Course Plan–Complete the

Look for the <mark>yellow</mark> to notice where you need to fill in. ***Cautions:***

- **Double-check** your work because I will.
- This is **3** pages. Complete **all** of Xs from Getting Started through the Final Exam. Respond to the optional questions.

Making Sure Your Professor Can Help You If Something Goes Wrong

Type your emergency contact information so I have several ways to reach you if it is in **your** interest if I contact you.

Example: You did not complete the Final Exam and I am required to **fail you** for the **course.** I will **try** to call you.

Your last name:	
Your first name:	
Reliable phone number:	
Alternative email:	

Deciding the Grade You Plan to Earn

Place an X in the <mark>yellow</mark> box to the left of YOUR planned grade in this 1000-point course and notice the required points.

	Final Letter Grade that You Plan to Earn	How Many Points That You Must Earn for That Grade
	A (exceptional)	895 or above (Range: 895-1000 points)
	B (above average)	795 or above (Range: 795-894 points)
	C (average)	695 or above (Range: 695-794 points)
	D (below average)	595 or above (Range: 595-694 points)
	F (failing)	594 or less

Making Sure You Do Enough Points for the Grade You Want to Earn

Place an X in the <mark>yellow</mark> box to the left of **each** assignment you will **do** so you earn the points you need for the grade you want. ***Caution:*** Do not assume you will make perfect scores on everything. That is not how life works for most of us. ***Tips:***

- If you want an A, to be safe put an X in each <mark>yellow</mark> box by every assignment in the 3 pages.
- To help you monitor your grade during the term, I post an announcement at the end of Unit 1, 2, and 3 so you can determine your current letter grade.
- If you want to find information in your syllabus about policies (such as **Incentives**) and assignments in Units 1-3, (such as **Learning Quizzes**), you can search. 1st click on the Syllabus. 2nd press **Control-F** to display Adobe's Find box. 3rd type a **few** letters from what you want (such as **Incent** or **Learning Q**). 4th press the **Next** button. For example, if you type **Incent** or **Learning Q** and press **Next**, Adobe takes you straight to the spots.

Getting Started (Possible Total for Its Assignments = 60 points)

	Assignment (These assignments are listed in Getting Started.)	Points
	Reply to the WCJC email about the actions you must do **before** you start the class—**and do them**.	10
	Take Syllabus Acknowledgement Quiz. (***Caution:*** You must do it to stay in the course.)	1
	Post your Introduction in the Discussion available from Getting Started.	4
	Read and reply in the Syllabus & Success discussion in Getting Started as directed.	15
	Complete Your Course Plan for Your Grade and submit it in its Blackboard Assignment.	10
	Read and reply in the Respondus & Success discussion in Getting Started as directed. (***Tip:*** If you earned 12 points and have no penalties for Unit 1 Exam, Unit 2 Exam, Unit 3 Exam, or the Final Exam, you earn 12 extra credit points for the video review. In other words, the 3 below +12 becomes 15.)	12
	Practice your video of the Sample Respondus Exam until you do it correctly—and you can make 5 points.	5
	When you are sure that look like the honest student you are, email your prof to review your video. If you are correct, your prof enters 3 points; if not, 1.11. The prof also emails what to change.	3
	Total	60

Unit 1 (Possible Total for Its Assignments and the Prior Assignments = 270 points)

	Assignment	Points
	Take all Learning Quizzes in Unit 1. *Tip:* Each Learning Quiz is broken into: • A one-time Self-Test so you determine what you know and do not know. Once you take the Self-Test, you see content (if needed) and the Full-Test (Points: .01 per question as extra credit) • An unlimited retake Full-Test so you can teach yourself. You can take the test as many times as you want, with the highest score counting. (Points: 1 per question) If you complete a quiz's Self-Test and its Full-Test 2 days before the start of the Unit Exam, you earn 1 incentive point for **each** quiz There are many small quizzes so these points can add up.	70
	In Evidence Requirements, take Evidence Quizzes 1-2 @10 each. (*Tip:* The same incentive points as with the Learning Quizzes.)	20
	Post and reply in Unit 1 Learning Discussion (*Tip:* If you post as its rubric explains and earn over 14 points **and** if you make over 60 on the Unit 1 Exam, you earn 10 extra credit incentive points)	20
	Take Unit 1 Exam. (*Tip:* This is learnable. Over 30% of the questions are from the Learning Quizzes, and 70% are listed in the Unit Study Guide. Also, you can help each other in the Learning Discussion.)	100
	Total	210

