Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.
COURSE SYLLABUS

CLST 100
FOUNDATIONS FOR ACADEMIC SUCCESS

COURSE DESCRIPTION
This course is designed to assist students in their academic adjustment to college. There is a focus on learning and application of study strategies and self-management skills. In addition, emphasis is placed on community and accountability which provide the foundation for academic success.

RATIONALE
For those students who have been removed from the academic arena for some time or for those who might have inadequately prepared for college work initially, this course will serve as a means of establishing direction and of obtaining those skills which will enable them to appropriately strive for success in college-level curricula.

I. PREREQUISITES
For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASE
Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. ADDITIONAL MATERIALS FOR LEARNING
A. Computer with basic audio/video output equipment
B. Internet access (broadband recommended)
C. Microsoft Word
(Microsoft Office is available at a special discount to Liberty University students.)

IV. MEASURABLE LEARNING OUTCOMES
Upon successful completion of this course, the student will be able to:
A. Identify his/her learning style and brain dominance while explaining study strategies that complement his/her unique way of learning.
B. Analyze how time is allocated while evaluating whether or not time is spent effectively.
C. Understand selected technology applications.
D. Illustrate an understanding of the different types of study methods.
E. Reflect an understanding of the relationship between biblical values and academic knowledge in developing a Christian worldview.

V. COURSE REQUIREMENTS AND ASSIGNMENTS
A. Textbook readings lecture presentations
B. Course Requirements Checklist
   After reading the Course Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.
C. Discussion Board Forums (3)
   For each Discussion Board Forum, the student will submit a thread of at least 3 paragraphs answering the questions provided. The student will then submit a reply of at least 1 paragraph to at least 2 classmates’ threads. All paragraphs must be 5 or more sentences. All writing must be professional in content and delivery and written in proper English.
D. Time Management Reflection
   The student will complete 3 separate charts—a daily, weekly, and monthly schedule—that reflect his/her current time management skills. The student will also write a 2-paragraph summary focusing on what he/she has learned and how these schedules can be applied to his/her courses and life.
E. Self-Analysis
   The student will choose to submit this assignment as a 5-paragraph paper or as a 6-slide PowerPoint presentation. This assignment will assist the student in identifying his/her learning style(s), personality type(s), and multiple intelligences strength(s).
F. Note-Taking Assignment
   The student will take notes on a chosen course lecture or sermon using either the Cornell method, a traditional outline method, or a visual map. The student will then write a 1–2-paragraph summary answering questions provided in the course and submit this along with his/her notes.
G. Recognizing Plagiarism Activity Quiz
   This quiz will cover the presentation material from the module/week in which it is assigned. It will be open-book/open-notes, contain 5 multiple-choice and true/false questions and 5 essay questions, and have a time limit of 1 hour.
H. Netiquette Activity Quiz
   This quiz will cover the presentation material for the module/week in which it is assigned. It will be open-book/open-notes, contain 5 multiple-choice and true/false questions and 7 essay questions, and have a time limit of 1 hour.
I. Quizzes (3)
Each quiz will cover the Reading & Study material for the modules/weeks up through the module/week in which it is assigned. Each quiz will be open-book/open-notes, contain 25 multiple-choice and true/false questions, and have a time limit of 45 minutes. The student will be allowed 3 attempts and only his/her highest score will be recorded.

J. Final Exam

The Final Exam will cover the Reading & Study material for all modules/weeks. The Final Exam will be open-book/open-notes, contain 4 essay questions, and have a time limit of 1 hour and 30 minutes.

VI. COURSE GRADING AND POLICIES

A. Points

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Course Requirements Checklist</td>
<td>10</td>
</tr>
<tr>
<td>Discussion Board Forums (3 at 75 pts ea)</td>
<td>225</td>
</tr>
<tr>
<td>Time Management Reflection</td>
<td>150</td>
</tr>
<tr>
<td>Self-Analysis</td>
<td>100</td>
</tr>
<tr>
<td>Note-Taking Assignment</td>
<td>145</td>
</tr>
<tr>
<td>Recognizing Plagiarism Activity Quiz</td>
<td>75</td>
</tr>
<tr>
<td>Netiquette Activity Quiz</td>
<td>75</td>
</tr>
<tr>
<td>Quiz 1 (Modules 1–3)</td>
<td>50</td>
</tr>
<tr>
<td>Quiz 2 (Modules 4–6)</td>
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<tr>
<td>Quiz 3 (Modules 7–8)</td>
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<td>Final Exam (Modules 1–8)</td>
<td>80</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

B. Scale

A = 900–1010   B = 800–899   C = 700–799   D = 600–699   F = 0–599

C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.

2. Assignments submitted more than one week late will receive a 20% deduction.

3. Assignments submitted two weeks late or after the final date of the class will not be accepted.

4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.
D. Disability Assistance
Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.
# Course Schedule

## CLST 100


<table>
<thead>
<tr>
<th>Module/Week</th>
<th>Reading &amp; Study</th>
<th>Assignments</th>
<th>Points</th>
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<tbody>
<tr>
<td>1</td>
<td>Beck &amp; Clason: chs. 1–2 2 presentations</td>
<td>Course Requirements Checklist DB Forum 1</td>
<td>10 75</td>
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<tr>
<td>2</td>
<td>Beck &amp; Clason: ch. 3 2 presentations</td>
<td>Time Management Reflection</td>
<td>150</td>
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<tr>
<td>3</td>
<td>Beck &amp; Clason: ch. 4 2 presentations</td>
<td>Self-Analysis Quiz 1</td>
<td>100 50</td>
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<tr>
<td>4</td>
<td>Beck &amp; Clason: chs. 5, 9 2 presentations</td>
<td>Recognizing Plagiarism Activity Quiz Netiquette Activity Quiz</td>
<td>75 75</td>
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<tr>
<td>5</td>
<td>Beck &amp; Clason: ch. 6 1 presentation</td>
<td>Note-Taking Assignment</td>
<td>145</td>
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<tr>
<td>6</td>
<td>Beck &amp; Clason: ch. 7 2 presentations</td>
<td>DB Forum 2 Quiz 2</td>
<td>75 50</td>
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<td>7</td>
<td>Beck &amp; Clason: ch. 8 4 presentations</td>
<td>DB Forum 3</td>
<td>75</td>
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<tr>
<td>8</td>
<td>Beck &amp; Clason: chs. 10, 12 1 presentation 1 study guide</td>
<td>CLST 100 Learning Outcomes Assessment Quiz 3 Final Exam</td>
<td>0 50 80</td>
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</tbody>
</table>

**Total** 1010

DB = Discussion Board

**NOTE:** Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on Friday.