

GEN 100 8WK

College Academic Skills Seminar

I initially designed this 2 credit hour course in the summer of 2014 to run fall of 2014.

The course design is collaboration between myself and the SME/faculty developer. She had never designed or taught a course online before.

This document includes screen shots of the table of contents, and modules one and two.

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Course Resources

The Course Resources module is where you will find materials designed for your success in this course, such as the syllabus and a link to the Virtual Office. The following videos will help you with overall online student success strategies and proper discussion activity mechanics.

Online Student Success Strategies:



What is a discussion?



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- GEN 100 Syllabus - Fall 2015 Benschoter ✓
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Module 1: Self-Assessment

Starts Aug 17, 2015 12:01 AM

This module will provide you the opportunity for self-assessment within the context of personal strengths, learning styles, and a concept known as grit.

By the end of this module, you should be able to:

- Identify and interpret your top 5 strength themes as revealed by the StrengthsFinder Assessment.
- Identify your preferred learning style and use study strategies that best support your style.
- Understand the concept of grit and identify your current grit rating as revealed by the Grit Scale.
- Analyze your findings from this module's self-assessments on strengths, learning styles, and grit.

- New Add Existing Activities
- Introduce Yourself ✓
Due Aug 23, 2015 11:59 PM

Lesson 1: StrengthsFinder Assessment 2

Starts Aug 17, 2015 12:01 AM

In this lesson, you will view a PowerPoint about strengths and will watch a YouTube video to learn more about the Clifton StrengthsFinder. You will then have a chance to take the assessment to discover your own personal strengths.

Lesson 2: Learning Styles ▾

2

🕒 Starts Aug 17, 2015 12:01 AM

In this lesson, you will discover how you learn best as a means of further exploring how you can be most successful in your program of study.

Lesson 3: Grit ▾

2

🕒 Starts Aug 17, 2015 12:01 AM

What is grit? Do you have it? How can grit help you as you work toward your goals? Click on the lesson below to learn more!

M1 Discussion: What Have You Learned About Yourself? ▾

✓

🕒 Due Aug 23, 2015 11:59 PM

Module 2: Self-Care and Time-Management ▾

🕒 Starts Aug 23, 2015 12:01 AM

In Module 2, we will talk about what it takes to manage the demands of school and work and how to bounce back in the face of life's challenges. You will reflect on your existing time management and organizational skills and will develop a semester calendar to help you stay ahead of due dates and deadlines. You will also familiarize yourself with the many resources available at Mercy College which when utilized have the potential to contribute to your academic success!

By the end of this module, you should be able to:

- Understand the impact of stress upon your well-being and identify strategies for bouncing back during challenging times.
- Describe how you plan to apply the five keys for flourishing during challenging times and the positive practices described in the True Grit presentation to help you cope with stressors you may face this semester.
- Identify at least one area for growth in terms of existing priority management and organizational skills.
- Identify at least one college resource you will make use of this semester to address area(s) for growth.
- Create a semester calendar detailing due dates for all of your classes.

New ▾ Add Existing Activities ▾

New ▾ Add Existing Activities ▾

Lesson 1: True Grit ▾

✓

Lesson 2: Managing Life's Demands ▾

✓

Lesson 3: Using Resources ▾

✓

Semester Calendar ▾

✓

🕒 Due Aug 30, 2015 11:59 PM 🕒 Starts Aug 24, 2015 12:01 AM

M2 Discussion: Action Plan ▾

✓

🕒 Due Aug 30, 2015 11:59 PM

Module 3: Listening and Note-Taking ▾

🕒 Starts Aug 30, 2015 12:01 AM

In Module 3, you will learn what it means to be a critical listener and an active class participant. You will also learn tips for improving these important skills. A variety of note-taking techniques will also be detailed.

By the end of this module, you should be able to:

- Identify techniques you can use immediately to get more out of your time spent in class.
- Determine if your current method of taking notes is effective for you.
- Select and implement at least one new note-taking technique in one of your other classes this semester.
- Listen and take detailed notes during your StrengthsFinder Reflection and Personal Interview.

