

# SYLLABUS

## WVUe 191B: First Year Seminar- SSS/TRIO

Student Support Services/TRIO is a WVU Student Life Unit



<b>Fall 2015 Semester</b>			<b>Instructor</b>
CRN 89381	CRN 89382	CRN 89383	
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Tuesday	Wednesday	Thursday	
11:30-12:20	11:30-12:20	4:00-4:50	
222 Hodges	G-21 Woodburn	106 Oglebay	
<b>Credit Hours:</b> 2 <b>Course Format:</b> Lecture and Discussion <b>Prerequisites:</b> None <b>Restrictions:</b> This section is restricted to SSS/TRIO Participants			
			<b>Office location:</b> G-30 Mountainlair <b>Office hours:</b> by appointment M-F 8:30 a.m.-5:00 p.m. <b>Phone:</b> 304-293-6629 <b>FAX:</b> 304-293-3044 <b>Website:</b> <a href="http://sss.wvu.edu/">http://sss.wvu.edu/</a>

### Course Description

The purpose of WVUe 191B is to provide Student Support Services/TRIO participants with information, tools and resources needed to successfully transition to college. The course will cover a variety of academic components needed to help students achieve success and progress towards completion of a college degree. The course will also help students develop an understanding of the SSS/TRIO Program.

**Note:** WVUe 191B First Year Seminar- SSS/TRIO is an approved first-year seminar class. In order to graduate, WVU students are required to successfully complete a First Year Seminar course with a passing grade. Per program guidelines, the course is required for all new SSS/TRIO participants who have earned 29 college credit hours or less. WVUe 191B is a GEC 6 Objective course.

### Course Objectives and Learning Outcomes

<b>Course Objectives –</b> This course is designed to:	<b>Learning Outcomes –</b> After taking the First Year Seminar- SSS/TRIO course, you will be able to:
1. Set and communicate expectations about higher education	<ul style="list-style-type: none"> <li>articulate the purpose of the educational experience, university and of applicable academic disciplines, faculty expectations, and academic integrity</li> <li>articulate and appreciate the purposes of the GEC requirements to attain a degree</li> </ul>
2. Provide opportunities to develop an understanding of critical thinking, analysis and problem solving	<ul style="list-style-type: none"> <li>define and demonstrate an understanding of critical thinking and analysis skills necessary for academic success</li> <li>apply critical analysis skill knowledge to conduct basic library research which includes scholarly sources</li> <li>apply multiple perspectives to problem solving and correlate this skill with academic success strategies. (i.e. listening, time management, memory, etc.)</li> </ul>
3. Promote metacognition	<ul style="list-style-type: none"> <li>adopt a learning style conducive to individual success and identify your individual style</li> <li>apply academic success strategies based on your individual learning style (i.e. note taking, test preparation, study skills, attendance, etc.)</li> <li>employ time management strategies and demonstrate those strategies throughout the course</li> </ul>

<p>4. Engage in major/career exploration and in career planning</p>	<ul style="list-style-type: none"> <li>• demonstrate an understanding of the major selection and career planning processes</li> <li>• articulate the requirements for your major</li> <li>• demonstrate an understanding of the components and importance of the advising process and plan an academic schedule for the upcoming semester</li> <li>• develop and explain the importance of your academic/career alternatives</li> <li>• know how to register for classes</li> </ul>
<p>5. Promote diversity, inclusion and a global perspective</p>	<ul style="list-style-type: none"> <li>• relate how diverse backgrounds and experiences provide for an optimal educational experience</li> <li>• participate in cross-cultural experiences, add to your body of knowledge, and develop an understanding of the relationship between those events, your life and career interests</li> <li>• explain the importance of a global perspective for personal and career success in the modern world</li> <li>• develop an understanding of study abroad opportunities including those within your discipline</li> </ul>
<p>6. Increase financial literacy knowledge and skills</p>	<ul style="list-style-type: none"> <li>• interpret and understand your financial aid package</li> <li>• differentiate between the various types of financial aid</li> <li>• develop techniques for successful financial management</li> <li>• recognize the responsibilities of credit</li> <li>• develop a monthly budget</li> </ul>
<p>7. Provide opportunities to explore and gain exposure to campus and community resources</p>	<ul style="list-style-type: none"> <li>• identify important offices and resources on campus and in the local community</li> </ul>
<p>8. Introduce you to the Student Support Services/TRIO program and the services it will provide to you as a participant</p>	<ul style="list-style-type: none"> <li>• understand the purpose and objectives of SSS/TRIO</li> <li>• understand what services SSS/TRIO can provide for participants and how to access these</li> <li>• become familiar with the SSS/TRIO staff and know how to contact them, as well as request assistance when needed</li> </ul>