Unit 2 (Possible Total for Its Assignments and the Prior Assignments = 460 points)

	Assignment	Points
	Take all Learning Quizzes in Unit 2. (*Tip:* The same extra credit incentive as Unit 1.)	50
	In Evidence Requirements, take Evidence Quizzes 3-4 @10 each. (*Tip:* The same incentive as Unit 1.)	20
	Post and reply in Unit 2 Learning Discussion (*Tip:* The same incentive as Unit 1.)	20
	Take Unit 2 Exam. (*Tip:* The same opportunities for success in learning as in Unit 1.)	100
	Total	190

3-Part Writing Assignment during Unit 2 and Unit 3 (Possible Total = 700)

	Assignment	Points
	In Required Writing, post your paper in the 3-Part Writing @ 100 points (50 points for content and 50 for Good Habits for Evidence).	100
	In Required Writing, when the 3-Part Writing reopens, post 2 peer reviews @ 50 points each (25 points for content and 25 for following all 5 Good Habits for Evidence for **each** one).	100
	In Required Writing, when the 3-Part Writing reopens again, reply to the 2 peer reviews of your paper @ 40 points (10 points for content and 10 for following all 5 Good Habits for Evidence for **each** one; if only 1 student peer reviewed your paper, 20 points for content and 20 for following all 5 Good Habits).	40
	Total	240

Unit 3 (Possible Total for Its Assignments and the Prior Assignments = 900 points)

	Assignment	Points
	Take all Learning Quizzes in Unit 3. (*Tip:* The same extra credit incentive as Unit 1.)	80
	Post and reply in Unit 3 Learning Discussion (*Tip:* The same incentive as Unit 1.)	20
	Take Unit 3 Exam (*Tip:* The same opportunities for success in learning as in Unit 1.)	100
	Total	200

Final Exam (Possible Total for Its Assignments and the Prior Assignments = 1000 points)

	Assignment	Points
	Take the Final Exam (100)	100
	Total	100

Information That I Would Appreciate from You (It is optional.)

If you need more lines, just keep typing passed the yellow areas.

1. For many people who are new to Distance Education or are used to more of a tools-based organization for Blackboard, they do better with a phone conference or a face to face meeting than just using Getting Started. If both of us have Blackboard open, I have found that we can dialog back and forth and it is quicker and more accurate than writing emails to each other. To increase my odds of being available to help students with different hours, I split my online hours for this class so that I am available at different times of the day during the week.

If you want to do that, please make a note here or just look at my online office hours in the Syllabus and on Instructor Information (both on the Course Menu) and see if we have a match. If we do not have matching hours, then propose a time and I'll see how I can adjust family responsibilities.

2. If you feel you are inexperienced in writing about historical evidence or you had trouble learning history before, consider a phone conference or a face-to-face meeting at Sugar Land (Tuesday and Thursday) or at Richmond (Monday, Wednesday, and Friday). I have found that if I take notes on how **you** study, I sometimes see that some of your habits are working well and that others may cause you problems (such as requiring more time than you have). I am glad to do that for any of you.

3. If you took one of my classes before, please tell me. If you were in a distance learning class, please tell me the class and about when. Since my memory is very visual (as the tables I use for content show), if you were in an on-campus class, then please tell me:

- What campus you were on
- What side of the room you were on when **I** looked at your class

4. If you think there is anything else I need to know about you, please write it here.