

General Information to Use with the List of Due Dates (Your Only Safe Source of Dates)

Dates Set by WCJC That Are Not Covered in the List of Due Dates:

- Last day for you to “Drop” the course with grade of “W”: 5/3/2019
- Holidays: UIL (3/29) and Easter Break (4/18-4/19, with classes resuming 4/22)

Information from the Syllabus or from Instructions with Assignments:

Passwords for Self-Tests and Unit Exams

- For self-tests for Learning Quizzes or Evidence Quizzes: selftest < no capitals, no spaces, and no punctuation
- For Unit Exams: onetimeonly < no capitals, no spaces, and no punctuation

2 Methods to Locate Work in the Course on Blackboard’s Course Menu

- Shortcut to All Graded Work (No Content or Instructions)—Only provides Blackboard tools to submit work
- Learning Modules (All Content/All Graded Work)—Provides **everything** you need: study guides, instructions, lessons, primaries and all of the Blackboard tools you use from assignments to quizzes to discussions to exams.

How to Use the List of Due Dates to Know Where, When, and How:

The List of Due Dates—these 4 pages—are available at the end of this syllabus and separately on the Course Menu and as a link at other locations in the course.

1. **Where to work:** The List of Due Dates tells you which Learning Modules to use to do your work. **Example:**
 - To do the work listed under the **heading** “Meeting the Respondus Requirements to Take the Final Exam”
 - You click **1st** on **Learning Modules** on the **Course Menu** and **2nd** on the **folder** “Meeting the Respondus Requirements to Take the Final Exam”
2. **When to work:** The row for each assignment shows you:
 - **When** the work **opens** (is available to you to start preparing)
 - **When** work is **due** (must be submitted)
3. **When you have flexibility:** Some dates **overlap** in order to give you flexibility during each unit. **Example:** Notice how Unit 1’s Exam period overlaps with the start of Unit 2. If **you** finish Unit 1 early, **you** can start Unit 2 early.
4. **How to work in Any Unit:** All Units about history work in the **same** way. In Unit 1, the **Tips** apply to **all** 3 Units.
5. The next 3 pages show you:
 - On page 12, the 3 Learning Modules that you use throughout the semester – the one with the Sample Respondus Exam and the one for Evidence Quizzes and the one for doing the 3-Part Writing
 - On pages 13 and 14, the Learning Modules that you use one after another for specific content, such as Getting Started, Unit 1, Unit 2, Unit 3, and the Final Exam

Learning Modules That You Do or Use Throughout the Semester

Meeting the Respondus Requirements to Take the Final Exam (MAR 31-APR 24)

You have 3-weeks to take the Sample Respondus Exam so you can take the Final Exam. You are graded using a checklist.

Assignment (Listed in the Order They Become Open)	Opens	Due	Points
If you exactly follow Distance Education's requirements on the 1st try and in the 1st week (3/31-4/6), you earn 20 points; the 2nd week (4/7-4/13), 15 points; and the last week (4/14-4/24), 10 points. If you need 2 tries, you earn only 5 points. Tip: Use Distance Education's video and the grading checklist to make sure you do this correctly. Caution: only external (clip-able) webcams.	3/31 - 12:00 AM	4/24– 11:59 PM	20

Evidence Quizzes (Required to see the 3-Part Writing) (APR 1-APR 15)

Assignment (Listed in the Order They Become Open)	Opens	Due	Points
To open the folder for the 3-Part Writing, complete at least the Self-Tests for Evidence Quizzes 1-4. Score at least 80%+ on each Self-Test or—if you did not—do its Full-Test to at least 80%. Use Course Messages to email your instructor that you have completed these 4 Self-Tests, and she confirms you will be in the Discussion or tells you what to do.	4/1 - 12:00 AM	4/15– 1:00 PM	40

3-Part Writing–Paper, 2 Peer Reviews, and Replies to Peer Reviews (APR 8-MAY 14) – Opens Early for Questions.

With the 3-Part Writing discussion, your instructor opens and closes the **same** discussion when **each** of 3 Parts stop and start according to the dates below and puts students back into the discussion **after** they reply to feedback. **Instructions** at the top of the 3-Part Writing folder tell you what to do with **each** Part, including covering everything from length to citation to required textbook pages and required Subject lines.