***Inclusivity Statement***

“The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion.  
 If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please advise me and make appropriate arrangements with the Office of Accessibility Services (293-6700). For more information on West Virginia University's Diversity, Equity, and Inclusion initiatives, please see <http://diversity.wvu.edu>.”

***Title IX Statement***

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

**Required Materials and Tools**

- ◆ Text: Peak Performance: Success in College and Beyond, Ninth Edition (ISBN: 125966192X)
- ◆ Connect and system requirements needed to support Connect
- ◆ World War Z

- ◆ **College 101 Guide**- Provided by SSS/TRIO Program and yours to keep
- ◆ **A First Generation Student's Guide to College**- Made available by SSS/TRIO for students to check-out and must be turned back in at the end of the semester
- ◆ **Daily Planner**: We require each student to have a day-timer or planner so you can more effectively manage your time and schedule. This will be provided to you if you do not already have one. Since planners will be collected and checked periodically, it is highly recommended that you bring yours with you to each class. *Please note: electronic devices such as cell phones are not an acceptable substitute. It is okay to use an electronic device for planning purposes if that works for you, but a daily planner is a requirement for this course.*
- ◆ **MIX Account**: All students should check their MIX account for additional information about course assignments and communication.
- ◆ **e-Campus**: All course materials and student grades will be posted on e-Campus.

#### Where do I purchase the required textbook?

All first year seminars use a common textbook. Students should purchase the FYS textbook and related materials from the WVU Campus Bookstore (Barnes & Noble).

#### Course and Classroom Expectations

Attendance and participation are required in this course. Attendance will be taken each class session. All in-class activities are graded and cannot be made-up.

- A student is considered tardy if he/she is not present and seated at the beginning of class. A tardy becomes an absence if the student misses more than 5 minutes at the beginning or the end of the class session
- Class attendance is defined as being physically and mentally present in class.
- Grades for written assignments will include attention to sentence structure, spelling, punctuation and grammar. For writing help see: <http://owl.english.purdue.edu/owl>
- Late work is not accepted. Even if class is missed, assignments are due by the date specified in the syllabus (11:59 p.m.). If you have a problem with an assignment deadline, talk to your instructor in advance.
- Always come prepared for class by following these steps:
  - ✓ Step 1: Review syllabus in advance. Take note of required reading assignments, events and homework that is due. Place all of these items in your daily planner.
  - ✓ Step 2: Read chapter & complete assigned practice, along with any other homework assignments that are due.
  - ✓ Step 3: Attend class and actively participate. Submit assignments on time.
  - ✓ Step 4: Complete timed quiz

#### ***Academic Honesty and Integrity***

The integrity of the classes offered by any academic institution solidifies the foundation of its mission and cannot be sacrificed to expediency, ignorance, or blatant fraud. Therefore, I will enforce rigorous standards of academic integrity in all aspects and assignments of this course. For the detailed policy of West Virginia University regarding the definitions of acts considered to fall under academic dishonesty and possible ensuing sanctions, please see the Student Conduct Code at <http://campuslife.wvu.edu/r/download/180235>. Should you have any questions about possible improper research citations or references, or any other activity that may be interpreted as an attempt at academic dishonesty, please see the instructor before the assignment is due to discuss the matter. (Statement approved by the WVU Faculty Senate on February 2, 2008; modified May 15, 2008.)

#### ***Classroom Etiquette***

College students are responsible for their own learning, goal setting and success, and for recognizing that the college classroom is a community. So that all community members may learn, students should behave respectfully (e.g., turn off cell phones and other electronic devices; remove headphones; be punctual; turn exclusive attention to class activities; and interact appropriately with other students and the instructor).

