

Online Prep: Tools for Success (STDEV-051-S003)

Syllabus

What You Should Already Know

There are no prerequisites for STDEV 51. This course is designed to be taken before or with any other online course to help you get the most out of your online learning experience.

Learning Outcomes

The main purpose of this course is to help you become an effective learner in an online learning course. This course will help you improve your study habits and help you get the most out of your online courses.

Here are some of the main things you will learn to do:

1. Explore the Independent Study online platform and identify how to get the most out of the tools provided.
2. Explore different types of independent learning and how such learning can be effective.
3. Use effective organization to promote success in independent learning.
4. Examine various online educational resources that can enhance online learning experience.
5. Use reading strategies to read and study discussion material and textbooks effectively.
6. Apply note-taking skills to focus study on the most important concepts.
7. Identify various types of questions (including multiple choice, true/false, matching, and essay) and identify how to answer each question effectively; review basic writing skills for essay questions.
8. Apply multiple intelligences and examine how different approaches to learning can improve learning and retention of information.

9. Examine various studying techniques to learn, study, and remember information effectively.

These outcomes will help you in every situation throughout your life as you learn to study carefully, learn tips to help you tackle all types of test questions, and discover your own personal learning style and how you learn best.

Course Materials

You will not need any outside resources for this course; however, you will need access to the Internet.

Assignments

There are six units in this course and a final comprehensive exam. Also, there are two comprehensive review assignments to help you review your understanding of the concepts learned in the units.

Self-Check Assessments

At the end of each lesson in a unit, you will have the opportunity to complete a few Self Check questions. These questions are designed to prepare you for your unit quiz assignments and your final exam. The Self Check questions do not count on your final grade; however, if you miss several of these questions, make sure you review the course material before continuing to the next lesson in the unit.

Unit Quizzes

You will submit computer-graded quizzes at the end of each unit. These assignments consist of multiple-choice questions that will test your understanding of the concepts learned in each lesson. These assignments count toward your final grade.

Cumulative Review Assignments

There are two cumulative review assignments. Like the unit quizzes, these computer-graded assignments consist of multiple-choice questions that will test your understanding of the concepts learned in the course. The first covers the concepts learned in units 1–3; the second covers the concepts learned in units 1–6. Because these assignments cover concepts from several different units, they are longer than the normal unit quizzes.

To prepare for these cumulative review assignments, review all of the Self Check and unit quiz questions from the previous units, and make sure you review the readings from each lesson. These assignments do count toward your final grade.

Portfolio Assignments

You will submit all of the written instructor-graded assignments for each unit together at the end of the unit. You will find a checklist that lists all of the assignments needed for the submission.

Please make sure that you follow the instructions for submitting your portfolio assignments, and check the assignments carefully before you submit them to make sure you have all of the necessary pieces. See the “Portfolio Submission” modules for detailed instructions. The following chart lists the assignments you will submit in the portfolios and the value of each assignment:

Unit 1 Portfolio

ASSIGNMENT	POINT VALUE
Portfolio Assignment 1: STDEV51 Tools	25
Portfolio Assignment 2: About You	25
	50 Points

Unit 2 Portfolio

ASSIGNMENT	POINT VALUE
Portfolio Assignment 3: Planning for Success—Part 1	15
Portfolio Assignment 4: Planning for Success—Part 2	15
Portfolio Assignment 5: Studying, Planning, and Organizing	20
	50 Points

Unit 3 Portfolio

ASSIGNMENT	POINT VALUE
Portfolio Assignment 6: Reliable Sources	25
Portfolio Assignment 7: Creating a Google Document	25
	50 Points

Unit 4 Portfolio

ASSIGNMENT	POINT VALUE
Portfolio Assignment 8: Cornell Method	25
Portfolio Assignment 9: Reflecting on Unit 4	25
	50 Points

Unit 5 Portfolio

ASSIGNMENT	POINT VALUE
Portfolio Assignment 10: Short Answer & Essay Questions	50
	50 Points

Unit 6 Portfolio

ASSIGNMENT	POINT VALUE
Portfolio Assignment 11: Learning Styles	15
Portfolio Assignment 12: Applying Study Techniques	50
	65 Points

Exams

The final exam consists of about eighty questions that cover all of the concepts taught in the course.

To prepare for the final exam, review all of the Self Check, unit quiz, and cumulative review questions. Questions on the final exam will cover all of the discussion material in the course.

Grading

Your final grade will automatically be calculated based on your grade for each assignment and how each assignment is weighted in the course. The following chart shows how much each assignment is worth.

Grade Percentage Breakdown

Assignment Type	Percentage of Final Grade
Unit 1 Quiz	5%
Unit 1 Portfolio	7%
Unit 2 Quiz	5%
Unit 2 Portfolio	7%
Unit 3 Quiz	5%
Unit 3 Portfolio	7%
Cumulative Review 1	3%
Unit 4 Quiz	5%
Unit 4 Portfolio	7%
Unit 5 Quiz	5%
Unit 5 Portfolio	7%
Unit 6 Quiz	5%
Unit 6 Portfolio	8%
Cumulative Review 2	4%
Final Exam	20%

Your grade will come from the combined percentage of your assignments and final exam according to this scale:

Grading Scale

A	100-93%
A-	92-90%
B+	89-87%
B	86-83%
B-	82-80%
C+	79-77%
C	76-73%
C-	72-70%
D+	69-67%
D	66-63%
D-	62-60%
E (fail)	59% and below