

**MIDWESTERN STATE UNIVERSITY
FALL 2024**

Course: MWSU 1003 – X20
Course Title: Skills for Success
Class Time: N/A
Class Location: online

Instructor: Ashley Hurst
E-Mail: ashley.hurst@msutexas.edu
Office Location: 113D Moffett Library
Office Hours: By appointment

Course Objectives:

The *Skills for Success* course is structured to provide the student with both a broad base information and specific instruction in the various facets of effective academic performance. There is an emphasis on self-assessment and how it relates to your study skills. This course will apply critical and creative thinking and problem solving. In addition, this course is geared to enhance individual organization, understanding of personal learning style, and application of study skill effectiveness.

Learning Outcomes:

1. **Learning Outcome:** Identify individual strength and weaknesses to develop an individualized learning profile.
2. **Learning Outcome:** Develop and/or improve self-management, planning, and study skills as evidenced through assessments and his or her semester goals.
3. **Learning Outcome:** Apply and demonstrate strategic learning and study strategies related to study environment, note taking, reading, information review, memory, and test taking.

Course Materials:

TEXTBOOK

- [Linda Wong Essential Study Skills 8th edition](#)

MATERIALS RECOMMENDED

- Planner
- 3 Ring Binder

Attendance

Because this is an online course, active participation is key to success. While I won't be tracking attendance like I would in a formal class setting, due dates and discussions/activities will sneak up on you if you don't maintain a regular online presence. One part of being a successful online student is accessing the courses regularly. My expectation is that students access this online course two times per week for a minimum of 60 minutes total. Faculty can access student activity within the course, so please do your best to stay "plugged in" and engaged.

Academic Misconduct:

- Midwestern State University operates under the Student Honor Creed which states, **"As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so."** The full Student Honor Creed can be found online <https://msutexas.edu/student-life/conduct/>

Diversity Statement:

- I, along with the Office of Tutoring and Academic Support Programs embraces a notion of the intellectual community enriched and enhanced by diversity along a number of dimensions, including race, ethnicity and national origins, gender and gender identity, sexuality, class and religion. We are especially committed to increasing and supporting those populations that have been historically excluded from participation in U.S. higher education.

Documented Disability:

- In compliance with the Americans with Disabilities Act (ADA), academic accommodations are made for any student with a documented disability. Students should register with Disability Support Services. More information can be found here: <https://msutexas.edu/student-life/disability/>
- Requests for accommodation are acceptable at any time during the semester, but you are encouraged to contact me in person, or via email, as early as possible.

Other Considerations:

- **Assignments will be due at 11:59pm on due dates unless otherwise noted.** No late work will be accepted unless specific arrangements due to extenuating circumstances have been made with me in advance.
- Other topics may be added by the instructor; changes and modifications to the syllabus may be made throughout the semester.
- Discussions will open on Monday morning and your initial response will be due by Wednesday at 11:59pm, and your two student replies are due by Sunday at 11:59pm. More information regarding discussions can be found in D2L. These points add up quickly if you miss them!
- Graded assignments will be available for review promptly. If you miss an exam or quiz, you will be eligible to make it up with a properly documented extenuating circumstance. Please reach out as soon as possible to re-schedule. For extra credit on your lowest quiz, please send me an email when you read this and let me know one fun fact (or boring) fact I should know about you.
- Please note that I am also the Director of Tutoring and Academic Support Programs on campus, and I can get very busy in this position throughout the semester. I keep my students as a priority, but please have some grace and allow at least 24 hours of response time during the work week. I do answer emails over the weekend as I'm available, but most emails over the weekend will be answered on Monday.
- Technical issues are not an excuse for incomplete or late work. It is your responsibility to make sure the computer and internet that you choose are reliable and meet our Distance Education guidelines. If a student's personal computer is not working, it's expected that they will find one that is. Our MSU Library has laptops available for check out for local students as an option.

Course Requirements and Points: (500 Total Points Possible)

Grading Scale:

A = 450-500 points

B = 400-449 points

C = 350-399 points

D = 300-349 points

F = 299-0 points

Point Distribution:

Class Participation and Attendance (100): Active engagement in discussions, thoughtful discussion responses to peers, assignment submissions, and professor outreach.

Portfolio (150): Using information we learn, students will create an online portfolio project/academic plan for future courses.

Quizzes (100): There will be 1 quiz and several submissions throughout the class worth 25 points each.

Final Exam (50): There will be 1 final exam administered in this course, which will be worth 50 points.

Meetings with Instructor (100): You will sign up for two online meetings with your instructor throughout the entire semester to discuss academic performance, receive feedback, and ask any questions you may have about the course. You can always reach out for more check-ins if needed, but two will be the minimum requirement.

Course Schedule/Outlook

Week	CONTENT	ASSIGNMENT/CONTENT
1 8/26-9/1	Review Syllabus	Complete Discussions Syllabus Quiz due by 9/1
2 9/2-9/8	Goals	Complete SMART goal assignment due by 9/8 Sign up for a time to meet online with Mrs. Hurst
3 9/9-9/15	Individual Appointments	Sign in via zoom at the time spot you signed up for
4 9/16-9/22	Motivation Module	Complete Discussions
5 9/23-9/29	Time Management Module	Upload completed Time Management Packet by 9/29
6 9/30-10/6	Mindset	Complete procrastination handout Complete Discussions
7 10/7-10/13	Learning Styles & Introduce Learning Styles Project	Complete 16 personalities test Complete Discussions
8 10/14-10/20	Information Processing Module	Complete Discussions
9 10/21-10/27	Memory Module	Complete Discussions
10 10/28-11/3	Mnemonics Module	Complete Discussions
11 11/4-11/10	Listening Module	Complete Discussions
12 11/11-11/17	Critical Thinking Module	Complete assignment and Discussion
13 11/18-11/24	Learning Portfolio	Learning Portfolio Due by 11/24
14 11/25-12/1	Holiday Break	Please rest and enjoy your time off! 😊
15 12/2-12/8	Last day of Classes 12/6	Final Exam due by 12/8

*Schedule subject to change and will be announced accordingly