

## South Plains College

---

*“SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT’S LIFE”*

EDUC 1300 LEARNING FRAMEWORKS – Online, Fall 2019

➔ Course can be accessed on Blackboard, or by going to  
southplainscollege.blackboard.com

**Instructor:** Dr. Erika M. Warnick, Associate Professor in Reading and Education

**Contact Info:** [ewarnick@southplainscollege.edu](mailto:ewarnick@southplainscollege.edu), 806-716-2238

**Office Location:** Room 306 – Library Building, Levelland Campus

**Office Hours:** Office hours are listed below and are also available by appointment. Please email me to set up an appointment. While rare, if I have to cancel office hours, you will be notified in Blackboard.

| Monday            | Tuesday           | Wednesday         | Thursday                           | Friday               |
|-------------------|-------------------|-------------------|------------------------------------|----------------------|
| 1:00p.m.-3:00p.m. | 1:00p.m.-2:00p.m. | 1:00p.m.-3:00p.m. | 8:30am-9:30am<br>1:00p.m.-2:00p.m. | 9:00-12:00 (by appt) |


### SYLLABUS “AT-A-GLANCE”

***\*\*Please read the entire syllabus! The At-a-Glance is designed to help you quickly navigate information throughout the semester!***

## COURSE INFORMATION

### Required Materials:

**On Course: Strategies for Creating Success in College, Career, and Life, Loose-leaf Version, 9th + MindTap, 1 term Printed Access Card 9780357096857**

\*\*\*\*\*  Please ensure that you are getting the book AND the access code if you attempt to purchase this elsewhere to save money.

\*\*\*\*Please be advised, Cengage now offers a program called **Cengage Unlimited**, a textbook subscription service allowing you access to as many textbooks as you need. Think Netflix for textbooks!  
\$120/semester or \$180/year.

- *Consistent and reliable access to a computer with internet access* for daily online work related to this course. This is CRITICAL in an online class!
- *3-ring binder (or similar)* to organize and retain all classroom materials.

By reading *On Course* (our textbook), you'll learn empowering strategies that have helped others create great success. By keeping a guided journal, you'll discover how to apply these success strategies to achieve your own goals and dreams. By participating in class activities and focused conversations, and by completing course projects, you will further improve your ability to stay on course to your success. Once you make these new strategies your own through application, you'll have the ability to dramatically improve the outcome of your life—academically, professionally, and personally.

### Course Description:

This course is designed to help you create greater success in college and in life. This is achieved by helping students explore who they are, understand where they come from, and decide where they are going. By applying the strategies of active learning, self-motivation, self-management, self-awareness, and interdependence you will create greater academic, professional, and personal success. The most important part of this course, however, is learning more about yourself...learning who you are as a college student and human being, and learning what it takes for you to keep yourself balanced and on course for success.

This course is a study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are expected to integrate and apply the learning skills discussed

across their own academic programs and become effective and efficient learners. Students developing these skills should be able to draw continually from the theoretical models they have learned. This course is recommended for all students, especially nontraditional students and students on academic probation and is required for students returning to college after academic suspension or by placement by the Admissions Committee.

**Course purpose:** The purpose of this course is to prepare students for college and life success, equipped with knowledge, skills, strategies and tools to apply to accomplish a variety of tasks in varying contexts.

**Course location:** Online at Blackboard.

You can access Blackboard directly on the South Plains College website, via your MySPC (now called Texan Connect) page, or by going to [blackboard.southplanscollege.com](http://blackboard.southplanscollege.com)

**Course Frequency and Design:** This course takes place online. Instructional methods to be used in this course will include discussion boards; PowerPoints; digital homework; articles and other resources; and videos.

### **Student Learning Outcomes:**

By the completion of this course, successful students will:

1. **Accept Personal Responsibility**, seeing themselves as the primary cause of their outcomes and experiences
2. **Discover Self-Motivation**, finding purpose in their lives by discovering personally meaningful goals and dreams
3. **Master Self-Management**, consistently planning and taking purposeful actions in pursuit of their goals and dreams
4. **Employ Interdependence**, building mutually supportive relationships that help them achieve their goals and dreams (while helping others do the same.)
5. **Gain Self-Awareness**, consciously employing behaviors, beliefs, and attitudes that keep them on course
6. **Adopt Lifelong Learning**, finding valuable lessons and wisdom in nearly every experience they have
7. **Develop Emotional Intelligence**, effectively managing their emotions in support of their goals and dreams
8. **Believe in Themselves**, seeing themselves as capable, lovable, and unconditionally worthy human beings.

