



Education 1300.301CL
Psychology for Success, Spring 2024
3rd Period – Room E105

Instructor: Jere Everett, jeverett1@com.edu, 409-241-3370

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:

Mon through Friday before or after school – Room E105

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://collegeinfo geek.com/>

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.

Determination of Course Grade/ Detailed Grading Formula:

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	25	

GRADING SCALE	
Grade	Points Earned
A	900-1000
B	800-899
C	700-799
D	600-699
F	600 OR BELOW

Make-up Policy: Coursework is expected to be completed and submitted on time. Late work may be accepted for up to half credit but is not guaranteed. Instructor reserves the right to make special accommodations regarding late work.

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.

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 critical to being successful. Attendance points will not be awarded if the student is not present for the entire class, is off-task, or is not participating.

25 points are deducted for each absence or lack of participation.

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.

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

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, assignments, or papers (plagiarism) will result in a grade of zero on that exam, assignment, or paper. Use of Artificial Intelligence is prohibited unless otherwise stated by your instructor.

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 Department Chair, Shinya Wakao at 409-933-8107 or swakao@com.edu.
Tentative Course Outline (students are responsible for instructor revisions)

WK	M/F	TOPICS	YouTube Videos/Resources
1	No School	<ul style="list-style-type: none"> Course Expectations, Syllabus, Campus Safety 	The 9 BEST Scientific Study Tips-3 College Stress to College Success-15
	1/19	<ul style="list-style-type: none"> D2L overview Success Teams, Towers 	
2	1/22	<ul style="list-style-type: none"> RCQ Journal Study Guides and Campus Assignments Fixed and Growth Mindset 	UT 2014 Commencement Speech-20 Change Your Mindset, Change the Game-18
	1/26	<ul style="list-style-type: none"> Stress Emotional Intelligence 	Brene Brown on Blame-3.5 The Marshmallow Test-3.5
3	1/29	<ul style="list-style-type: none"> Assign Campus Connections Project Campus Resources, Scavenger Hunt* 	www.com.edu
	2/2	<ul style="list-style-type: none"> Campus Resources, Scavenger Hunt* 	How to Grad. College w/a Job You Love & Less Debt-15
4	2/5	<ul style="list-style-type: none"> Career Project Part 1: OOH* STEAM 134 	www.bls.gov/ooh The Job of Going From Campus to Career-7
	2/9	<ul style="list-style-type: none"> Foundations College Info Geek Book: 10 Steps to Earning Awesome Grades 	Facing the Giants Death Crawl-7 https://collegeinfogeek.com/
5	2/12	<ul style="list-style-type: none"> Habit 1 Be Proactive QBQ 	Boatlift-12 Grit The Power of Passion and Perseverance-6
	2/16	<ul style="list-style-type: none"> Be Proactive and Attitude The Late Paper Importance of Attendance 	Incredible Story about Owning your Attitude-7 Choose Your Attitude-Ted-21
6	2/19	<ul style="list-style-type: none"> Habit 2 Begin with the End in Mind 	TMB Panyee FC short film-5
	2/23	<ul style="list-style-type: none"> Service, Ethics, Integrity, Leadership, Responsibility Bring book next week, Assign Habit Presentations* 	How to Be Happy Everyday: It will Change the World (Service) 365 Give-16 Strengthening Soft Skills Andy Wible-13 Why Do We Lie? The Behavioral Science Guys-5
7	2/26	<ul style="list-style-type: none"> Habit 3 Put First Things First Effort Career Part 2 Due Sunday 	Swallow the Frog-1.5 Programming your mind for Success Carnie Green Ted Talk-15
	3/1	<ul style="list-style-type: none"> Presentation Workday: Read Chapter and Complete Activities. Study Guide 	Reminder: Work on your campus connections assignment outside of class
8	3/4	<ul style="list-style-type: none"> Presentation Workday: PowerPoint, game, TED Talk, creativity Student Conferences 	
	3/8	<ul style="list-style-type: none"> Presentation Workday: Practice Presentations Social Responsibility within your careers 	Amy Cuddy Short TED Video-6
9	3/18	<ul style="list-style-type: none"> Habit 4 Think Win-Win Group Presentation 	Are you a Victim, Survivor or Thriver? -14
	3/22	<ul style="list-style-type: none"> Habit 5 Seek First to Understand, then to be Understood Group Presentation 	How Not to Take things Personally-17.5
10	3/25	<ul style="list-style-type: none"> Habit 6 Synergize Group Presentation 	Derek Sivers' 'How to Start a Movement'-3
	3/29	<ul style="list-style-type: none"> Habit 7 Sharpen the Saw Group Presentation 	Prince EA Stop Wasting your life Everyone Dies but not everyone lives-5.5
11	4/1	<ul style="list-style-type: none"> Campus Connections DUE* Guided Registration 	5 ways to create stronger connections-3
	4/5	<ul style="list-style-type: none"> King Gimp and discussion questions Career Part 3 Due Sunday 	
12	4/8	<ul style="list-style-type: none"> Money Matters 	https://www.ted.com/speakers/wendy_de_la_rosa

