

Fall 2017

Instructor title and name: Prof. Jonathan Manning	FST100, Section 1
Instructor phone: 626-236-0008 (my personal cell)	Course meeting times/days: 4:00pm-4:55pm MW
Instructor e-mail: jmanning@pointloma.edu	Course meeting location: Bond Academic Center #104
Office location and hours: Taylor 110; by appointment	Course final exam: Wednesday, 12/13, 4:30pm-7:00pm

PLNU Mission: To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

COURSE DESCRIPTION

This course focuses on time management skills, reading skills, logical organization, note-taking, note rewriting, test-preparation, test-taking, and self-evaluation skills. Students will learn to use Excel to track grades and to use a time management system in order to strategize time use and to develop efficient work habits. Students also work on summary writing, outlining, logical organization of ideas, and critical commentary. Finally, students will engage in a variety of exercises designed to train them in both categorizing and unpacking ideas.

COURSE LEARNING OUTCOMES

1. Cultivate essential collegiate communication and time management strategies.
2. Increase personal effectiveness in the areas of note taking, studying, exam preparation, and exam execution.
3. Learn and apply methods of critical reading to understand a text's meaning and underlying logical structure.
4. Develop information literacy and an ability to manage information successfully in a university environment.
5. Draft and revise written work with increased proficiency.

REQUIRED TEXTS AND OTHER RESOURCES

Textbook:

Kelley, David. *The Art of Reasoning: An Introduction to Logic and Critical Thinking*, 4th Edition. New York: W. W. Norton, 2014. ISBN 978-0393930788

Digital Resources (available via Canvas):

Carey, Benedict. "Forget What You Know About Good Study Habits." *New York Times*, September 7, 2010.

Davis, Wynne. "Fake Or Real? How To Self-Check The News And Get The Facts." *NPR*, December 5, 2016.

Herbert, Wray. "Ink on Paper: Some Notes on Note-Taking." *Huffington Post*, January 28, 2014.

Lamott, Anne. "Shitty First Drafts." In *Bird by Bird: Instructions on Writing and Life*. New York: Pantheon Books, 1994.

Nijhuis, Michelle. "How to Not Publish Baloney." *Slate*, April 30, 2014.

Portwood-Stacer, Laura. "How to Email Your Professor (Without Being Annoying AF)." *Medium*, April 26, 2016.

Wallace, David Foster. "Consider the Lobster." In *Consider the Lobster and Other Essays*. New York: Little, Brown & Co., 2005.

Winerman, Lea. "Study Smart." *gradPSYCH*, Nov 2011.

Zimmerman, Jonathan. "Multitasking: What a Professor Knows that Students Don't." *Christian Science Monitor*, November 14, 2013.

ASSESSMENT AND GRADING

Assignment Distribution by Points and Percentage:

Attendance and Participation	100 points	(13%)
• Class attendance	(25 points)	
• Tutorial attendance	(20 points)	
• Advising attendance	(20 points)	
• OSV attendance	(10 points)	
• Class participation	(25 points)	
Kelley Exercises	125 points	(17%)
Assignments	100 points	(13%)
• University Communication Assignments	(30 points)	
• Calendar Assignment	(10 points)	
• Grade Tracking Assignment	(10 points)	
• Nonsense Multiple Choice Assignment	(15 points)	
• Quotation, Paraphrase, Summary Assignment	(10 points)	
• Spring 2018 Semester Schedule Assignment	(10 points)	
• Note-Taking Assignment	(15 points)	
Papers.....	100 points	(13%)
• Literacy history paper	(30 points)	
• Wallace paper draft	(20 points)	
• Wallace paper final	(50 points)	
Quizzes.....	75 points	(10%)
Midterm Exam.....	100 points	(13%)
Final Exam.....	150 points	(20%)
TOTAL POINTS.....	750 points	(100%)

Grading Scale:

100%-93% = A	89%-87% = B+	86%-83% = B	79%-77% = C+	76%-73% = C	69%-67% = D+	66%-63% = D	59%-0% = F
92%-90% = A-	82%-80% = B-	72%-70% = C-	62%-60% = D-				

Assignment Details:

Attendance and Participation (worth 100 points total):

Class Attendance (25 points): From the PLNU Attendance Policy: "Regular and punctual attendance at all classes is considered essential to optimum academic achievement." (See [Academic Policies](#) in the academic catalog.)

