

Instructor Information

Instructor: G----- M-----

Office: Wynn Center, -----

Phone: 919-536-7223 (ext. -----)

Email: m-----@durhamtech.edu

Office Hours in Wynn -----(my office): Tuesdays, 9:00 – 11:00 a.m. and Wednesdays, 10:00 – 11:00 a.m.

Office Hour in Wynn ----- (computer lab): Wednesdays, 9:00 – 10:00 a.m.

Class Information

Weekly Deadline: Tuesdays at 4:00 p.m.

Required Textbook: *Success by Design*, by Gabby McCutchen and Erin Riney, 3rd edition, published by Hayden-McNeil, Copyright 2015 (Note that an eBook is available. From the [publisher webpage](#), click on eBook and then Purchase Access to buy the book from the publisher for \$18.99.)

Course Description

ACA 122 is a one-credit hour, two-contact hour class that is all about you. The class will address three major themes to prepare you for academic success:

1. goal discernment (including transfer and career goals),
2. learning strategies (including time management and test-taking strategies), and
3. college culture (including campus resources and college student responsibilities).

The course has been designed specifically for new college students. See the course learning outcomes below for specific course content.

Learning Outcomes

See the [course outline](#) on the Durham Tech website for full details. Upon completion of this course, you will be able to:

- Develop a strategic plan for completing community college academic goals, including certificates, diplomas, and/or associate degrees.
- Develop a strategic plan for transferring to a university and preparing for a new career.
- Identify the rights and responsibilities of transfer students under the Comprehensive Articulation Agreement (CAA), including Universal General Education Transfer Component (UGETC) designated courses, the Transfer Assured Admissions Policy (TAAP), the CAA appeals process, and university tuition surcharge.
- Evaluate learning strategies, including note-taking, test-taking, information processing, time management, and memorization techniques, and identify strategies for improvement.
- Identify essential college resources, including financial aid, advising, registration, tutoring, library services, computer labs, and counseling services and recognize the importance of these resources on student success.
- Identify essential college policies and procedures, including academic integrity such as avoiding plagiarism; calculating a GPA; and maintaining satisfactory academic progress for financial aid eligibility and/or good academic standing.
- Identify your learning style preferences and demonstrate ways to learn new information using your specific learning style preferences.
- Explain the rights and responsibilities of a college student and an advisee.

Important Course and College Policies

Online Course Information

This course is asynchronous but not self-paced. This means you will have weekly deadlines to meet, but your instructor and classmates do not have to be online at the same time. Each week you will have new activities, readings, and/or discussions to complete on Sakai by the end of the week. You may log into the course and complete the assignments at any time as long as you complete the activities by the weekly due date. This type of instruction requires strong time management and communication skills of both the instructor and the students.

All ACA 122-190 assignments are due by 4:00 p.m. on Tuesdays.

All ACA 122-190 blog and forum assignments will have two deadlines: (1) post a new message by 4:00 p.m. on Sunday and (2) reply to a classmate by 4:00 p.m. on Tuesday.

New weekly folders will be available each Wednesday morning at 8:00 a.m.

To be successful in an online learning environment, you must check into the course frequently: at least three times during the week. Each time you log in, take few minutes to review the Announcements to see if there have been any important announcements about assignments or course content.

Please do not attempt to complete the coursework in one sitting during the week. You should plan to spend 4-5 hours each week working on this class. You might spend that time reading your textbook, posting messages in the Forums, looking at online media linked to our [Sakai](#) site, completing assignments, or emailing your instructor. For additional support with online learning, see the Durham Tech [Distance Learning webpages](#).

Attendance Policy

You must actively participate to succeed in this course and in college in general. The discussions and activities on Sakai will help you improve your success at Durham Tech. They will also help your grade.

You will demonstrate your attendance in this class by completing a weekly quiz. If you fail to complete more quizzes than are allowed, then you may receive a grade of F for the semester (discussed below). You will also receive a grade for your attendance by completing the weekly quizzes.

Durham Tech students are allowed one excused absence per class per term for a planned event or observance. Students who wish to use the excused absence must complete and submit an [Excused Absence Notification form](#) available on the Durham Tech website at least fourteen calendar days in advance of the day of the scheduled absence. All class work missed due to an excused absence must be made up. The instructor, in consultation with the student, will identify a deadline for submission of the work that is appropriate to the requirements of the class, but no later than one week after the day of the scheduled absence.