New ▾ Add Existing Activities ▾

Listening and Note-Taking ▾

✓

M3 Discussion: Listening and Note-Taking ▾

✓

StrengthsFinder Reflection and Personal Interview ▾

✓

🕒 Due Sep 6, 2015 11:59 PM

Module 4: Reading and Writing Strategies

Starts Sep 6, 2015 12:01 AM

Module 4 will expose you to proven reading and writing techniques which when utilized will contribute to your academic success. Although you likely have spent countless hours reading textbooks and writing papers to this point in your studies, you may not have done so in the most efficient manner. You will be asked to reflect upon their your reading skills and will consider ways to improve upon understanding and retention of what you have read. You will also make use of the writing process as a foundation for well developed papers and presentations and will learn how to write a professional email.

By the end of this module, you should be able to:

- Evaluate existing reading and writing techniques.
- Develop an understanding of the SQ3R approach and implement it for an upcoming reading assignment.
- Utilize the writing process to create an outline for the final project and to write a professional email.

New Add Existing Activities

Lesson 1: Reading Techniques 2

Lesson 2: The Writing Process 3

Module 5: Studying and Test-Taking Skills

Starts Sep 13, 2015 12:01 AM

Module 5 will provide you with tips for improving memory as well as suggestions for more effective studying and test preparation. We will also focus on how to ease test anxiety and improve test performance.

By the end of this module, you should be able to:

- Discuss with classmates the steps you currently take to prepare for tests.
- Explain how you plan to use your new knowledge about the way memory works to improve your study strategies.
- Devise a plan for utilizing the strategies learned in this module to study for your next test or exam.

New Add Existing Activities

Studying and Test-Taking Skills ✓

M5 Discussion: Memory Myths and Study Strategies ✓

Module 6: Presentation Skills and Movenote

Starts Sep 20, 2015 12:01 AM

In Module 6, you will learn how to more effectively communicate with others and how to deliver effective presentations, taking into consideration the importance of knowing one's audience. Students will utilize what they have learned to adapt their final reflection paper into a video presentation and will learn how to use MoveNote.

By the end of this module, you should be able to:

- Utilize the guidelines for successful presentations to create your final video presentation.
- Utilize Movenote to create your video presentation.
- Submit your final reflection paper.

New Add Existing Activities

Lesson 1: Presentation Skills ✓

M6 Discussion: Oral Presentations ✓

Lesson 2: Using Movenote ✓

Using Movenote to Create Your Video Presentation ✓

Reflection Paper ✓

Due Sep 27, 2015 11:59 PM

Module 7: Setting Goals, Staying Motivated

🕒 Starts Sep 27, 2015 12:01 AM

In this module, you will have a chance to look back over your learning from the past 6 weeks and set goals for utilizing new techniques to help ensure academic success.

By the end of this module, you should be able to:

- Reflect on how motivated you are to achieve your educational goals and identify at least one strategy for getting back on track if you lose motivation.
- Identify three study techniques discussed during the course which you feel you could realistically implement this semester.
- Write SMART goals for the three techniques you selected.
- Submit your final video presentation.

New ▾

Add Existing Activities ▾

📁 Setting SMART Goals ▾ ✓

💬 M7 Discussion: Using What You Have Learned ▾ ✓

📹 Video Presentation ▾ ✓

🕒 Due Oct 4, 2015 11:59 PM

End of Course Evaluation

🕒 Starts Oct 4, 2015 12:01 AM

New ▾

Add Existing Activities ▾

📄 15-FA GEN-100-W1 8WK1 (Benschoter) End of Course Evaluation ▾ ✓

🕒 Starts Oct 4, 2015 12:00 AM

Module 8: Final Thoughts

🕒 Starts Oct 4, 2015 12:01 AM

🔗 All conditions must be met

Completes 1 attempt(s) on the survey: 15-FA GEN-100-W1 8WK1 (Benschoter) End of Course Evaluation

During our final module, we will reflect on what we have learned throughout the course and will share key takeaways from our journey these past 8 weeks in GEN 100. We will view one another's video presentations and will offer thoughts, reactions, and feedback.

By the end of this module, you should be able to:

- Reflect on what you have learned in GEN 100.
- View and respond to at least one of your fellow learner's video presentations.

New ▾

Add Existing Activities ▾

📄 Final Thoughts from Your Instructor ▾ ✓

📹 Video Presentation ▾ ✓

💬 M8 Discussion: Final Thoughts ▾ ✓



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Add dates and restrictions...