	4/12	<ul style="list-style-type: none"> • Money Matters • Career Part 4 Due Sunday 	
13	4/15	<ul style="list-style-type: none"> • Movie Analysis 	
	4/19	<ul style="list-style-type: none"> • Movie Analysis 	
14	4/22	<ul style="list-style-type: none"> • Conan O'Brien's Farewell Speech: A Class Act • Opportunity Taken • Mock Interview, Networking 	Conan O'Brien's Farewell Speech-11.5
	4/26	<ul style="list-style-type: none"> • Communication • Career Presentation in Class Workday: Due Sunday 	Don't Just Follow Your Passion: A Talk for Generation Y: Eunice Hii-18
15	4/29	<ul style="list-style-type: none"> • Career Presentations* 	
	5/3	<ul style="list-style-type: none"> • Career Presentations 	
16	5/6	<ul style="list-style-type: none"> • Career Presentations 	
	5/10	<ul style="list-style-type: none"> • Conferences 	

*Assignments you will work on and/or submit in class

D2L assignments are due by 11:55pm on Sundays. Assignments will NOT be accepted via email. They MUST be submitted through D2L in PDF, .doc, .docx or jpeg format.

Check your submissions in D2L and COM email! If an incorrect file type or blank document is accidentally uploaded, email the assignment right away with the correct file attached. Otherwise, no credit will be awarded. This is the only time an assignment will be accepted via email.

Due Date	Assignment
2/4	Foundation S.G.-sentence
2/11	Habit 1 S.G.-mapping
2/18	Habit 2 S.G.-outline
2/25	Habit 3 S.G.-charting
3/3	Career Pt. 2: Compare/Contrast Paper
3/10	Habit Presentation Powerpoint
3/10	Habit 4 S.G.-flashcards
3/10	Habit 5 S.G.-color
3/24	Habit 6 S.G.-your choice
3/24	Habit 7 S.G.-your choice
4/7	Career Pt. 3: Social Responsibility
4/14	Career Pt. 4: Personal Success
4/28	Career Pt. 5: Powerpoint
In Class Submissions	
*See course outline above for specific dates.	
Wk. 3	Scavenger Hunt
Wk. 4	Career Part 1: OOH
Wk. 11	Campus Connections

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 104, the center provides face-to-face and online tutoring sessions in a welcoming environment. Make appointments in person or online at <https://com.mywconline.com>.

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 https://www.com.edu/student-services/docs/Student_Handbook_2023-2024_v2.pdf. *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.*

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 Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

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 1st 8-week session is February 28. The last date to withdraw from the 16-week session is April 22. The last date to withdraw for the 2nd 8-week session is May 1. The last date to withdraw for spring mini session is May 29.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN 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 FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN 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 in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Classroom Conduct Policy: College of the Mainland requires that students enrolled at COM be familiar with and abide by the Standards of Student Conduct, located in the on-line Student Handbook:

<https://www.com.edu/student-services/student-handbook.html>. Any violations 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 them put away.** No earphones. Laptops are only allowed as an accommodation except on specified workdays as announced by your instructor.

NOTE: If for any reason the college closes, continue to work on the assignments spelled out in your syllabus and D2L. Check D2L for announcements.


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 D2L.

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

Psychology for Success Scavenger Hunt

<p>Student Center, Organizations, Clubs, MM4E, Recreation Room (BLDG 1)</p>	<p>Welcome Desk (BLDG 2)</p>
<p>TRIO Student Support Services (BLDG 1)</p>	<p>Student Success Center: Advising (BLDG 2)</p>
<p>Community Resource Center (BLDG 1) Take a group selfie in front of the area</p>  A QR code is centered in the cell. Below it is a blue rectangular button with a white smartphone icon and the text "SCAN ME" in white capital letters.	<p>Student Financial Services and Veterans Affairs (BLDG 2)</p>

Gym, Workout Facility, Recreation, Club Sports (BLDG 4)	Library (BLDG 8)
Tutoring Center (ICB BLDG 23)	
COM Police (BLDG 16) Take a picture of the information posted inside	STEAM (BLDG 22) Take a group picture in the snack/study/porch area on the 1 st floor
Conference Center (BLDG 21) Take a group selfie with your success team (outside if the building is locked)	Fine Arts and Theatre (BLDG 3) Take a group selfie with your success team in front of one of the murals on the wall
STEAM (BLDG 22) Take a group picture in the study area with the molecule lights (H ₂ O) on the 3 rd floor	Lake Eckert Walking Trail (By BLDG 1) Take a group selfie with your success team
Find your instructor's office located in LRC Suite A (BLDG 8) Meet briefly with your instructor. <i>THIS SHOULD BE YOUR LAST STOP.</i>	Welcome to COM!! You are off to a great start!! 

Total Points: 100

Career Project Part 1 (25 points)

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

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

Career Project Part 2 (25 points) Submit in D2L

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) Submit in D2L

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 but is not required.

Career Project Part 4 (25 points) Submit in D2L

Indicate how you will use each of the following habits in your chosen career. Be very specific and use examples.