Withdrawal Policy

For the full withdrawal policy, see the [Advising and Registration webpage](#) on the Durham Tech website. **The withdrawal date for this class is Thursday, March 26.**

It is the student's responsibility to officially withdraw from a course before the deadline to earn a grade of W. To initiate an official withdrawal, go to the [Student Forms webpage](#) on the Durham Tech website. Use Firefox, Chrome, or Safari to access the online forms. Log in using your WebAdvisor credentials. Follow the steps to the Student Withdrawal form, which will be sent electronically to the Student Information and Records office.

Any student with consecutive absences equaling or exceeding 15% of the instructional hours for the course before the official withdrawal date for the course will be withdrawn from the class by the instructor and will receive a grade of W. Students with consecutive absences equaling or exceeding 15% of the instructional hours for the course after the official withdrawal date for the course will be withdrawn from the class by the instructor and will receive a grade of F.

For ACA 122-190, three absences (as demonstrated by completion of the weekly quizzes) equal 15% of the instructional hours. Please read the following statements to understand how the college's attendance policy affects our course:

- If you fail to take **3 consecutive weekly quizzes before the withdrawal date**, then I will withdraw you from the class, and you will earn a grade of W.
- If you fail to take **3 consecutive weekly quizzes after the withdrawal date**, then I will withdraw you from the class, and you will earn a grade of F.
- If you fail to take **4 weekly quizzes intermittently**, then I will withdraw you from the class and assign a grade of W (before the withdrawal date) or F (after the withdrawal date).

Grading Policies

You will be graded on your participation and successful completion of assignments in this course. Your final grade in ACA 122 will be determined by your grades on the following assignments:

20%	15 Weekly Quizzes <i>(Special Notes: You can take the quizzes twice before the Tuesday 4:00 p.m. deadline; your higher score will be recorded; your quiz grades will be considered as your attendance.)</i>
20%	4 Homework Assignments
15%	6 Discussion Board Assignments
10%	3 Blog Assignments
10%	Problem-Solution Assignment
20%	Portfolio
5%	Final Exam

I will post grades and feedback on all assignments no later than one week after the assignment deadline. For example, HW1 is due January 27 at 4:00 p.m. I will post all grades for HW1 by 4:00 p.m. on February 3.

You will receive one of six grades in this course: **A, B, C, D, F, or W**. To pass ACA 122 and receive transfer credit for the course, you must earn an A, B, or C.

A	100-90%
B	89-80%
C	79-70%
D	69-60%
F	[1] 59-0% or [2] Student missed more than 15% of the class meetings after the official withdrawal date
W	[1] Student withdrew from course before the official withdrawal date or [2] Student missed more than 15% of the class meetings before the official withdrawal date

Late Assignment Policy

Each week, a new folder will be available to you by 8:00 a.m. on Wednesday. All weekly assignments are due by 4:00 p.m. on Tuesdays. All assignments must be submitted on Sakai.

You will be allowed to submit late assignments; however, five points will be deducted for every day that the assignment is late starting with the day that it is due. For example, if an assignment is due on Tuesday at 4:00 p.m., and you submit it on Wednesday, I will deduct 10 points from your total score; the highest grade you could receive would be a 90%. If an assignment is due on Tuesday at 4:00 p.m., and you submit it at 5:00 p.m., then I will deduct 5 points from your total score. The highest grade you could receive would be a 95%. It is your responsibility to make arrangements with me for late work or missed assignments.

Assignments, Forum posts, and Blog entries will NOT be accepted more than one week after the due date. Late points will be deducted.

You cannot submit a weekly quiz late. You can take the weekly quiz on Sakai twice before the deadline, but at 4:00 p.m. on Tuesdays, your access to the weekly quiz is removed.

Extra Credit Opportunities

You may earn up to 50 extra credit points toward your attendance grade by [1] attending a Durham Tech event and/or [2] answering Chapter Review questions in your textbook, *Success by Design*. Submit your extra credit to your instructor as an attachment to an email message.

[1] You may earn 25 points toward your attendance grade for participating in any activity, workshop, seminar, or event sponsored by Durham Tech. The [Durham Tech Events Calendar](#) is posted on the college website. You may also earn 25 points by meeting with your advisor to discuss your registration plans for the upcoming semester(s).