### Course Requirements and Expectations

#### **WELCOME WEEK ACTIVITIES:**

➡ **2 Residence Hall Floor Meetings:** All students living on campus are required to attend their mandatory Residence Hall Floor Meetings on Friday, August 15 and Sunday, August 17. You will receive proof of attendance at the events which you must turn in to your course instructor in order to receive credit for attendance. (15 pts x 2 meetings= 30 pts)

\***Note:** Students NOT living in the residence halls will be required to attend two (2) events for commuter students during the first week of classes to replace the residence hall floor meetings. Acceptable substitutions can be found at <http://welcomeweek.wvu.edu/events> or talk to your SSS Counselor for further assistance.

➡ **Academic Department Visit:** Students are required to participate in the academic department visits on Saturday, August 15, as part of the First Year Academy. You will receive proof of attendance at the event which you must turn in to your course instructor in order to receive credit for attendance. (25 pts)

➡ **Mountaineer Welcome:** You are required to attend the University Welcome on Sunday, August 16 prior to the first week of classes. You will receive proof of attendance at the event which you must turn in to your course instructor in order to receive credit for attendance. (25 pts)

**Please Note: In order to get credit for the First Year Academy events you attend prior to classes beginning, you need to bring proof of attendance (tickets) to your instructor. In the event that you need the proof of attendance for another class, your course instructor can make a copy for his/her records. If you have any problems, please speak with your instructor.**

➡ **First Year Academy SSS/TRIO Event:** All new SSS/TRIO Participants are required to attend the SSS Success From the Start Event on Saturday, August 15 from 4:30-5:30 p.m. in the Shenandoah Room of the Mountainlair. (25 pts)

#### **ATTENDANCE:**

➡ **Class Participation and Attendance:** In all university courses, attendance is essential for your success. Attendance and coming to class on time are mandatory. For this course, you will complete an attendance exercise for each class session that is based on your reading and/or materials covered in that specific day's class session. If you are absent from class, you will lose points- the attendance exercises **cannot** be made up. This is reflected in the grading scale below (25 pts x 14 classes = 350). **If you need to miss class for any reason, remember to immediately contact your instructor.**

#### **ASSESSMENTS:**

➡ **Assessments:** You will complete one pre-course assessment at the beginning of the class and one post-assessment at the end. You will earn points for the pre-assessment by simply completing it- we will not deduct points for incorrect answers. The post-assessment will be graded based on the number of correct responses you provide. (170 pts)

- Overall Course Pre-Assessment What Do You Know- ends Aug 29 @ 11:59 p.m. (140 pts)
- Overall Course Post-Assessment What Did you Learn- ends Dec 8 @ 11:59 p.m. (350 pts)

➡ **Noel Levitz College Student Inventory:** You will be emailed instructions on how to access the inventory and must complete it by August 29 @ 11:59 p.m. (100 pts)

### ASSIGNMENTS:

- ➡ **Readings/CONNECT Practice:** You will be required to read all chapters of your text as assigned and complete the practice exercises. (14 chapters x 50 pts per chapter= 700)
- ➡ **Title IX Online Activity:** You will be emailed instructions about how to complete this online module titled "CampusClarity." This is expected to be sent to all WVU-E students during the week of August 24. You will need to submit your printed certificate of completion. (50 pts)
- ➡ **FOCUS:** You will complete this major/career assessment and submit your printed report. (100 pts)
- ➡ **Academic Completion Plan:** You will complete this with your academic advisor using DegreeWorks and your print-out is due by December 8. (250 pts)
- ➡ **Transit Financial Wellness Course Completion:** Students should have been sent an email with directions on how to access this online financial wellness module. You must complete Part 1 by September 7, 2015. If you cannot locate your email, you will find the link to this online course in the lower right hand corner on the main Financial Aid website at [financialaid.wvu.edu](http://financialaid.wvu.edu). You must submit your printed certificate in class. (250 pts)
- ➡ **Library Assignments #1 and #2- Surviving a Zombie Apocalypse:** This will be your common read assignment. (150 pts)
- ➡ **Kognito:** This is a wellness-related online module that helps you learn how to help a friend in crisis. You must submit your printed certificate in class. (100 pts)
- ➡ **Individual Conference with SSS Counselor:** You are required to meet with your SSS Counselor to complete your Intake and Individualized Success Plan (ISP). During this meeting, you will also review your financial aid for the year and discuss any other issues you or your counselor identifies for the semester. In order to schedule this meeting, you may contact the SSS Office at 293-6629 and request to make an appointment with your SSS Counselor or you may schedule the meeting in person by visiting the SSS Office located in G-30 Mountainlair. **This meeting must take place during the first five weeks (last possible day- September 18th) of the semester in order to receive credit.** (150 pts)
- ➡ **Chapter Quizzes:** After you read the assigned chapter(s), complete the practice exercises and attend class to cover the related topics, you are required to complete the chapter quizzes. The quizzes are based on correct responses. (14 quizzes x 100 pts each= 1400)
- ➡ **In-Class Group Activity:** This assignment will allow you to reflect upon your semester experiences including results from your Noel Levitz College Student Inventory and other course materials. You will complete this assignment in class towards the end of the semester (75 pts)
- ➡ **Homework:** You should prepare for class by completing all assignments before coming to class. Homework assignments will be distributed in class and details will be provided. ***In the event that you need to miss class and there is an assignment due, you may electronically submit it to your instructor. LATE HOMEWORK ASSIGNMENTS WILL NOT BE ACCEPTED.*** (135 pts)