Published

The Course Resources module is where you will find materials designed for your success in this course, such as the syllabus and a link to the Virtual Office. The following videos will help you with overall online student success strategies and proper discussion activity mechanics:

Online Student Success Strategies:



What is a discussion?



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- Module 7: Setting Goals, Staying Motivated 3
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Begins October 4

Add a module...

New Add Existing Activities Bulk Edit

- GEN 100 Syllabus - Fall 2015 Benschoter
- Final Project Overview
- Helpful Resources - Mercy College of Ohio
- Virtual Office

The Virtual Office is a place for specific questions about course material or to contact me for insights and guidance. Post your question or concern below, and I will respond within 24-48 hours (except on holidays, if the college is closed, or if I am out of the office). I ask that each of you refer to the virtual office prior to sending an email to verify that the question has not already been asked by one of your fellow learners. Feel free to also answer questions asked by fellow learners if you, in fact, know the answer to a question.

Prior to posting a message to the virtual office please refer to the example below. Begin with a sentence describing the basis of your question. This will help both you and your fellow learners navigate the virtual office while looking to see if a question has already been asked. Then simply ask your question and wait for a response from the instructor or a fellow learner.

PLEASE REMEMBER, be as specific as you can in your subject heading so that I know exactly what module you are asking about and what topic you would like addressed. If you have a private matter or need to discuss certain issues that do not need to be shared with fellow learners, please email me becky.benschoter@mercycollege.edu.

Add a sub-module...

Search Topics

Module 1: Self-Assessment

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Starts Aug 17, 2015 12:01 AM

Published

This module will provide you the opportunity for self-assessment within the context of personal strengths, learning styles, and a concept known as grit.

By the end of this module, you should be able to:

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- Identify your preferred learning style and use study strategies that best support your style.
- Understand the concept of grit and identify your current grit rating as revealed by the Grit Scale.
- Analyze your findings from this module's self-assessments on strengths, learning styles, and grit.

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Begins September 6
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Begins September 13

New Add Existing Activities Bulk Edit

Expand All Collapse All

Introduce Yourself

Due Aug 23, 2015 11:59 PM

We will be spending the next 8 weeks together, getting to know ourselves and one another better through self-assessment, reflection, and discussion. Let's begin by introducing ourselves. You just might find that you connect with someone as you begin your program of study here at Mercy College and end up with a future colleague or lifelong friend!

Please take a moment to post a brief introduction. Address the following:

- What brought you to Mercy College, i.e., why Mercy?
- What is your program of study? What made you select this path?
- What is your professional background? Are you a student? Currently working? Both? Already in the field?
- Identify at least one personal strength that will help you succeed in your chosen program of study. For example, do you have strong organizational skills? Do you have a go-to study technique that works well for you?
- Identify at least one challenge that could hinder your progress. For example, do you find it hard to tackle reading assignments? Does preparing for tests make you feel overwhelmed? Do you struggle with balancing work and school?

Next, to begin making connections with one another, respond to at least one of your fellow learners. Do you share any common strengths or challenges? Are you in the same program of study? Have your paths to this point been similar or different? In what way?

I encourage you to read and respond to everyone's introduction, even if it is just to say hello. This will help us to get to know one another. This initial post is also a great place to begin the best practice of always responding to questions or comments you may receive in response to your discussion posts. This fosters courtesy and respect for one another's opinions and makes for much better discussions!

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Begins September 27
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Begins October 4
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Begins October 4
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Lesson 1: StrengthsFinder Assessment

Starts Aug 17, 2015 12:01 AM

In this lesson, you will view a PowerPoint about strengths and will watch a YouTube video to learn more about the Clifton StrengthsFinder. You will then have a chance to take the assessment to discover your own personal strengths.

New Add Existing Activities

Lesson 1

✓

Activity 1

✓

Due Aug 20, 2015 11:59 PM

Lesson 2: Learning Styles

Starts Aug 17, 2015 12:01 AM

In this lesson, you will discover how you learn best as a means of further exploring how you can be most successful in your program of study.

New Add Existing Activities

Lesson 2

✓

Activity 2

✓

Due Aug 20, 2015 11:59 PM

Lesson 3: Grit

Starts Aug 17, 2015 12:01 AM

What is grit? Do you have it? How can grit help you as you work toward your goals? Click on the lesson below to learn more!