To receive the extra credit, turn in a typed five-sentence paragraph (at least) about your experience. Each paragraph describing your participation in each college activity is worth 25 extra credit points. You may turn in two extra credit paragraphs describing two different Durham Tech events for up to 50 extra credit points.

[2] You may also earn 5 extra credit points toward your attendance grade for every Chapter Review question you answer in *Success by Design*. Choose up to 10 questions from multiple chapters. Type your answers and indicate the chapter and the question number. You may earn up to 50 extra credit points. You may also turn in fewer responses for fewer extra credit points (for example, 5 questions for 25 points).

Email Policy

To succeed in college, you must check your ConnectMail several times a week. Many instructors and college departments will only contact you via ConnectMail. And you should use this account to email your instructors. If you haven't activated your free ConnectMail account yet, go to the [Get Connected](#) webpage on the Durham Tech website. I check my email every day, and I respond to every email message I receive from students within 24 hours on weekdays and within 48 hours on weekends.

You must check your email account and Sakai account regularly to be successful in an online class. If you do not have Internet access at home, then you can use the many [computer labs on campus](#) to check your email and complete your assignments.

Statement of Students with Disabilities

Students who require academic accommodations due to any physical, psychological, or learning disability should request assistance from the Disability Services Coordinator within the first two weeks of the semester. Likewise, students requiring emergency medical attention due to a chronic health condition are encouraged to notify the Disability Services Coordinator of their condition within the first two weeks of the semester. Students can contact the Disabilities Services Coordinator by calling 919-536-7207 or by visiting the Counseling and Student Development Office in the Wynn Center, Room 1209. For more information, see the [Disability Services](#) information on the Durham Tech website.

Student Code of Conduct

All Durham Tech students are expected to conduct themselves as responsible adults while on campus or involved in college-sponsored activities. Failure to do so could result in disciplinary action. Students are encouraged to read the [Student Code of Conduct](#) on the Durham Tech website.

Academic Honesty Policy

Cheating or plagiarizing on any assignment will result in a grade of 0 for that assignment; cheating or plagiarizing on multiple assignments will result in a grade of F in the course. See the Durham Tech website for the full [Academic Honesty Policy](#).

Tutorial Services

Students who need tutorial assistance in this course may be referred to the Center for Academic Excellence (CAE) in the Wynn Center, Room 1310. This term's schedule of free tutorial services is available in the CAE and is posted on bulletin boards around campus. For more information, call 919-536-7232 or consult the [CAE web pages](#). Online tutoring is also available in a variety of subjects via [Upswing](#).

Counseling Alert

Durham Tech is dedicated to helping you achieve academic success. The Counseling Alert Program has been designed to help you if you are in danger of not completing ACA 122 successfully. Counseling Alert is available to students for a variety of reasons, including for referrals to community resources and for assistance in time management or test anxiety. If I refer you to the Counseling Alert staff, you will be contacted, so we can help you stay on track. If you need help at any point in the semester, please let your instructor know.

Sakai Tools

Quizzes

All ACA 122-190 quizzes are due by 4:00 p.m. on Tuesdays. You can take the weekly quizzes two times before the Tuesday afternoon deadline. The higher score will be automatically recorded in the gradebook. The quizzes typically have 10 questions and are worth 100 points. Here are some tips for success on the weekly quizzes in ACA 122-190 (these tips have been adapted from the [Taking an Online Test or Quiz in Sakai website](#)):

- **Use a computer with the Firefox or Chrome browser.** Tests and quizzes work best on computers (not mobile devices). Firefox and Chrome are the recommended browsers for Sakai.
- **Be sure you understand how much time you have to take the test.** Information about the time limit is displayed when you click on a test link, just before you actually begin the test. Every ACA 122-190 quiz will be timed, and the quiz will submit automatically when the time limit has been reached.

- **When you finish your test, be sure to click the SUBMIT button twice.** To get credit for taking a test or quiz, you must SUBMIT it when you are finished. When you click the SUBMIT button, a screen will appear asking if you are sure you want to submit. Click SUBMIT again to submit the test.
- **Go to the Gradebook to see your grade before the Tuesday at 4:00 p.m. deadline.** After the Tuesday at 4:00 deadline, go back to Tests and Quizzes to see which items you got right and wrong.

