# Complete the Course Plan and Submit Through This Assignment Tool

This is **5** pages and the last 4 are the **same** pages and **same** page **numbers** (11, 12, 13, and 14) as the **List of Due Dates**. ***Tip:*** Print these pages and put them where you will see them **daily**. Check them off as you do things. You have to be self-managed in Distance Education. ***Cautions:***

* Look for the yellow to notice **all** of the places where **you** need to type **your** answer.
* There are **no** late papers in this class. Watch the date and the hour that assignments close. The Blackboard tool closes and then you cannot submit.
* **I will check** to see if the grade you select below and the assignments/points you select on pages 12-14 add up. To get points, they must add up. Figure out your plan (assignments) so you can succeed at the goal (letter grade), OK?

## General Question about Whether I Met You Before

If you were **never** in a class that I taught, please answer: \_ No

If you were **previously** in a class I taught, please answer these questions:

* \_ Online? or \_ On-campus?
* What year? \_\_\_\_\_\_\_\_ (approximately)
* If on campus, which one: \_ Sugar Land? or \_ Richmond?

## 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 of when I would call you**: You did **not** complete the Final Exam and I am required to **fail you** for the **course**.

**Your last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ Your first name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

**Reliable phone number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_\_\_\_ Alternative email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

## Deciding the Grade You Plan to Earn

Place an X in the yellow 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 yellow 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 the yellow box by **every** assignment on **both** page—and **do** them.
* 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.
* **History is different from other freshman classes, the writing is different, and the requirement for evidence is different.** This course tries to help you, but **you have to notice.**

## 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”
1. **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)
1. **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.
2. **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.**
3. 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 1st 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 2nd and 3rd Parts. | 4/15–1:00 PM  | 4/24–11:59 PM  | 100 |
|  | The Discussion reopens for the 2nd Part (2 peer reviews). After her class ends at 1:00 PM, your instructor emails feedback on the 1st Part in Course Messages. ***Tip***: The quicker you reply, the quicker you are back in the discussion for the 2nd Part.  | 4/29–1:00 PM  | 5/6–11:59 PM | 100 |
|  | The Discussion reopens for the 3rd 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  | **40** |

### 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 1st post. c) Earn 10 extra credit points if you also make above 60 on the Unit Exam. d) For Unit 1, the 1st 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)

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| --- | --- | --- | --- | --- |
|  | **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)

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| --- | --- | --- | --- | --- |
|  | **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 |  |
|  | 1st time period for taking the Final. | 5/11–7:00 PM | 5/12–11:59 PM |  |
|  | 2nd 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.*