### OUT OF CLASS EXPERIENCES:

- **Required Discussion Sessions:** In October and November, you will be required to attend two discussion sessions facilitated by our SSS/TRIO peer mentors. In order to accommodate your class and work schedules, the sessions will be provided over several evenings, so you will have plenty of options from which to choose. Your instructor will provide more details about this in class. (65 points for each session x 2 sessions= 130 points)
- **SSS Events:** You are required to attend at least three (out of class) SSS events throughout the semester. The list of activities will be reviewed during class as well as at your meeting with your SSS counselor. You must attend the **entire** event and complete an event summary form to receive credit. If you are having difficulty identifying three programs you will be able to attend due to time conflicts, you **MUST** notify the instructor in writing by the fifth week of class (by September 18th) so that an alternate plan can be developed. An alternative plan will not be developed after the fifth week of class. (100 pts x 3 events = 300 pts)
- **SORTS workshop:** You are required to attend at least one SORTS (Students On The Road To Success) academic workshop and complete an event summary form to receive credit. You will receive a list of these in which to choose from during class.(75 pts)
- **Diversity Week event:** You are required to attend at least one event during WVU's Diversity Week scheduled for the week of September 29 and complete an event summary. (75 pts)

**Grading**

Your final grade will be determined by the following scale:

Assignment	Points for each	Total Points
Residence Hall Floor Meetings	15 (x2)	30
Academic Department Visit	25	25
Mountaineer Welcome	25	25
Success From the Start Event	25	25
Attendance	25 (x14)	350
Pre-Assessment	140	140
Post-Assessment	350	350
Noel Levitz College Student Inventory	100	100
Individual Conference with SSS Counselor	150	150
Readings/CONNECT Practice	50 (x14)	700
Chapter Quizzes	100 (x14)	1400
Title IX Campus Clarity	50	50
Academic Completion Plan	250	250
Transit Financial Wellness Course	250	250
FOCUS Major/Career Assessment	100	100
Library Assignment #1	50	50
Library Assignment #2: Zombie Apocalypse	100	100
Kognito Online How to Help a Friend	100	100
SSS Events & Summaries	100 (x3)	300
SORTS Workshop & Summary	100	100
Diversity Week Event & Summary	75	75
Discussion Sessions with SSS Peer Mentors	65 (x2)	130
In-Class Group Project	65	65
Homework Assignments	variable	135
		<b>Total= 5,000 pts</b>

GRADING SCALE				
A	B	C	D	F
4475-5000	3975-4474	3475-3974	2975-3474	2974 and below

It is your responsibility to keep track of your grades/points. If you have a question regarding your status, you should discuss it with your instructor. Stay on top of your assignments and grades and you have a better chance at catching any problems early and being able to rectify the problem with the instructor.