Lateness	2 tardies will count as one unexcused absence. Please arrive to class on time.
Unexcused Absences	Unexcused absence #1-2: 5% of sessions missed. Does not count against attendance grade. Unexcused absence #3-5: 13% of sessions missed. Attendance grade reduced by 9 <u>per day</u> . More than 20% of sessions missed for any reason: Student may be de-enrolled from the course.
Excused Absences	No grade reduction. Requires a note or other documentation from a doctor or professor/coach (for sickness or official PLNU scheduled event). Notes from the PLNU Wellness Center are accepted, and if you are sick enough to miss class, you are strongly encouraged to go there.
Perfect Attendance	Students with <u>zero tardies</u> and <u>zero unexcused absences</u> at the end of the semester will earn 1% of extra credit toward the final course grade.

Tutorial Attendance (20 points): Students will meet regularly in group study sessions where peer tutors and professionals will be available as resources. Attendance at these sessions will be taken by tutors, and the unexcused absence policy outlined above will also apply to FST199.

Advising Attendance (20 points): Each student will be assigned an academic advisor, and will be responsible to meet with that adviser several times over the course of the semester. Advising sessions promote student success, and attendance at these sessions will be covered under the following policy:

Attended all sessions: full credit.

Missing sessions: grade reduced by 7 points per session.

OSV Attendance (10 points): Each student will visit PLNU's Office of Strengths and Vocation a minimum of once during the semester for a meeting with a strengths coach.

Class Participation (25 points): Class participation means simply participating verbally in question/answer and discussion during the class period, engaging in assigned tasks, maintaining focus, and avoiding distraction. Participation encompasses being prepared to discuss assigned reading, sharing insights, responding to other students, asking relevant questions, attempting to answer relevant questions, and discussing the issues brought up in class. You should come prepared to contribute something to discussion on a daily basis.

Q: What will earn me the maximum participation grade?

A: Speaking up in class (productively), asking questions, not being distracting to others, staying off screen devices

Q: What will reduce my participation grade?

A: Remaining quiet in class all semester, never asking questions, distracting others, using screen devices

Kelley Exercises from *The Art of Reasoning* Textbook (worth 125 points total):

Throughout the semester, reading from *The Art of Reasoning* will be paired with textbook exercises. Exercises are due in Canvas by 11:55pm on the due date.

Various Class Assignments (worth 100 points total; points per assignment vary):

Throughout the semester, students will engage in a variety of different tasks related to university life, learning tools, note-taking, studying, exams, etc. Specific assignments will be given and discussed in class as the semester progresses.

Papers (worth 100 points total; points per assignment vary):

Given that writing is a cornerstone skill in the university setting and beyond, the class will include various writing assignments throughout the semester, including two formal papers. Specific assignments will be given and discussed in class as the semester progresses.

Quizzes (worth 75 points total; points per quiz vary):

In order to hold students accountable for assigned reading, a combination of announced and unannounced quizzes will be given. Four vocabulary quizzes are scheduled throughout the semester and may be found on the course calendar. In addition, on any day where (non-Kelley) reading has been assigned, a brief quiz consisting of a few short-answer questions over the assigned reading may be given without warning.

Midterm & Final Exams (worth 250 points total):

The course exams will be closed-book and comprehensive. There will be a review before each exam.

Extra Credit:

1. Complete and return your Student Information Sheet (see the back of the syllabus) for 3 points.
2. Maintain perfect class attendance (defined as zero tardies and zero unexcused absences) all semester long for a 1% grade boost at the end of the semester (e.g., a grade of 89% would boost to a 90%).
3. Exams will offer opportunities to earn a few extra points.