**Course Evaluation:**

Grades are determined by the following scale:

90-100 = A                      60-69 = D  
80-89 = B                        0-59 = F  
70-79 = C

**Your grade will be based on the following percentages:**

|                                     |             |
|-------------------------------------|-------------|
| Online Discussion Board/Reflections | 30%         |
| Student Success Assignments         | 25%         |
| Exams (2 x 10%)                     | 20%         |
| Mindtap                             | 25%         |
| <b>TOTAL</b>                        | <b>100%</b> |

The grades you receive on your assignments, discussion board, and exams are indicators of your progress in this class. It is each student’s responsibility to continually monitor **academic progress posted in the grade book on Blackboard.**

**\*INSTITUTIONAL POLICIES\***

**Academic Integrity:** It is the aim of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present assignments which he or she has not honestly performed is regarded as a serious offense. The offender is liable to the consequences for cheating and plagiarism as described in the SPC catalog in sections, “Academic Integrity” and “Student Conduct.”

**Attendance:** Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus. When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college, or an official activity, the instructor may permit the student to make up work missed. **It is the student’s responsibility to complete work missed** within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date

of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

**Campus Carry and South Plains College: Important Information:** Texas SB 11 (Campus Concealed Carry) went into effect for community colleges on August 1, 2017.

### **Campus Resources:**

**Tutoring:** Dr. Gail Malone or Dalila Gonzales, 806-716-2241 or [dgonzales@southplainscollege.edu](mailto:dgonzales@southplainscollege.edu). Each semester, tutor schedules will be posted in our classroom and various other locations around campus as they become available. Please make special note that all tutoring services at SPC are free to students.

**Health & Wellness Center:** The counselors at the Health & Wellness center can advise you confidentially. They can also help you access other resources on campus and in the local community. You can schedule an appointment with a counselor by calling 716-2529.

**Advising & Testing:** Latha Tucker, 806-716-4606, [ltucker@southplainscollege.edu](mailto:ltucker@southplainscollege.edu). Students may contact the advising and testing center for information regarding TSI or other tests required by programs at SPC and/or advising services. **Course and Classroom Requirements, Policies, and Expectations**

**Diversity statement:** In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

**Non-Discrimination Statement:** South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Stan DeMerritt, Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

**Students with Disabilities:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**Title IX Pregnancy Accommodations:** If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical information, to the Director of Health & Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health & Wellness at 806-716-2362 for assistance.

## **\*Attendance, Grading, and Classroom/Online Behavior\***

### **Attendance**

Students must actively attend and participate in the online environment to reach a measure of success. This is especially given the basis of the class: academic strategies.

**Absences/going more than two days without logging in and participating will affect your grade in this course. You may be dropped from the course with an 'X' or an 'F' if I believe the objectives of the course cannot be met due to your lack of participation and attendance.** If you have excessive absences, I will try to contact you. If you have excessive absences and you do not respond to my attempts to contact you, you will receive an F in the course.

- Students are expected to log in frequently in order to stay up-to-date with assignments, due dates, and email messages.
- If a student goes 48 hours (2 days; includes weekends but not school-sanctioned holidays) without logging in, this counts as an absence.
- After **four absences**, a student may be dropped from the course.

## Grading Policy/Late Work/Attached Files Policy

- You are expected to submit quality, college-level work, free from errors and slang, on the date on which assignments are due (please see overview course schedule and Blackboard modules).
- You are expected to keep all material from the class during the course of the semester.
- Grades are updated weekly and entered into the Blackboard gradebook.
- It is the student's responsibility to monitor their grades and progress.
- Mindtap individual grades are located in Mindtap, but your Mindtap average will be in the Blackboard gradebook.
- Normal turnaround time for grading is two weeks (generally sooner).

**Late policy:** Assignments and any work you miss (EXCLUDING drafts and revisions of essays, Mindtap, and the exam) may be submitted up to two days (48-hours from the original due date; includes weekends) after the original deadline but with a point deduction penalty. 15 points will be deducted for every day the assignment is late, up to 30 points off the score for the assignment. After the 48 hour deadline, a score of 0 will be entered into the gradebook for the missing work. The only exception to this is an unforeseen circumstance (please see policy, below). **Exams, Mindtap, and discussion board activity are not included in this late policy.**

**Policy regarding attached files:** In this class, you will need to type your assignments in a recognizable software program (Word, or Pages for Mac), unless otherwise noted in the weekly module.