<b>Student Support Services/TRIO – WVU-E 191B Course Schedule</b> The syllabus, homework assignments, and all materials distributed in class can be found in eCampus.		
Class # and Date	Topic	In Class Activities, Homework and Assignments Due
Pre-Class Aug 14–16	First-Year Academy	<ul style="list-style-type: none"> <li>◆ Friday, August 14: Residence Hall Floor Meeting</li> <li>◆ Saturday, August 15: Academic Department Visit</li> <li>◆ Saturday, August 15: SSS Success From the Start Event</li> <li>◆ Sunday, August 16: Residence Hall Floor Meeting</li> <li>◆ Sunday, August 16: University Welcome</li> </ul> ***Note: Students NOT living in a residence hall must attend 2 commuter events during the 1 <sup>st</sup> week of classes in place of the residence hall floor meetings.
Class 1 – Aug. 18-20	Getting Started: Class Introduction, Welcome & Syllabus Review	<u>Topics for this class</u> <ul style="list-style-type: none"> <li>◆ Syllabus review, introductions and getting to know each other</li> </ul> <u>Homework due this week</u> <ul style="list-style-type: none"> <li>◆ Submit proof of attendance for First Year Academy events</li> </ul> <u>For next week</u> <ul style="list-style-type: none"> <li>◆ Read Getting Started (pp. vii-xv; workbook); Complete SmartBook Practice while reading Chapters 1 and 2</li> <li>◆ Complete What Do you Know? Pre-Assessment by August 29 at 11:59 p.m.</li> <li>◆ Complete Noel Levitz College Student Inventory by August 29 at 11:59 p.m.</li> </ul>
Class 2 - Aug 25-27	Being a Lifelong Learner & Emotional Intelligence (Chapters 1 & 2)	<u>Topics for this class</u> <ul style="list-style-type: none"> <li>◆ Purpose of your educational experience at WVU; Learning Styles; Managing Your Emotions</li> </ul> <u>Homework due this week</u> <ul style="list-style-type: none"> <li>◆ Continue to submit proof of attendance for First Year Academy events</li> <li>◆ What Do You Know? Pre-Assessment is due by August 29</li> <li>◆ Noel Levitz College Student Inventory is due by August 29</li> </ul> <u>For next week</u> <ul style="list-style-type: none"> <li>◆ Complete SmartBook Practice, while reading Chapter 3</li> <li>◆ Homework: Starting Strong</li> </ul>
Class 3 – Sept 1-3	Manage Your Time (Chapter 3)	<u>Topics for this class</u> <ul style="list-style-type: none"> <li>◆ Techniques for managing time effectively in college</li> </ul> <u>Homework due this week</u> <ul style="list-style-type: none"> <li>◆ Chapter 1 Quiz</li> <li>◆ Chapter 2 Quiz</li> </ul> <u>For next week</u> <ul style="list-style-type: none"> <li>◆ Complete SmartBook Practice, while reading Chapters 5 &amp; 6</li> </ul>
Class 4 – Sept. 8-10	Listen and Take Effective Notes & Actively Read (Chapters 5 & 6)	<u>Topics for this class</u> <ul style="list-style-type: none"> <li>◆ Active listening, note-taking and reading retention</li> </ul> <u>Homework due this week</u> <ul style="list-style-type: none"> <li>◆ Chapter 3 Quiz</li> </ul> <u>For next weeks</u> <ul style="list-style-type: none"> <li>◆ Complete SmartBook Practice, while reading Chapters 7 &amp; 8</li> </ul>

