

# Syllabus

## PLATO Course Academic Success

### Course Overview

This one-semester elective course is intended as a practical, hands-on guide to help you improve your study habits and enhance your prospects for academic success, now and in the future.

This course is not divided into units and doesn't have pretests by which you can earn credit. Instead, it is designed to help you improve your study skills regardless of your skill level at the time that you take the course. It is structured into lessons and Course Activities as follows:

- The first five lessons are about specific aspects of studying. Before and after these lessons, you will assess your study habits in two Course Activities.
- The last three lessons focus on writing as a process and using that process to write a research paper. The lessons are followed by a Course Activity in which you will submit a research paper.

You will submit the Course Activity documents to your teacher and will check your own answers in the Lesson Activities that accompany each lesson. Each lesson also has an online threaded discussion and a multiple-choice mastery test. A multiple-choice end-of-semester test completes the course.

Because this course is designed to help you improve your academic effectiveness, you are encouraged to use it in direct conjunction with other classes you are taking. For that reason, if you would benefit from a different way of sequencing the content to better support your academic needs than the order in which it is presented here, you are encouraged to work with your teacher or other administrative personnel to adapt the course content as needed. For example, if you are writing a research paper early in the semester, you might want to take the last three lessons earlier in the term.

The Course Activities (submitted to the teacher) and the Lesson Activities (self-checked) are a major component of this course. They will guide the majority of the learning that you will do for this course as they ask you to assess your current ways of studying, make plans for improving them, and report on the results of the changes you have made.

## Course Goals

By the end of this course, you will have done the following:

- Explored the strengths and weaknesses of your study habits and experimented with and adapted them to improve your effectiveness, especially in the following areas:
  - the conditions in which you study and the methods you use for taking and processing notes, for preparing for tests, for managing time effectively, and for maintaining balance between your social life and your study life
  - the process by which you write a research paper to avoid getting stuck, to showcase your thinking and research, to maintain an appropriate focus and scope, and to accurately keep track of the citations you need to attribute the ideas of others to their sources
- Increased your awareness of how you learn and how you can adopt your study habits and ways of organizing a piece of writing to meet changing needs over your lifetime.
- Increased your awareness of what obstacles keep you from achieving greater academic success and strategies for overcoming them.

## Prerequisite Skills

Academic Success is a beginning class that does not have specific prerequisites. Nevertheless, these fundamental skills will be helpful:

- Be open to new ways of improving your learning
- Be able to write to assess and reflect your study habits and their effectiveness
- Be generally familiar with writing as a process

## General Skills

To participate in this course, you should be able to do the following:

- Complete basic operations with word processing software, such as Microsoft Word or Google Docs.
- Understand the basics of presentation software, such as Microsoft Power Point.
- Perform online research using various search engines and library databases.
- Communicate through email and participate in discussion boards.

*For a complete list of general skills that are required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.*

## Credit Value

Academic Success is a 0.5-credit course.

## Course Materials

- Notebook
- Presentation software
- Computer with Internet connection and speakers or headphones
- Microsoft Word or equivalent

## Course Pacing Guide

This course description and pacing guide is intended to help you stay on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of your class.

Day	Activity/Objective	Type
1 day: 1	<b>Syllabus and Plato Student Orientation</b> <i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i>	Course Orientation
3 days: 2-4	<b>Kickoff to Success</b> <i>Assess your current study habits and prospects for academic success.</i>	Course Activity
9 days: 5-14	<b>Optimizing Your Study Habits</b> <i>Explore how to choose conditions that promote effective studying.</i>	Lesson
9 days: 15-24	<b>Internalizing New Knowledge</b> <i>Explore and adopt techniques for effective reading, note-taking, and completion of homework tasks.</i>	Lesson
9 days: 25-33	<b>Improving Test Performance</b> <i>Apply study techniques to effectively prepare for tests and manage test anxiety.</i>	Lesson
9 days: 34-42	<b>Emotional Well-Being</b> <i>Assess your state of well-being, balance your social life and work/study habits, and moderate your diet and exercise to promote effective study habits.</i>	Lesson
9 days: 43-51	<b>Time Management</b> <i>Explore and adopt techniques for setting and following through on priorities, avoiding procrastination and distractions, and starting projects ahead of deadlines.</i>	Lesson
3 days: 52-54	<b>Long-Term Game Plan</b> <i>Reassess your study habits, as well as commit to continually adopting and maintaining ways to approach your studies.</i>	Course Activity
9 days: 55-63	<b>Writing as a Process</b> <i>Practice academic writing as a series of steps that form a process.</i>	Lesson
9 days:	<b>Scope and Focus of Good Writing</b> <i>Practice choosing an appropriate scope and focus for your writing</i>	Lesson

64-72	<i>tasks with a balance of details and unifying themes.</i>	
8 days: 73-80	<b>Doing Research</b> <i>Practice good research processes (both online and offline), including evaluating resources and maintaining bibliographic notes.</i>	Lesson
8 days: 81-88	<b>Writing a Research Paper</b> <i>Practice research and writing process techniques by writing a research paper.</i>	Course Activity
1 day: 89	<b>Course Review</b>	
1 day: 90	<b>End-of-Semester</b>	Assessment