Forums

All ACA 122-190 Forum assignments will have two deadlines: (1) start a new conversation by 4:00 p.m. on Sunday and (2) reply to a classmate by 4:00 p.m. on Tuesday. See the Outline of Instruction on the last pages of the syllabus for the Forums deadlines. You will receive a total grade out of 100 for each Forum assignment. You will be graded using the following rubrics:

New Conversation Due on Sunday by 4:00 p.m.	
Required Element	Points Possible
Meets the minimum length requirement	20
Addresses all parts of the question thoroughly and accurately	20
Communicates clearly with minimal spelling or grammar mistakes	20
	60

Reply Due on Tuesday by 4:00 p.m.	
Required Element	Points Possible
Meets the minimum length requirement	10
Continues the conversation by adding new ideas or asking thoughtful follow up questions	20
Communicates clearly with minimal spelling or grammar mistakes	10
	40

Below are some tips for success on the forums in ACA 122-190. For more technical help, see the resources on the [Communicating with your Sakai Instructor and Classmates website](#).

- **Click on View Full Description and Attachments to see the assignment expectations.** You'll also be able to see deadlines and the grading rubric in each forum.
- **Click on the Forum Title to enter the Forum.**
- **Click on Start a New Conversation (top left side of the webpage) to post your message.** You must always post your message before you will be able to see your classmates' messages.
- **Click on Reply to reply to a classmate's message.** Look for the Reply link at the end of the line with the classmate's name, user ID, and date he/she posted the message.
- **Look for your Forum grades and any instructor comments in the Gradebook.**

Blogs

All ACA 122-190 blog assignments will have two deadlines: (1) post a new blog entry by 4:00 p.m. on Sunday and (2) reply to a classmate by 4:00 p.m. on Tuesday. See the Outline of Instruction on the last pages of the syllabus for the three Blogs deadlines. You will receive a total grade out of 100 for each Forum assignment. You will be graded using the following rubric:

Blog Entry Due on Sunday by 4:00 p.m.	
Required Element	Points Possible
Meets the minimum length requirement	20
Addresses all parts of the question thoroughly and accurately	20
Communicates clearly with minimal spelling or grammar mistakes	20
	60

Leave a Comment Due on Tuesday by 4:00 p.m.	
Required Element	Points Possible
Meets the minimum length requirement	10
Continues the conversation by adding new ideas or asking thoughtful follow up questions	20
Communicates clearly with minimal spelling or grammar mistakes	10
	40

Below are some tips for success on the blogs in ACA 122-190.

- **Click on Add Blog Entry to post to your blog.** Include a title with each entry and type your message in the dialog box.
- **Select All Members of This Site Can See This Entry to make your blog post visible to your instructor and classmates.**
- **Click Publish Entry when you are ready for your blog entry to be made public.**
- **To view your classmates' blogs, click on their names.** Then click on Leave a Comment to post a message to an individual blog post.

Assignments

All ACA 122-190 assignments are due by 4:00 p.m. on Tuesdays. See the Outline of Instruction on the last pages of the syllabus for the assignment deadlines. All assignments should be submitted via Sakai in the Assignments section. Save your files as either Word or RTF (Rich Text Format) documents or PDFs. Here are some tips for success on the assignments in ACA 122-190 (these tips have been adapted from the [Sakai Assignments](#)):

- **In the Assignments List, check the Assignment Status column to see which Assignments you have Not Started yet.** You'll also be able to see the Open and Due dates of each Assignment.
- **Click an Assignment title to begin the Assignment (or view details about Submitted or Returned assignments).**
- **To submit your assignment as an attachment, click Browse..., then locate and select your file.**
- **Check the box beside the Honor Pledge:** "I have neither given nor received aid on this assignment." You must respond to submit your assignment.
- **Click Submit to submit the Assignment to your instructor.**
- **You should receive a confirmation message, if your submission was successful.** Contact your instructor if you have questions or need to resubmit an Assignment.
- **Go to the Assignments tool to review Graded/Returned Assignments.** Look for the status Returned indicating that the instructor has graded and provided feedback on the Assignment. Click an Assignment title to view details about a Returned assignment. Look for comments on this webpage and in attached files.

Outline of Instruction

On the next few pages, you'll see an outline of instruction that will serve as a guide for our class. It is unlikely, but I may need to change activities, assignments, or deadlines during the semester. If I make any changes, then I will post any changes in a Sakai announcement.