Class 5 – Sept. 15–17	<b>Improve Your Memory Skills (Chapter 7) &amp; Excel at Taking Tests (Chapter 8)</b>	<u>Topics for this class</u> ♦ Memory, Studying and Test Taking tips <u>Homework due this week</u> ♦ Chapter 5 quiz ♦ Chapter 6 quiz <u>For next class</u> ♦ Complete SmartBook Practice while reading chapter 4
Class 6 - Sept. 22–24	<b>Maximizing Resources &amp; Financial Aid (Chapter 4)</b>	<u>Topics for this class</u> ♦ Financial aid overview and campus resources <u>Homework due this week</u> ♦ Chapter 7 quiz ♦ Chapter 8 quiz <u>For next class</u> ♦ World War Z reading must be completed! ♦ Homework: Library Assignment #1 is due ♦ Title IX Campus Clarity Assignment (emailed to you earlier) ♦ Reminder: Attend Diversity Week Event next week
Class 7 - Sept. 29–Oct. 1	<b>Library Visit: Surviving a Zombie Apocalypse</b>	<u>Topics for this class</u> ♦ Using the library and locating sources of information <u>Homework due this week</u> ♦ Homework: Library Assignment #1 ♦ Homework: Library Assignment #2 (you will complete this during class) ♦ Chapter 4 quiz ♦ Title IX Campus Clarity (submit printed certificate) <u>For next class</u> ♦ Complete SmartBook Practice while reading chapter 12 ♦ Homework: Diversity Week Event Summary
Class 8– Oct. 6–8 *Location: TBA	<b>Building Supportive and Diverse Relationships (Chapter 12)</b>	<u>Topics for this class</u> ♦ Building positive relationships, communication and appreciating diversity <u>Homework due this week</u> ♦ Homework : Diversity Week Event Summary ♦ Continue to turn in Title IX (Campus Clarity) certificate <u>For next class (2 weeks)</u> ♦ FOCUS Assessment ♦ Complete SmartBook Practice while reading Chapter 14
<b>Oct 12-13 NO CLASS THIS WEEK DUE TO FALL BREAK</b> (Tip: This would be a good time to complete your FOCUS major/career Assessment)		
Class 9 - Oct. 21–23	<b>Major/Career Exploration (Chapter 14)</b>	<u>Topics for this class</u> ♦ Choosing a major that is a good fit <u>Homework due this week</u> ♦ FOCUS Assessment printed report ♦ Chapter 12 quiz <u>For next class</u> ♦ Complete SmartBook Practice while reading Chapters 9 and 10
Class 10 - Oct. 28–30	<b>Express Yourself in Writing and Speech (Chapter 9) &amp; Critical Thinking (Chapter 10)</b>	<u>Topics for this class</u> ♦ Verbal and written communication, critical thinking and problem solving <u>Homework due this week</u> ♦ Chapter 14 quiz



Class 11 – Nov. 3-5	Financial Literacy	<p><u>Topics for this class</u></p> <ul style="list-style-type: none"> <li>◆ Financial management, credit and budgeting</li> </ul> <p><u>Homework due this week</u></p> <ul style="list-style-type: none"> <li>◆ Chapter 9 quiz</li> <li>◆ Chapter 10 quiz</li> </ul> <p><u>For next class</u></p> <ul style="list-style-type: none"> <li>◆ Homework: Financial Literacy (distributed in class)- due in 2 weeks</li> <li>◆ Complete SmartBook Practice while reading Chapters 11 and 13</li> </ul>
Class 12 – Nov.10-12	Create a Healthy Mind, Body and Spirit (Chapter 11) & Develop Positive Habits (Chapter 13)	<p><u>Topics for this class</u></p> <ul style="list-style-type: none"> <li>◆ Health and wellness, strategies for making changes</li> </ul> <p><u>For next class</u></p> <ul style="list-style-type: none"> <li>◆ Bring Noel Levitz College Student Inventory results</li> <li>◆ Complete Kognito Online Module- How to Help a Friend</li> </ul>
Class 13 – Nov.17-19	In-Class Group Project	<p><u>Topics for this class</u></p> <ul style="list-style-type: none"> <li>◆ Group Project focused on college success skills</li> </ul> <p><u>Homework due this week</u></p> <ul style="list-style-type: none"> <li>◆ Kognito printed certificate</li> <li>◆ Homework: Financial Literacy</li> </ul> <p><u>For next class (2 weeks)</u></p> <ul style="list-style-type: none"> <li>◆ Post-Assessment (due by December 8 at 11:59 p.m.)</li> <li>◆ Homework: Campus &amp; Community Questions</li> <li>◆ Homework: Semester Reflection</li> </ul>
<b>Nov. 21– 29 NO CLASS THIS WEEK– THANKSGIVING BREAK</b>		
Class 14 – Dec. 1–3	Connecting with Campus & the Community	<p><u>Topics for this class</u></p> <ul style="list-style-type: none"> <li>◆ Upper class SSS participants will share their stories and facilitate a question/answer session about college life, academic success tips, financial literacy topics and campus resources</li> </ul> <p><u>Homework due this week</u></p> <ul style="list-style-type: none"> <li>◆ Homework: Campus &amp; Community Questions</li> <li>◆ Homework: Semester Reflection</li> <li>◆ Overall Course Post-Assessment (90 pts)- must be completed by Dec 8 at 11:59 p.m.</li> </ul>
<b>Dec. 10–16 FINAL EXAMS GOOD LUCK!</b>		

**\*\* The instructors reserve the right to make adjustments to the syllabus as needed throughout the \*\*  
 \*\* semester. Any changes will be announced in class with adequate prior notice to students. \*\***