Date of Event:	Location of Event:	
Start Time:	End Time:	
Title of Event:		
Event Leader Name:		
List 3 Lessons Learned:		
1.		
2.		
3.		