Note that for each week that this class meets, you will be expected to participate in several online learning activities. You can preview some of these instructional activities in the "To do on Sakai" section of the weekly charts. Likewise, you will have some graded assignments to complete each week. You will be graded on the assignments listed in the "To submit on Sakai by 4:00 p.m. on Tuesday ..."

Week 1: January 12 – January 13

To read in <i>Success by Design</i>	To do on Sakai	To submit on Sakai by 4:00 p.m. on Tuesday, January 13
<input type="checkbox"/> Introduction, page vii <input type="checkbox"/> Skim Unit 1, pages 1-3	<input type="checkbox"/> Introduction to Online Learning <input type="checkbox"/> Practice Quiz <input type="checkbox"/> Practice Forum <input type="checkbox"/> Practice Assignment	<input type="checkbox"/> Complete Quiz 1 (Syllabus and Sakai)

Week 2: January 14 – January 20

To read in <i>Success by Design</i>	To do on Sakai	To submit on Sakai by 4:00 p.m. on Tuesday, January 20
<ul style="list-style-type: none"> <input type="checkbox"/> Skim Chapter 1, pages 5-30 <i>(You do not have to complete the assessments. Just be familiar with the different types.)</i> <input type="checkbox"/> Skim Chapter 11, pages 201-224 <input type="checkbox"/> Read the first half of Chapter 2, pages 31-41 	<ul style="list-style-type: none"> <input type="checkbox"/> Introduction to Goal Discernment <input type="checkbox"/> Academic Goals Exploration for Durham Tech <ul style="list-style-type: none"> ✓ Durham Tech Credentials ✓ Plans of Study ✓ Major Pathways, Pre-Majors and Study Tracks 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete Quiz 2 (Goal Discernment & Academic Goals Exploration) <input type="checkbox"/> Complete Forum 1 Assignment (Durham Tech web links) <ul style="list-style-type: none"> ✓ Start a new conversation by 4:00 p.m. on Sunday, January 18 ✓ Reply to a classmate by 4:00 p.m. on Tuesday, January 20

Calendar Note: Durham Tech will be closed on Monday, January 19.

Week 3: January 21 – January 27

To read in <i>Success by Design</i>	To do on Sakai	To submit on Sakai by 4:00 p.m. on Tuesday, January 27
<ul style="list-style-type: none"> <input type="checkbox"/> Read the second half of Chapter 2, pages 42-54 	<ul style="list-style-type: none"> <input type="checkbox"/> Essential Note-Taking Strategies <input type="checkbox"/> Three Options for Transferring to a University <ol style="list-style-type: none"> 1. No degree 2. AA and AS degrees 3. AAS degree <input type="checkbox"/> HW1 Expectations 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete Quiz 3 (Options for Transfer) <input type="checkbox"/> Submit HW1

Week 4: January 28 – February 3

To read in <i>Success by Design</i>	To do on Sakai	To submit on Sakai by 4:00 p.m. on Tuesday, February 3
<ul style="list-style-type: none"> <input type="checkbox"/> Review “Learning Styles” section of Chapter 1, pages 20-25 <input type="checkbox"/> Chapter 5, pages 87-103 	<ul style="list-style-type: none"> <input type="checkbox"/> Index of Learning Styles <input type="checkbox"/> Effective Time Management Strategies <input type="checkbox"/> HW2 Expectations 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete Quiz 4 (Learning Styles and Time Management) <input type="checkbox"/> Submit HW2

Week 5: February 4 – February 10

To read in <i>Success by Design</i>	To do on Sakai	To submit on Sakai by 4:00 p.m. on Tuesday, February 10
<ul style="list-style-type: none"> <input type="checkbox"/> Unit 3, pages 177-179 <input type="checkbox"/> Chapter 10, pages 181-198 	<ul style="list-style-type: none"> <input type="checkbox"/> Introduction to Academic Honesty <input type="checkbox"/> Course Grade Calculations <input type="checkbox"/> GPA Calculations 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete Quiz 5 (Course Grades and GPAs) <input type="checkbox"/> Complete Blog 1 Assignment (Unit 3: College Culture) <ul style="list-style-type: none"> ✓ Add a blog entry by 4:00 p.m. on Sun., February 8 ✓ Leave a comment on a classmate’s blog entry by 4:00 p.m. on Tuesday, February 10