USE OF TECHNOLOGY

Students are encouraged to use technology, especially the Canvas site, for learning and communication *outside* of class. In fact, students should be checking their email daily to receive timely course-related communication. *In class, however, the professor has banned the use of electronic devices*, except by permission or in the case of specific need. (Please speak to me if you require a laptop for learning purposes and accommodations can be made.) For the sake of optimal student learning, and knowing the distractions available with just one click, you may not use laptops, tablets, smartphones, or any other screen-device during class.

INCLUSIVE LANGUAGE

Point Loma Nazarene University approaches diversity from a biblical perspective, affirming that diversity is an expression of God's image, love, and boundless creativity. Recognizing that people have often used the English language in ways that imply the exclusion or inferiority of women and other marginalized groups, I strongly urge you to avoid sexist and racist language in your public discourse, in classroom discussions, and in your writings.

For further help on this topic, please visit the following websites:

<https://owl.english.purdue.edu/owl/resource/608/05/>
www.whwomensclergy.org/booklets/inclusive_language.php

INCOMPLETES AND LATE ASSIGNMENTS

Assignments are to be submitted/turned in by the beginning of the class session when they are due. The instructor reserves the right to refuse late work, or to accept late work with a grade reduction. You are strongly encouraged to contact your professor if you foresee a problem in completing work on time.

ACADEMIC HONESTY

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. As explained in the university catalog, academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. Violations of university academic honesty include cheating, plagiarism, falsification, aiding the academic dishonesty of others, or malicious misuse of university resources. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for a) that particular assignment or examination, and/or b) the course following the procedure in the university catalog. Students may appeal also using the procedure in the university catalog. See [Academic Policies](#) for further information.

ACADEMIC ACCOMMODATIONS

If you have a diagnosed disability, please contact PLNU's Disability Resource Center (DRC) within the first two weeks of class to demonstrate need and to register for accommodation by phone at 619-849-2486 or by e-mail at DRC@pointloma.edu. See [Disability Resource Center](#) for additional information.

COPYRIGHT POLICY

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

FINAL EXAMINATION POLICY

Successful completion of this class requires taking the final examination **on its scheduled day**. The final examination schedule is posted on the [Class Schedules](#) site. No requests for early examinations or alternative days will be approved.

COURSE SCHEDULE AND ASSIGNMENTS

Course schedule, topics, evaluation, and assignments may be changed at the instructor's discretion.