Assignment (Listed in the Order They Become Open)	Opens	Due	Points
The folder opens early 4/8 with instructions on citation and required textbook pages and contains required primaries. The 3-Part Discussion opens 4/15 so you can post your paper (the 1 st Part). Cautions: You cannot see others' papers before you post your own so ask questions in the Unit 1 Learning Discussion. Late papers are not accepted. You must do the 1st Part to do the 2 nd and 3 rd Parts.	4/15– 1:00 PM	4/24– 11:59 PM	100
The Discussion reopens for the 2 nd Part (2 peer reviews). After her class ends at 1:00 PM, your instructor emails feedback on the 1 st Part in Course Messages. Tip: The quicker you reply, the quicker you are back in the discussion for the 2 nd Part.	4/29– 1:00 PM	5/6– 11:59 PM	100
The Discussion reopens for the 3 rd Part (replies to peer reviewers). Carefully examine comments about evidence by the 2 students who peer reviewed it. Reply to their peer review according to the instructions.	5/9–1:00 PM	5/14– 11:59 PM	40
Total for the 3-Part Writing			240

Learning Modules Containing Assignments That You Do One After Another

Getting Started & Staying Successful All 8 Weeks (MAR 25-MAR 27)

Assignment	Opens	Due	Points
Complete tasks listed on the last page of the Course Orientation link. (If you cannot complete these tasks by 3/27, email your instructor in Course Messages.)	3/25– 8:00 AM	3/27– 11:59 PM	60

Unit 1: Creating a New America from 1860 to 1900 (MAR 27-APR 13)

Unit 1 includes **Tips** to help you succeed from the beginning. The **Tips** apply not only to Unit 1 but to Unit 2 and Unit 3 as well. For example, by doing each Unit's Learning Discussion and making above a 60 on the Exam, you can earn 90 instead of 60 points.

Assignment (Listed in the Order They Become Open)	Opens	Due	Points
Use Unit 1's Study Guide with its Lessons and textbook chapters 23 to 27. Tip: Everything you need is in this Learning Module—except the textbook.	–	–	
Take the Learning Quizzes in Unit 1. Tip: See tips at the top of its folder. (The incentive for each Learning Quiz in the Unit ends on the date listed in an Announcement.)	3/27– 12:00 AM	4/13– 11:59 PM	70
Post and/or reply in Unit 1 Learning Discussions. Tips: a) It closes the day before the exam starts. b) Use the Discussion Instructions in your instructor's 1 st post. c) Earn 10 extra credit points if you also make above 60 on the Unit Exam. d) For Unit 1, the 1 st 5 people to post earn 5 extra points and, if you need help, your instructor coaches you.	3/27– 12:00 AM	4/10– 11:59 PM	20
Take Unit 1 Exam. Tips: Complete Self-Tests or Full-Tests at 80 percent or more to earn a 1 point incentive for each quiz.	4/11– 12:00 AM	4/13– 11:59 PM	100
Total for Unit 1			190

Unit 2: Moving to the World Stage-America from 1900 to 1945 (APR 13-APR 30)

Assignment (Listed in the Order They Become Open)	Opens	Due	Points
Use Unit 2's Study Guide with its Lessons and textbook chapters 28 to 34.	–	–	
Take all Learning Quizzes in Unit 2 (Tip: same instruction as Unit 1.)	4/13– 12:00 AM	4/30– 11:59 PM	82
Post and reply in Unit 2 Learning Discussions. (Tip: same instruction as Unit 1.)	4/13– 12:00 AM	4/27– 11:59 PM	20
Take Unit 2 Exam	4/28– 12:00 AM	4/30– 11:59 PM	100
Total for Unit 2			202

Unit 3: Transformations–America from 1945 to the Near Present (APR 30-MAY 12)

Assignment (Listed in the Order They Become Open)	Opens	Due	Points
Use Unit 3's Study Guide with its Lessons and textbook chapters 35 to 41.	–	–	
Take all Learning Quizzes in Unit 3. (Tip: same instruction as Unit 1.)	4/30– 12:00 AM	5/12– 11:59 PM	48
Post and reply in Unit 3 Learning Discussions (Tip: same instruction as Unit 1.)	4/30– 12:00 AM	5/9– 11:59 PM	20
Take Unit 3 Exam - Tip: The extra days are to make Spring Break responsibilities more flexible.	5/10– 12:00 AM	5/12– 11:59 PM	100
Total for Unit 3			168

Final Exam: 1860 to the Present (MAY 5-MAY 15) – Opens Early for Review

Take the Final Exam on **either** date. **Cautions:** The History Department **requires** History instructors to fail students for the **whole Course** if they do not take the Final Exam. I will apply the penalties (points deducted from your exam grade) if

Assignment (Listed in the Order They Become Open)	Opens	Due	Points
Check all existing grades. If you think there is an error, email the specifics .	--	5/12– 11:59 PM	
1 st time period for taking the Final.	5/11– 7:00 PM	5/12– 11:59 PM	
2 nd time period for taking the Final.	5/14– 7:00 PM	5/15– 11:59 PM	
Check all new grades. If you think there is an error, email in Blackboard Messages the exact name of the grade and your phone # before NOON .	--	5/16– 12:00 PM	
Total for the Final Exam Regardless of the Day Taken			100

Total of the Points Above

Total	Part of the Course
20	Respondus
40	Evidence Quizzes
240	3-Part Writing (paper, 2 peer reviews, 2 replies to peer reviews)
40	Getting Started
190	Unit 1
202	Unit 2
168	Unit 3
100	Final Exam
1000	Total for the Course

I reserve the right to modify the syllabus during the semester.