Week 6: February 11 – February 17

To read in <i>Success by Design</i>	To do on Sakai	To submit on Sakai by 4:00 p.m. on Tuesday, February 17
<ul style="list-style-type: none"> <input type="checkbox"/> Review “Financial Aid” section of Chapter 11, pages 212-214 <input type="checkbox"/> Skim the “Academic Course Plan” section of Chapter 4, pages 74-80 	<ul style="list-style-type: none"> <input type="checkbox"/> Financial Aid Literacy <input type="checkbox"/> HW3 Expectations 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete Quiz 6 (Financial Aid Literacy) <input type="checkbox"/> Submit HW3

Week 7: February 18 – February 24

To read in <i>Success by Design</i>	To do on Sakai	To submit on Sakai by 4:00 p.m. on Tuesday, February 24
<ul style="list-style-type: none"> <input type="checkbox"/> Chapter 6, pages 109-121 <input type="checkbox"/> Chapter 7, pages 123-139 	<ul style="list-style-type: none"> <input type="checkbox"/> Effective Learning Strategies: <ul style="list-style-type: none"> ✓ Reading ✓ Note Taking 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete Quiz 7 (Reading and Note-Taking Strategies) <input type="checkbox"/> Complete Forum 2 Assignment (Learning Strategies) <ul style="list-style-type: none"> ✓ Start a new conversation by 4:00 p.m. on Sunday, February 22 ✓ Reply to a classmate by 4:00 p.m. on Tuesday, February 24

Week 8: February 25 – March 3

To read in <i>Success by Design</i>	To do on Sakai	To submit on Sakai by 4:00 p.m. on Tuesday, March 3
<input type="checkbox"/> Chapter 8, pages 141-158 <input type="checkbox"/> Chapter 9, pages 159-175	<input type="checkbox"/> Effective Learning Strategies: <input checked="" type="checkbox"/> Study Strategies <input checked="" type="checkbox"/> Test Taking	<input type="checkbox"/> Complete Quiz 8 (Study and Test-Taking Strategies) <input type="checkbox"/> Complete Blog 2 Assignment (Unit 2: Learning Strategies) <input checked="" type="checkbox"/> Add a blog entry by 4:00 p.m. on Sunday, March 1 <input checked="" type="checkbox"/> Leave a comment on a classmate's blog entry by 4:00 p.m. on Tuesday, March 3

Week 9: March 4 – March 10

To read in <i>Success by Design</i>	To do on Sakai	To submit on Sakai by 4:00 p.m. on Tuesday, March 10
<input type="checkbox"/> Chapter 3, pages 55-66	<input type="checkbox"/> Academic Honesty Review <input type="checkbox"/> Career Goals Exploration <input checked="" type="checkbox"/> CFNC <input checked="" type="checkbox"/> Occupational Outlook Handbook <input type="checkbox"/> HW4 Expectations	<input type="checkbox"/> Complete Quiz 9 (Career Goals Exploration) <input type="checkbox"/> Submit HW4

Calendar Note:

**Durham Tech classes are not scheduled to meet Tuesday, March 10 – Friday, March 13.
These days are inclement weather days / faculty work days.**

Week 10: March 18 – March 24

To read in <i>Success by Design</i>	To do on Sakai	To submit on Sakai by 4:00 p.m. on Tuesday, March 24
<input type="checkbox"/> Review the "Advising" section of Chapter 11, pages 207-209	<input type="checkbox"/> Preparing for Academic Advising <input type="checkbox"/> Learning and Study Strategies Inventory (LASSI) <input type="checkbox"/> Problem-Solution Paper Expectations	<input type="checkbox"/> Complete Quiz 10 (Academic Advising and LASSI) <input type="checkbox"/> Complete Forum 3 Assignment (LASSI) <input checked="" type="checkbox"/> Start a new conversation by 4:00 p.m. on Sunday, March 22 <input checked="" type="checkbox"/> Reply to a classmate by 4:00 p.m. on Tuesday, March 24

Calendar Note:

The last day to drop this course and receive a grade of W is Thursday, March 26.