	MONDAY	WEDNESDAY	FRIDAY
WEEK 01 <i>University Communication</i>	[TUESDAY] AUG 29 <i>Syllabus & Orientation</i>	AUG 30 Read: <u>Class Syllabus</u> Read: <u>Portwood-Stacer, "How to Email Your Professor"</u>	SEP 01 Read: <u>Kelley 1-13 (Int.-1.1)</u> Read: <u>Vocab Set #1</u> DUE: University Communication #1
WEEK 02 <i>Time Management</i>	SEP 04 NO CLASS: LABOR DAY DUE: University Communication #2	SEP 06 Read: <u>Zimmerman, "Multitasking"</u>	SEP 08 Read: <u>Vocab Set #2</u> DUE: Kelley Ex. 1.1
WEEK 03 <i>Time Management</i>	<i>Meet in Bresee Lab</i> SEP 11 DUE: University Communication #3	SEP 13	SEP 15 Read: <u>Kelley 13-21 (1.2-1.3)</u> Read: <u>Vocab Set #3</u>
WEEK 04 <i>Grade Management</i>	<i>Meet in Bresee Lab</i> SEP 18 <i>Vocab Quiz #1 (sets 1-3)</i> DUE: Calendar Assignment	SEP 20	SEP 22 Read: <u>Vocab Set #4</u> DUE: Kelley Ex. 1.2, 1.3
WEEK 05 <i>Exam Prep & Study Methods</i>	SEP 25 Read: <u>Carey, "Forget What You Know"</u> Read: <u>Winerman, "Study Smart"</u> DUE: Excel Grade Tracking	SEP 27	SEP 29 Read: <u>Kelley 26-35 (2.1-2.2c)</u> Read: <u>Vocab Set #5</u>
WEEK 06 <i>Exam Taking Strategies</i>	OCT 02	OCT 04 DUE: Literacy History Paper	OCT 06 Read: <u>Vocab Set #6</u> DUE: Kelley Ex. 2.2a, 2.2b, 2.2c
WEEK 07 <i>Exam Taking Strategies</i>	OCT 09 <i>Vocab Quiz #2 (sets 4-6)</i> DUE: Nonsense Multiple Choice	OCT 11 Read: <u>Kelley 36-41 (2.3)</u>	OCT 13 <i>Midterm Exam Review</i>
WEEK 08 <i>Midterm Week</i>	OCT 16 DUE: Kelley Ex. 2.3	OCT 18 <i>Midterm Exam</i> DUE: Midterm Exam Essay: My Semester So Far	
WEEK 09 <i>Information Management & Literacy</i>	OCT 23 Read: <u>Vocab Set #7</u>	OCT 25 Read: <u>Davis, "Fake or Real"</u> Read: <u>Nijhuis, "How to Not Publish Baloney"</u>	
WEEK 10 <i>Information Management & Literacy</i>	OCT 30 Read: <u>Lamott, "Shitty First Drafts"</u> Read: <u>Wallace, "Consider the Lobster"</u> DUE: QPS Assignment	<i>Meet in Bresee Lab</i> NOV 01 DUE: Spring 2018 Semester Schedule Assignment	NOV 03 Read: <u>Kelley 47-57 (3.1-3.2b)</u> Read: <u>Vocab Set #8</u>
WEEK 11 <i>Note-taking</i>	NOV 06 Read: <u>Herbert, "Ink on Paper"</u> DUE: Kelley Ex. 3.1a, 3.1b, 3.2a, 3.2b	<i>Dr. Kris Koudelka</i> NOV 08	

WEEK 12 <i>Note-taking</i>	NOV 13 <i>Vocab Quiz #3 (sets 7-8)</i> Read: <u>Kelley 57-62 (3.2c-d)</u> DUE: Note-Taking Assignment	NOV 15 DUE: Wallace Paper Draft DUE: Kelley Ex. 3.2c, 3.2d
WEEK 13 <i>Logical Fallacies</i>	NOV 20 Read: <u>Kelley 103-116 (5.1-5.2)</u> Read: <u>Vocab Set #9</u>	NOV 22 THANKSGIVING BREAK: NO CLASS
WEEK 14 <i>Logical Fallacies</i>	NOV 27 DUE: Kelley Ex. 5.1, 5.2	NOV 29 Read: <u>Kelley 116-127 (5.3)</u> DEC 01 Read: <u>Vocab Set #10</u> DUE: Kelley Ex. 5.3
WEEK 15 <i>Logical Fallacies</i>	DEC 04 <i>Vocab Quiz #4 (sets 9-10)</i> Read: <u>Kelley 127-134 (5.4)</u> DUE: Wallace Paper Final	DEC 06 DUE: Kelley Ex. 5.4 DEC 08 <i>Final Exam Review</i>

FINALS WEEK	FST100 Sec. 1 <u>Final Exam Day/Time: Wednesday, 12/13, 4:30pm-7:00pm</u> DUE: Final Exam Essay: Logical Fallacy Argument
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STUDENT INFORMATION SHEET

Name: _____

Phone Number (one where you can be reached during the semester): (_____) _____

Intended Academic Major: _____

Why do you plan to choose your particular major, and what are your larger vocational/career goals?

Your first language is: _____ English _____ Other: _____

This is a course in critical thought and college/study skills. Is there something you would particularly like to learn in this course?

Is there any additional information about yourself you would like me to know? (e.g., medical issues that may affect class performance, specific learning needs or preferences that you want to bring to my attention, etc.)