- I **MUST** to be able to open, download, and save your assignments! If I can't, I will email you to submit an assignment in the correct format. After that, you will receive a 0 for any assignments submitted in a format other than a recognized software program (e.g., Word, or Pages for MAC).
- **Should you forget to attach an assignment**, you will have until noon (12:00pm) the next day to resubmit the email with the attached assignment.
  - I only do this once! After that, the assignment is subject to the late policy (see Grading Policies, above).

## Unforeseen Circumstances

If a student is dealing with an unforeseen circumstance (e.g., a death in the family, an illness), **the student should contact the instructor immediately, before the due date of an assignment.** Please do not assume that the instructor will change the date of an assignment, or extend the date, due to an unforeseen circumstance. It is only at the instructor's discretion that a due date may be amended or extended. If a date is changed, it will only be changed/amended/extended once. After that, a grade of 0 will be given for additional missed assignments.

### Online Behavior/Discussion Board “Netiquette”

It is expected that you will use professional language, free from slang or profanity, in the discussion board. There may be times when you agree with some people or disagree with others; that is OK in a discussion!! The important thing is to discuss topics in a professional, respectful manner. Also, you are expected to keep all posts related to the topic being discussed that week.

### Plagiarism and Cheating

Students are expected to do their own work on all projects, quizzes, assignments, digital homework, exams, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

### What is Plagiarism?

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

### What Constitutes Cheating?

**Cheating violations include, but are not limited to, the following:**

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another and/or having someone else take an exam for you;
6. Altering grade records;
7. Copying another’s work during an examination or on a homework assignment;
8. Rewriting another student’s work in Peer Editing so that the writing is no longer the original student’s;
9. Taking pictures of a test, test answers, or someone else’s paper;



## \*Assignment Information: Descriptions and Requirements\*

Your course is made up of four distinct elements:

1. **Weekly Discussion Board**
2. **Student Success Assignments (includes paper-based assignments, assessments, journals, essay)**
3. **Mindtap**
4. **Exams**

Below is a snapshot of a typical week in this class (**this is subject to change; please check Blackboard weekly modules exact days, assignments, and deadlines**):

- ❖ At the start of the week, you should plan on reading chapters in your book, as well as other readings selected to help clarify points in the book.
- ❖ By Wednesday (11:59p.m.), you will need to answer my initial discussion post in the discussion board. This counts towards one of your required discussion posts!
- ❖ You will have until Friday (11:59p.m.) to complete your Mindtap homework (based on that week's readings)
- ❖ You will have until Sunday (11:59p.m.) to complete your weekly assignments. You will also have until Sunday (11:59p.m.) to reply to three people in the discussion forum (this includes me and two other classmates).

### Discussion Board – Worth 30% of Grade

A major component of this class is weekly discussion activity in the class discussion board. Your posts are an indication of your reading and understanding the materials read, and applying the information in a discussion and reflection format.

Each week (*weeks in this class start on a Monday, and go through Sunday*), I will post **one discussion question by Monday, noon (CST)**, and you will have **until Wednesday, 11:59pm (CST)** of that same week to answer **my initial question (your post should be at least 100 words in length – a standard paragraph)**.

Then, you will have until Sunday, 11:59pm, of that same week, to reply to three other people (2 classmates, and me). You may reply to more than 3 people, but you are **required** to reply to at least two other people and the instructor.

So, by Sunday, 11:59p.m. (CST), you should have **posted a total of four (4) posts throughout the week:**

- The original answer to my discussion question – **100 words in length, due by Wednesday of that week.**
- Three replies – two to classmates; one to me – **EACH one should be 50 words in length, due by Sunday of that same week.**

**Your discussion board grade will be based on the following replies that:**

- Add to the discussion:
  - Please do not reply to someone and say “great idea..” and nothing else! That doesn’t add to the discussion, and will not count as one of your replies.
- Clarify something within the discussion
- Solve any issues/problems
- Provide examples relevant to what we are discussing
- Answer **every part** of the question I ask
- Use examples from the textbook
- Apply concepts to your life in college as a student

**You will be graded on both the timeliness and thoroughness of your posts, and the qualities listed above. Please note: If you only post a partial post (e.g., you reply to my initial question, but you don’t post any other replies), then this will be reflected in your grade.**