Week 11: March 25 – March 31

To read in <i>Success by Design</i>	To do on Sakai	To submit on Sakai by 4:00 p.m. on Tuesday, March 31
<input type="checkbox"/> Time Management Self-Evaluation Logs 1 and 2 (Chapter 5, pages 105-108)	<input type="checkbox"/> Time Management Self-Evaluation Activity <input type="checkbox"/> Review GPA Calculations <input type="checkbox"/> Resources for Problem-Solution Paper	<input type="checkbox"/> Complete Quiz 11 (Time Management and GPAs) <input type="checkbox"/> Submit Problem-Solution Paper

Calendar Note:

Durham Tech will be closed on Friday, April 3 and Monday, April 6.

Week 12: April 1 – April 7

To read in <i>Success by Design</i>	To do on Sakai	To submit on Sakai by 4:00 p.m. on Tuesday, April 7
<input type="checkbox"/> Chapter 4, pages 67-82	<input type="checkbox"/> SMART Goal Setting <input type="checkbox"/> Portfolio Assignment Expectations <input type="checkbox"/> Academic Honesty and the Portfolio Assignment	<input type="checkbox"/> Complete Quiz 12 (SMART goals) <input type="checkbox"/> Complete Blog 3 Assignment (Unit 1: Goal Discernment) <ul style="list-style-type: none"> ✓ Add a blog entry by 4:00 p.m. on Sunday, April 5 ✓ Leave a comment on a classmate's blog entry by 4:00 p.m. on Tuesday, April 7

Week 13: April 8 – April 14

To read in <i>Success by Design</i>	To do on Sakai	To submit on Sakai by 4:00 p.m. on Tuesday, April 14
<input type="checkbox"/> Review Chapter 10, pages 181-199 <input type="checkbox"/> Review Chapter 11, pages 201-223	<input type="checkbox"/> College Culture Analysis – College Policies Case Studies <input type="checkbox"/> Portfolio Assignment Resources	<input type="checkbox"/> Complete Quiz 13 (College Policies & Resources) <input type="checkbox"/> Complete Forum 4 Assignment (Portfolio Progress) <ul style="list-style-type: none"> ✓ Start a new conversation by 4:00 p.m. on Sunday, April 12 ✓ Reply to a classmate by 4:00 p.m. on Tues., April 14

Week 14: April 15 – April 21

To read in <i>Success by Design</i>	To do on Sakai	To submit on Sakai by 4:00 p.m. on Tuesday, April 21
<input type="checkbox"/> Review the second half of Chapter 2, pages 42-54	<input type="checkbox"/> Learning Strategies Review <input type="checkbox"/> Comprehensive Articulation Agreement (CAA) Review	<input type="checkbox"/> Complete Quiz 14 (Learning Strategies and CAA) <input type="checkbox"/> Complete Forum 5 Assignment (Your College Years Videos) <ul style="list-style-type: none"> ✓ Start a new conversation by 4:00 p.m. on Sunday, April 19 ✓ Reply to a classmate by 4:00 p.m. on Tuesday, April 21

Week 15: April 22 – April 28

To read in <i>Success by Design</i>	To do on Sakai	To submit on Sakai by 4:00 p.m. on Tuesday, April 28
<input type="checkbox"/> Conclusion, pages 225-228 <input type="checkbox"/> Review textbook as needed in preparation studying for the final exam	<input type="checkbox"/> Planning for the rest of the semester – Advising, Registration, and Personal Goals <input type="checkbox"/> Final Exam Review	<input type="checkbox"/> Complete Quiz 15 (Practice Final Exam) <input type="checkbox"/> Submit Portfolio

Week 16: April 29 – May 5

To read in <i>Success by Design</i>	To do on Sakai	To submit on Sakai by 4:00 p.m. on Tuesday, May 5
<input type="checkbox"/> Review textbook as needed in preparation studying for the final exam	<input type="checkbox"/> Course Wrap-Up and Evaluations	<input type="checkbox"/> Complete Final Exam <input type="checkbox"/> Complete Forum 6 Assignment (Portfolio and Course Reflections) <ul style="list-style-type: none"> ✓ Start a new conversation by 4:00 p.m. on Sunday, May 3 ✓ Reply to a classmate by 4:00 p.m. on Tuesday, May 5

All late portfolio assignments and extra credit is due by 4:00 p.m. on Tuesday, May 5. Final grades will be posted on Sakai and WebAdvisor by 4:00 p.m. on Thursday, May 7.