New Add Existing Activities

Lesson 3

Activity 3

Due Aug 20, 2015 11:59 PM

M1 Discussion: What Have You Learned About Yourself?

Due Aug 23, 2015 11:59 PM

Once you have completed all of the activities, write a discussion detailing your findings. Be sure to cover the following:

- What are your five signature themes? What was your initial reaction to your StrengthsFinder results? Did anything surprise you? Why or why not?
- Share your preferred learning style(s). Did you already know this about yourself? Are there study strategies on the list that you are already using? What are they? Identify one new study strategy on the list for your preferred learning style that you will implement this semester.
- What did you learn about yourself after completing the grit scale? Identify a potential area for growth based on your findings, i.e., lack of focus, easily distracted, losing interest, becoming discouraged, problems with follow-through. What might you do to improve in this area?

Respond to at least one of your fellow learners. Do you have strengths, learning styles, or challenges in common? Share any insights or suggestions that might be helpful.

Add a sub-module...

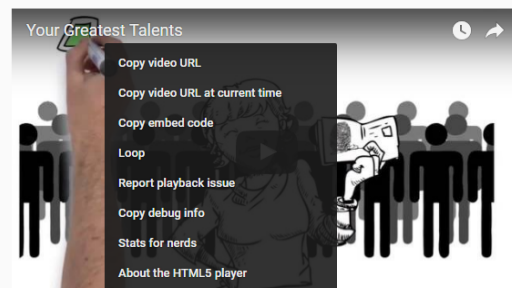
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Lesson 1

Taking time for self-assessment is an important step to becoming a more effective student and an even better healthcare professional. We will be taking the Clifton StrengthsFinder, an online assessment instrument which will help us identify our personal strengths, also known as our signature themes of talent. Click the files listed below to learn more about the Clifton StrengthFinder.

Module 1 Lesson 1 - Talking About Strengths (approx. 2 min. audio/mobile-friendly)

- [Talking About Strengths Transcript \(PDF\)](#)
 - [Talking About Strengths \(Printer-friendly handouts PDF\)](#)



Instructions for taking the StrengthsFinder assessment are listed in Activity 1. After you complete the assessment, you will receive a report of your top 5 signature themes. These top 5 strengths will be a focus as we move throughout the next 8 weeks.

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Activity 1

You will receive an email in your Mercy College email account with a personal access code to the Clifton StrengthsFinder assessment found on the StrengthsQuest website. Follow the steps listed below to take the assessment.

1. Visit www.strengthsquest.com
2. Click on "Register" in the upper right corner. You will be asked to enter your personal access code.
3. Follow the prompts to create your account. Be sure to record your ID and password, as this will allow you to return to the website whenever you like to review your results.
4. Take the Clifton StrengthsFinder assessment. Once completed, you will be able to immediately review your results.
5. By clicking the MY STRENGTHSQUEST tab in the upper left corner, you will have access to additional resources to help you better understand your results.

More detailed instructions may also be found here:
[StrengthsFinder New Access Registration Instructions.pdf](#)

Once you have completed the assessment and receive your results, print your Signature Theme Report. Be sure to keep your report in a safe place, as you will need it for activities in future modules. You might also want to save your report as a PDF on your computer. As you review your report, highlight or circle any words or phrases that make you say, "Hey! That's me!" Focus on whatever seems highly descriptive of you. You may wish to review a full description of the 34 themes, available here: [StrengthsFinder Themes - Full Description.pdf](#) or a brief description, available here: [StrengthsFinder Themes - Brief Description.pdf](#). These descriptions will provide insight into your unique themes. I also encourage you to explore the StrengthsQuest website (www.strengthsquest.com) for even more resources related to your results.

Some things to think about after you have taken the assessment:

- What was your initial reaction when you read your results?
- Do you feel that your identified strengths accurately describe you?
- Were you surprised by anything?

We will be incorporating your StrengthsFinder results into future assignments as we move ahead in this course, so continue to think about your strengths and how they impact you at home, at school, at work, and in other areas of your life.

You will need your StrengthsFinder results for the discussion post, due Thursday, which means you will have to allow plenty of time before that to take the assessment and review your results. The assessment should take between 30 and 45 minutes to complete.

Note: This assignment is worth 50 points. I will receive email confirmation once you have taken the assessment.