➔ **IMPORTANT!!!!** *Due to the “real-time” nature of the discussion board, which is designed to replace an in-class discussion in a face-to-face class, discussion board posts cannot be made up if missed. Missed and/or late posts will lower your discussion board grade for that week. If a student misses a discussion board completely (e.g., does not reply to my initial post and does not reply to others), that will result in a grade of 0 for that week’s discussion board. However, I do drop your lowest weekly discussion board grade at the very end of the class.*

### **Student Success Assignments – Worth 25% of Grade**

You will complete a variety of weekly assignments, such as assessments, chapter journal posts, and other assignments designed to help you apply the skills you are reading and learning about. **Please note: from time to time, we may discuss these items, as well as your own experiences with these items (e.g., your typology result) in the discussion board.**

- Assignments should be typed out using a recognized word processing software system

- (such as Microsoft Word, or Pages for MAC).
- I **MUST** to be able to open, download, and save your assignments! If I can't, I will email you to submit an assignment in the correct format. After that, you will receive a 0 for any assignments submitted in a format other than a recognized software program (e.g., Word, or Pages for MAC).
  - Should you forget to attach an assignment, you will have until noon (12:00pm) the next day to resubmit the email with the attached assignment.
    - I only this to happen once! After that, the assignment is subject to the late policy (see Grading Policies, above).
  - Assignments should be emailed as an attachment to my email in the course (Blackboard).
    - Assignments pasted into the body of an email will not be reviewed, and you may receive a grade of 0.
  - If for some reason you cannot access Blackboard email, then you will need to submit your assignment to me at [ewarnick@southplainscollege.edu](mailto:ewarnick@southplainscollege.edu)
  - **Assignments may be made up if missed**, following the late policy guidelines above. 15 points will be deducted for every day an assignment is late, up to 48 hours. No assignments will be accepted after the 48 hour cut-off period, unless there has been an unforeseen circumstance.

### Mindtap – Worth 25% of Grade

Mindtap is a media rich learning experience that provides students with **videos, quizzes, journals, activities, and assessments**. The access code purchased with your textbook provides your permission to use the platform (all students will have a 14 day free trial starting on the first class day, but you must purchase the access code before the free trial expires). Mindtap assignments will be located in Blackboard weekly modules and in a link in the course titled Mindtap.

#### **\*\*\*IMPORTANT!!! It is a student's responsibility to:**

- Locate a working computer/laptop and Wifi
- File a tech support ticket within 2 days of any Mindtap issues, and email the tech ticket number to Dr. W
  - Failure to do this could result in a 0 for missed Mindtap assignments.

### Exams – 2 X 10% each – Worth 20% of Grade

You will complete two exams in this course. Both exams are online, and you will have a week to complete each exam. Exams are in “take home” format, and you will be expected to use your own experiences, supported by textbook examples, to answer questions. Exams cannot be submitted late. Late and/or missed exam submissions will receive a 0.

*The intention of the master syllabus is to provide an outline of the contents of this course, as specified by faculty of the Reading Department at South Plains College, regardless of who teaches the course, when it is taught or where it is taught. Faculty members teaching this course for South Plains College are expected to facilitate learning pursuant to the course objectives. However, instructors also are encouraged to cover additional topics of interest so long as those topics are relevant to the course's subject. The master syllabus is, therefore, prescriptive in nature but also allows for a diversity of individual approaches to course material.*

I reserve the right to amend/delete/change/add/ and/or edit material and assignments as needed to meet learning goals for the course.

**TENTATIVE Schedule for Online EDUC1300– Fall 2019 – Dr. Warnick**

***Schedule Subject to Change***

Please Note: I reserve the right to change/amend/delete/add/edit materials, assignments, assessments, and dates as necessary to meet the learning outcomes of the course. Please check Blackboard for an updated schedule.

*This is a **tentative course schedule** and is subject to change at the discretion of the instructor.*

*Please note: This is **an OVERVIEW** of the semester. Specific activities are in your weekly Modules in Blackboard.*

