

(Assignments: 1,2,3,4,5,6,7)

III. REQUIREMENTS

- A. **Reading Assignments and Quizzes:** Weekly reading assignments are due from, *The “A” Game: Nine Steps to Better Grades.* by Kenneth Sufka. Reading quizzes will hold students accountable to reading. The quizzes are open book/open notes. (SLO 1,2,3,4)
- B. **Planner Assignment:** To assist the student in developing his/her study and time management habits, each student will use his/her syllabi to break down projects and assignments into steps and enter each step in a calendar template. (SLO1,2,4)
- C. **VARK Scores:** The VARK Learning Styles assessment test will be provided online. Students will record their scores and write a reflection. (SLO 1,2,4)
- D. **Time Usage Report:** Each student will record the use of his/her time usage for one week. The student will turn in the usage report along with a reflection. (SLO 1,2,4)
- E. **Note-Taking Experiment:** Students will take notes for 3 separate lectures in at least three different styles. The lectures will be online and will be assigned by the professor. The professor will announce in class what lectures will be used. (SLO1,2,3,4)
- F. **Library/CAC assignment:** Students will visit the Calvary library and participate in a visit to the CAC. More details will be announced in class. (SLO 1,2,3,4)
- G. **Budget:** Students will construct a monthly budget based off their actual income and expenses. Use the provided template for this assignment. (SLO 1,3,4)
- H. **Emotional Intelligence Exercise:** Students will write a reflection after the lecture (SLO 1,2,4)
- I. **College Life Reflection Paper:** In a 2–3-page, double-spaced paper (Times New Roman, 12-point font), with cover page, and bibliography, the student will describe at least three challenges he/she faces as a college student at Calvary University. The student will then describe how they will overcome these challenges using strategies from the book and course notes. (SLO 1,2,3,4)

IV. METHODS

- A. In-class methods include lectures, discussion, and group activities. Assignments and quizzes will only be accepted when submitted through Canvas. Specific details for each assignment are located on Canvas.
- B. **No late work is accepted.** The assignments are due by CLASS TIME on the assigned date. Canvas will have a “close date” and assignments will be considered as “incomplete” if not submitted by the due date. You are responsible to submit assignments online to the instructor whether you are in

class that day or not. This includes, but is not limited to illness, sports team travel, etc. Contact the professor ahead of time or as soon as possible if an extension is needed.

- C. The Clark Academic Center (learning@calvary.edu), located in the library building, is dedicated to providing free academic assistance for all CU students. Student tutors aid with all facets of the writing process, tutor in various subject areas, prepare students for exams and facilitate tests. Please take advantage of this service.
- D. Students with disabilities have the responsibility of informing the Accommodations Support Coordinator (aso@calvary.edu) of any disabling condition that may require support.
- E. All class papers must follow the Turabian style according to *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th edition and the Calvary Style Guide, 2019 update. The Turabian Handbook is located on the Calvary University website.
- F. Plagiarism is defined as copying any content without identifying the source. This also includes taking another person's or AI entity's ideas or constructs and presenting them as your own. Plagiarism of any kind will not be tolerated. Most assignments at Calvary require the student to produce original work. Therefore, unless specifically permitted by the instructor, the use of AI-generated content is prohibited (even if cited) as it does not represent original work created by the student and is an unreliable aggregate of ideas from other sources. AI, however, may be utilized in cases where the instructor has explicitly permitted its use to accomplish specific tasks. It is only in these cases that AI-generated (or modified) content may be submitted by the student. If there are any questions as to the permissibility of AI use for an assignment, please ask your instructor for clarification.

G. Grading:

Attendance (8x10)	80
The "A" game reading assignment (4x5)	20
The "A" game reading quizzes (4 x 10)	40
Planner assignment	30
Time usage exercise	30
VARK Survey	30
Note-Taking	30

Library/CAC assignment	30
Expenses and personal budgeting	30
Emotional Intelligence exercise	30
Final Paper	50

400

Grading Scale

Grade Value Grade Point Value

Per Semester Hour

A	100-93	4.0
A-	92-90	3.7
B+	89-87	3.3
B	86-83	3.0
B-	82-80	2.7
C+	79-77	2.3
C	76-73	2.0
C-	72-70	1.7
D+	69-67	1.3
D	66-63	1.0
D-	62-60	0.7
F	59-0	0.0

V. MATERIALS

- A. Sufka, Kenneth J., *The "A" Game: Nine Steps to Better Grades*. Nautilus Publishing Co. 20112011. ISBN- 978-1936946020. Retail price- \$8.98 (www.amazon.com).
- B. The Bible is a required textbook in every course at Calvary University. To facilitate academic level study, students are required to use for assignments and research an English translation or version of the Bible based on formal equivalence (*meaning that the translation is generally word-for-word from the original languages*), including any of the following: New American Standard (NASB,

English Standard Version (ESV), New King James (NKJV), or King James (KJV). Other translations and versions based on dynamic equivalence (*paraphrases, and thought-for-thought translations like NLT and NIV*) may be used as supplemental sources. Please ask the professor if you have questions about a particular translation or version.

VI. ATTENDANCE POLICY

- A. Students are required to attend the class section for which they enroll: online students may attend via livestream or by watching the recorded lecture; in-class students must attend in class. In-class students may not choose to attend online without approval of the instructor.
- B. To be counted present, each student needs to submit a response to the attendance question by the due date. In-class students will respond before they leave the class. Failure to respond to the question by the due date will result in an absence.
- C. Students will receive 1 free absence per cycle.
- D. For each unexcused absence after the first the student's final grade will be deducted by one letter grade per absence

VI. TENTATIVE CLASS SCHEDULE

Subject to change due to holidays, work days, inclement weather, sickness, etc. See Canvas for updates to schedule.

Week	Dates	Class Topics:	Assignments for the Week:
1		<p>Discuss Syllabus</p> <p>College Survival Guide</p> <p>Canvas Review</p> <p>Planner Assignment</p>	<p>Due by Midnight on</p> <p>1. Read Rules 1-3</p> <p>2. Reading quiz 1</p> <p>3. Planners due</p>
2		<p>Time Management</p>	<p>Due by Midnight on</p> <p>1. Read rules 4-5</p>

			2. Reading quiz 2 3. Time usage reports
3		Learning Styles VARK discussion	Due by Midnight on 1. Read rules 6-7 2. Reading quiz 3 3. VARK scores due
4		Notetaking & Reading Explain notetaking experiment Testing & Writing	Due by Midnight on 1. Read rules 8-9 2. Reading quiz 4 3. Note Taking experiment
5		Testing & Writing	Due by Midnight on 1. Library and CAC assignment
6		Personal Budget Explain budget assignment	Due by Midnight on 1. Budget assignment
7		Physical and Mental Wellness	Due by Midnight on 1. Emotional Intelligence assignment
8		Relationships Final Exam (Students who are not in class on the day of the exam will need to use Proctor U.)	Due by Midnight on 1. Reflection Paper