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Activity 2

Review the file shown below. Print page 1 and highlight all of the bulleted items in the "Strengths" column that make you say, "Hey, that's me!" Which learning style has the most highlighted bullets? Do you feel this describes the type of learner you are? If you prefer, you may take the inventory on page 2; better yet, do both and see if the findings from the inventory match your initial reactions to the list on page 1.

Once you have discovered your learning style, take a look at the recommended study strategies for that style. Are you currently using these techniques? Are there one or two you could see yourself implementing right away in your courses?

[VARK Learning Styles.pdf](#)

You will need your results from this activity for this week's discussion post. This means you will have to allow yourself plenty of time to complete it before the discussion due date which is Thursday at 11:59p.

Note: You do not need to submit anything for this activity, but having completed it will be evidenced in your discussion post when you share your results. This activity is worth 10 points.

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Lesson 3

What is it that makes someone successful? Is it merely IQ, or is there else? Angela Duckworth, a psychologist, educator, and management consultant, has identified an important factor for success.

Watch Angela's TED talk on what she describes as grit, and then go to Activity 3 to take the Grit Scale to find out just how gritty you are!



[Grit - Angela Duckworth.pdf](#)

Activity 3 ▾




The Grit Scale shown below asks you to rate yourself on 12 statements. Be honest with yourself--there are no right or wrong answers. Don't be discouraged if your score is not as high as you would like. This course is designed to help you build grit in terms of your academic success. You will learn how to make better use of your time by tapping into study skills and utilizing the many resources available to you. Don't worry! You have the ability to become grittier by applying what you learn throughout this course.

[Grit Scale.pdf](#)

You will need your Grit Scale results for the discussion post, which is due Thursday. Allow yourself time to complete it before then.

Note: You do not need to submit this activity using Dropbox, as you will demonstrate that you have completed it by incorporating your results into our discussion. This assignment is worth 10 points.

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Begins September 20
- Module 7: Setting Goals, Staying Motivated 3

Starts Aug 23, 2015 12:01 AM

Published ▾

In Module 2, we will talk about what it takes to manage the demands of school and work and how to bounce back in the face of life's challenges. You will reflect on your existing time management and organizational skills and will develop a semester calendar to help you stay ahead of due dates and deadlines. You will also familiarize yourself with the many resources available at Mercy College which when utilized have the potential to contribute to your academic success!

By the end of this module, you should be able to:

- Understand the impact of stress upon your well-being and identify strategies for bouncing back during challenging times.
- Describe how you plan to apply the five keys for flourishing during challenging times and the positive practices described in the True Grit presentation to help you cope with stressors you may face this semester.
- Identify at least one area for growth in terms of existing priority management and organizational skills.
- Identify at least one college resource you will make use of this semester to address area(s) for growth.
- Create a semester calendar detailing due dates for all of your classes.

New ▾ Add Existing Activities ▾ Bulk Edit

- Lesson 1: True Grit ✓
- Lesson 2: Managing Life's Demands ✓
- Lesson 3: Using Resources ✓
- Semester Calendar ✓

Due Aug 30, 2015 11:59 PM Starts Aug 24, 2015 12:01 AM

Create a semester calendar to help you better manage priorities and improve your organizational skills. At a minimum, include all assignments and due dates for all of your courses this semester. You will need to review the syllabus for each of your classes in order to record due dates for all reading assignments, quizzes, exams, writing assignments, and special projects. It's a great idea to also include time for studying. You are strongly encouraged to also include your work schedule, meetings, doctor appointments, and family commitments in order to provide an overview of all of your responsibilities in one convenient place.

Refer to pp. 23-25 in our textbook for tips on preparing your calendar. Also see the Sample Calendar provided in this module.

- End of Course Evaluation 1
Begins October 4
- Module 8: Final Thoughts 3
Begins October 4
- Add a module...

Calendar requirements:

- Include all courses you are taking this semester.
- Include assignment details, i.e., BIO 101: Ch. 3 Quiz.
- Include the entire semester (Aug 17 – Oct 11).
- Make sure your entries are clear and easy to understand.
- Calendar should be neat and consistent.
- Minimally include due dates for school; consider also including work and personal commitments as well as time for studying and exercising.

Also consider the following:

- Schedule specific times for studying and preparing for tests.
- Include your work and personal commitments as well.
- Include contact info for ease of access in case you need to change or cancel an appointment.
- Schedule specific times for exercising and relaxing.