*You will be notified in class and/or via Blackboard of any changes. It is your responsibility to keep up with changes to the schedule and syllabus.*

| <b>Week</b>   | <b>Topic/Discussion/Activity</b>   | <b>Due/ To Do:</b>   |
|---|--|--|
| <p><b><u>Week 1</u></b><br/>Aug 26-Sep 1</p> <p align="center">↓</p> <p><b>Weeks in this online course go from Monday to Sunday, with work due every other day!</b></p> | <p><b>Welcome to EDUC1300! I am glad you are here!!</b></p> <p><b>The Culture of Higher Education</b></p>                | <p><b>**Purchase textbook and materials (see syllabus)</b></p> <p><b>***You will need your online access code (includes digital book!) for this class!</b></p> <p><b>Complete Module 1 in Blackboard (see syllabus for materials that make up a weekly module, as well as due dates of specific assignments)</b></p> |
| <p><b><u>Week 2</u></b><br/>Sep 3-8</p>   | <p>Sep 2 – Labor Day Holiday, All SPC offices closed today; no online work today!</p> <p><b>Study Skills Toolbox</b></p> | <p><b>Complete Module 2 in Blackboard.</b></p> <p><b>***Academic Autobiography due by Sunday,</b></p>  |
| <p><b><u>Week 3</u></b><br/>Sep 9-15</p>  | <p><b>Study Skills – A Toolbox for Active Learning (continued)</b></p>   | <p><b>Complete Module 3 in Blackboard</b></p> <p><b>***SQ3R Assignment due Sunday.</b></p>   |

|                                       |   |  |
|---------------------------------------|---|--|
| <b><u>Week 4</u></b><br>Sep 16-22     | <b>Chapter 1 – Getting On Course to Your Success</b>  | <b>Complete Module 4 in Blackboard</b><br><br>***Complete financial management assignment by Sunday.                       |
| <b><u>Week 5</u></b><br>Sep 23-29     | <b>Chapter 2 – Accepting Personal Responsibility</b>  | <b>Complete all of Module 5 in Blackboard</b><br><br>***Complete victim/creator mindset assignment by Sunday.              |
| <b><u>Week 6</u></b><br>Sep 30-Oct 6  | <b>Chapter 3 – Discovering Self-Motivation</b>        | <b>Complete all of Module 6 in Blackboard</b>  |
| <b><u>Week 7</u></b><br>Oct 7-13      | <b>Chapter 4 – Mastering Self-Management</b>          | <b>Complete all of Module 7 in Blackboard</b><br><br>***Time management assignments due by Sunday, October 20.             |
| <b><u>Week 8</u></b><br>Oct 14-20     | <b>Midterm (Exam #1) - Study Skills, Chapters 1-4</b> | <b>Complete all of Module 8 in Blackboard</b><br><br>***Exam #1 due by Sunday, October 20                                  |
| <b><u>Week 9</u></b><br>Oct 21-27     | <b>Midpoint Reflection</b>                            | <b>Complete all of Module 9 in Blackboard</b><br><br>***Complete midpoint reflection assignment, due by Sunday October 27. |
| <b><u>Week 10</u></b><br>Oct 28-Nov 3 | <b>Chapter 5 – Employing Interdependence</b>          | <b>Complete all of Module 9 in Blackboard</b>  |

|  |   |   |
|--|---|---|
| <p><b><u>Week 11</u></b><br/>Nov 4-10</p>                  | <p><b>Chapter 6 – Gaining Self-Awareness</b></p>  | <p><b>Complete all of Module 10 in Blackboard</b></p> <p><b>***Complete Employment Activity #1 by Sunday, November 10.</b></p>              |
| <p><b><u>Week 11</u></b><br/>Nov 11-17</p>                 | <p><b>Chapter 7 – Adopting Lifelong Learning</b></p>  | <p><b>Complete all of Module 11 in Blackboard</b></p> <p><b>***Complete the lifelong learning assignment, due by Sunday, December 1</b></p> |
| <p><b><u>Week 12</u></b><br/>Nov 18-19<br/>Nov 20-24**</p> | <p><b>Study Skills by Dr. Chew</b></p> <p><b>** NO material due from November 20-24! Thanksgiving Break</b></p> | <p><b>Complete all of Module 12 in Blackboard</b></p> <p><b>***Complete Dr. Chew Mindset assignment due by Tuesday, November 19.</b></p>    |
| <p><b><u>Week 13</u></b><br/>Nov 25-Dec 1</p>              | <p><b>Chapter 8 – Developing Emotional Intelligence</b></p>   | <p><b>Complete all of Module 13 in Blackboard</b></p>   |
| <p><b><u>Week 14</u></b><br/>Dec 2-Dec 8</p>               | <p><b>Chapter 9 – Staying On Course</b></p>   | <p><b>Complete all of Module 14 in Blackboard</b></p>   |
| <p><b><u>Week 15</u></b><br/>Dec 9</p>                     | <p><b>Final Exam Week</b><br/><b>Final (Exam #2) – Chapters 5-9</b></p>   | <p><b>Exam #2 Due by Monday, December 9</b></p>   |