My Career Choice:

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:

Example:

Put First things First: I will prioritize and achieve my most important goals instead of constantly reacting to urgencies. To do this I will prioritize my qualified buyers, document deadlines and meetings and prioritize goals that propel my career. My job will require me to complete many tasks on a regular basis. I will keep an electronic calendar so I will always have a clear idea of what each week will look like and demands that must be met.

Career Project Part 5 (100 points)

Using the information from the previous parts of this project, prepare a 5-minute presentation about your career choice. Describe your career and how you will obtain a position in that career. Refer to Career parts 1-4 while building your slideshow. Get creative! Ex: props, dress the part, tell a relevant story, reference current events, audience interaction, etc.

Build a PowerPoint Presentation of 5 slides using bullet points only. During your presentation you will elaborate on the bullet points in your PowerPoint.

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 three (3) or more personal strengths you have that will support your career choice, or list qualities you are working on strengthening for your career.

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:

College Professor

- 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

Be prepared.

2014 UT Commencement Speech

R-C-Q Journal (React, Connect, Question)	
Idea or Quote If you want to change the world...	Reactions, Connections, or Questions regarding the topic (R -when he said this I..., C -this made me think of when I..., Q -I wonder if I can use this to...)
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 circuses.	
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	

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. All team members must have a speaking part. No student(s) should dominate the presentation. Students should include the following components in their presentation:

1. Working together, identify the main learning points of the chapter. Each student should complete a detailed **Study Guide** in one of the assigned formats and submit it when completed. Do not move forward with this assignment until everyone in your team has submitted their individual study guide.
2. Refer to your completed study guide and create a **PowerPoint** presentation that allows each student in the class to gain insight into the course material. Your PowerPoint should be short, bulleted words/phrases. You will use the PowerPoint as a guide. You will elaborate on the bullet points in your presentation. Become an expert on your habit.
3. Have a minimum of one in-class **game** to help strengthen the material. Be creative! You must describe how this activity relates to your habit in your presentation.
4. Choose one **activity** from the chapter to have the class complete and discuss.
5. Find a **TED Talk** or instructor-approved video pertaining to your topic to show to the class. (20-minute max). You may show two clips adding up to no more than 20 minutes.
6. Go to <https://collegeinfogeek.com/> 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. Do not show the clip or article to the class. You will summarize and elaborate on the information you gather.
7. **Optional:** include the following topic in your presentation and relate it to your habit. [Habit 4-love languages](#), [Habit 5-body language meanings](#), [Habit 6-cultural differences around the world when interacting with others](#), [Habit 7-preventing alzheimer's](#)

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.



King Gimp

1. What are 1 or 2 words that describe what you are feeling?
2. What scene or comment stands out in your mind? 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 (principles)	Positive Example	Negative Example
Be Proactive <i>(responsibility and initiative)</i>		
Begin with the end in mind <i>(vision and purpose)</i>		
Put 1 st things 1 st <i>(integrity and focus)</i>		
Think win-win <i>(courage and consideration)</i>		
Seek 1 st to understand, then to be understood <i>(empathy and clarity)</i>		
Synergize <i>(diversity and collaboration)</i>		
Sharpen the saw <i>(renewal and balance)</i>		

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

CAMPUS CONNECTIONS PROJECT

Student Name: _____

Due Date: _____

Points: 100 Total for completing everything. You cannot earn points for the letter, tutoring or event unless you have completed your advising visit. You can work on this project in any order. This assignment spans two pages.

Points: 40 Advising
Points: 20 Student letter

Points: 20 Tutoring
Points: 20 Campus Event

MANDATORY ADVISING: 40 points

- Attend an advising session with your assigned advisor in person or via TEAMS.
- Ask your advisor to sign the Advising Verification form or attach a verification email

Advising Verification Form

Date of Advisement: _____

Start Time: _____ **End Time:** _____

Advisor Name: _____

Advisor Signature: _____

Student Letter: 20 points

Write a letter to next semester's Psychology for Success students. Give them a preview of what the class is all about. You should include information about things like:

- The textbook
- Study guides
- Activities
- Information you learned
- Some of the 7 Habits
- What they should expect
- How you will apply what you have learned
- What was helpful for you in the class
- Career assignments

Think about how you felt the first day of class and what you would have liked to have known.

You can start your letter with something like: Dear future student. You can end your letter with your name if you would like.

Print your student letter and bring it to class on the due date.

Tutoring: 20 points

- 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. If using online tutoring, print your tutoring session or verification.

<u>Tutoring Verification Form</u>	
Date of Tutorial: _____	
Start Time: _____	End Time: _____
Subject: _____	
Tutor Name: _____	
Tutor Signature: _____	

Campus Event: 20 points

- 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.
- Include 3 specific things you participated in and/or learned. No signature required.

<u>Event Verification Form</u>	
Date of Event: _____	Location of Event: _____
Start Time: _____	End Time: _____
Title of Event: _____	
Event Leader or Event Speaker's Name: _____	
List 3 Lessons Learned:	
1.	
2.	
3.	