To create your calendar, feel free to use the method that works best for you—a handwritten planner or an electronic application such as Google Calendar or the template shown in the link below. Please upload your calendar using Dropbox. You will need to scan your calendar for upload if you use a handwritten calendar. Otherwise, feel free to use Google Calendar, the template shown below, or a similar tool that can easily be uploaded to Dropbox.

Downloadable Calendar Template: www.wincalendar.com/2015-Word-Calendar.htm

Google Calendar: www.google.com/calendar (save calendar as PDF and upload)

Sample Semester Calendar: [Sample Semester Calendar.docx](#)

[Rubric - Semester Calendar.pdf](#)

M2 Discussion: Action Plan ✓

Due Aug 30, 2015 11:59 PM

Reflect on the *True Grit* presentation. What resonated with you from the PowerPoint? Discuss how you typically react to life stressors. Do you experience physical symptoms? Mental? Emotional? Spiritual? Detail how you plan to implement one of the five keys for flourishing during challenging times or one of the positive practices described in the presentation to help you bounce back this semester when you experience setbacks.

Next, reflect on the time-management pitfalls discussed on pp. 19-22 from this week's reading or the Problems in Priority Management document. Identify at least one area for growth and devise a plan for addressing it which includes the use of at least one of the college resources shared with you in this lesson.

Respond to at least one fellow learner. Have you experienced similar challenges or struggles? Do you fall prey to the same time-management pitfalls? Do you have tips or suggestions that may be of help to your fellow learner?

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Lesson 1: True Grit ▾

In Module 1, we did some self-assessment and determined our personal strengths and learning styles. We learned about grit and its impact upon our success. In this module, we will discuss coping strategies for responding to the demands we face each day. First, we will talk about how to bounce back in the face of life's challenges--with grit and resilience.

View the PowerPoint below to learn strategies for bouncing back when life knocks you down!

[Module 2 Lesson 1 - True Grit \(approx. 10 min. audio/mobile-friendly\)](#)

- [True Grit Transcript \(PDF\)](#)
 - [True Grit \(Printer-friendly handouts PDF\)](#)

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Lesson 2: Managing Life's Demands ▾

Required Reading: Chapter 2, pp. 13-30, in our textbook

What is one way we can prevent ourselves from becoming overly stressed due to life's demands? By making effective use of our time and getting organized! Often, the root cause for feeling overwhelmed is lack of planning and poor priority management. In this lesson, you will learn strategies to help you feel more in control of all that you have on your to-do-list as you forge ahead in your program of study.

For this lesson, read Chapter 2 in our textbook. Gardner and Barefoot (2015), the authors of our textbook, indicate that there are three components of effective time management:

- Setting goals
- Prioritizing
- Finding balance

How are you doing with these skills? Do you have clear educational goals? Do you prioritize all of the items on your to-do list? Do you even keep a to-do list? Do you devote all of your time to school or have you found a way to balance all aspects of your life including school, work, and personal time? Do you fall prey to time-management pitfalls? Are you a procrastinator? Are you easily distracted? Are you spread too thin? Do you have difficulty staying motivated? Do you make time for yourself in spite of a busy work and school schedule?

Review the list of Problems in Priority Management shown below. Put a check by the items that are a challenge for you.

[Problems in Priority Management.pdf](#)

Using a planner is an excellent way to manage time and stay organized. In this module, you will create a semester calendar detailing due dates for all of the assignments and activities in your courses. If you already keep a planner, good job! If this is new for you, I hope that it becomes a part of your regular routine, as doing so will positively impact your academic success!

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Lesson 3: Using Resources ▾

Did you know that you there are some amazing resources here at Mercy College that are available to you for those times when you feel like you need a little bit of extra help and support? Do you have an assignment that requires researching journals but don't have a clue how to begin? Stop by the library! Could your writing skills use some polishing? Contact our writing center coordinator. Struggling in anatomy? Schedule a tutoring session with our learning support specialist. Feeling overwhelmed about a personal issue? Schedule an appointment with our college counselor. Curious about how to enrich your spiritual practices through one of our prayer services? Contact our campus minister. Don't be shy about accessing these resources, as they can make a world of difference in your success.

Review this list of Mercy College resources and don't hesitate to take advantage!

[Helpful Resources - Mercy College of Ohio.pdf](#)