Instructor: Michael G. Knight, Jr., Assoc. Professor of Theatre Design & Technology
Office Location: PAC 104
Office Hours: by appointment
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Office Fax: 903.468.3250
University Email Address: Michael_Knight@tamu-commerce.edu

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Textbook(s) Required: Becoming a Master Student, 12 ed.  
By Dave Ellis  
ISBN: 0547126700

Course Description: Course designed to teach new and incoming students how to relate, utilize, and acclimate themselves to a university atmosphere.

Student Learning Outcomes:

1. Students will be able to successfully take notes
2. Students will be able to utilize all basic university technology and resources available
3. Students will be able to successfully navigate through the university atmosphere

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

a) Event Papers will be well written with a minimum of grammar and syntax errors. Faculty will give direction as to approach to help focus students’ efforts and make these more than just a “report.” Seven events will include two (2) cultural, (2) University (non-athletic), two (2) athletic, and one (1) of the student’s choosing.

b) Students will develop four-year degree plans that accurately reflect degree requirements, course rotations, prerequisites, and are balanced (as much as possible) according to rigor and course requirements. Students will also run one alternative What If degree evaluation and will compare this to their current plan.

c) Students will be given two semesters worth of (imaginary) grades and using pen, paper, and/or calculator demonstrate that they can compute a GPA. Students will know the implications of
GPA for academic good standing, financial aid, major and program entry, post-baccalaureate work, and the job force.

d) Career awareness assignment. Research career related to major, write up resume based upon current experience, education and skills for a job in that field, then present.
e) Students will produce a copy of a weekly to-do list or planner. This list will be assessed for its reasonableness and completeness (e.g., does it list homework assignments, exams, time for personal issues, etc.)
f) Students will produce a copy of class notes, along with an analysis of the strengths and weaknesses of their note taking ability. The assignment will be assessed on two dimensions – (1) the actual quality of notes; (2) the quality of the strengths/weaknesses analysis.

Grading

Grading is on a point system and is mostly quantitative. This part of the grade is based on accumulation of points. Some points are fixed and obligatory. Others can be accumulated by other means. The point breakdown is as follows:

Points Breakdown:

- 450-400 pts. = A
- 399-350 pts. = B
- 349-300 pts. = C
- 299-250 pts. = D
- 249-000 pts. = F

TECHNOLOGY REQUIREMENTS

All students should have basic computer knowledge.

ACCESS AND NAVIGATION

N/A

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:

If at anytime during this course you are in need of further explanation or should need to speak with me about the course or it’s outcomes, please see me after class and set up an appointment time.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

University Specific Procedures:

ADA Statement
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services**  
Texas A&M University-Commerce  
Gee Library 132  
Phone (903) 886-5150 or (903) 886-5835  
Fax (903) 468-8148  
StudentDisabilityServices@tamu-commerce.edu  
Student Disability Resources & Services

**Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Code of Student Conduct from Student Guide Handbook).

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**COURSE OUTLINE / CALENDAR**

**Class Schedule: schedule is subject to change**

<table>
<thead>
<tr>
<th>WEEK</th>
<th>Class/Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Class Introduction</td>
</tr>
</tbody>
</table>
| 2    | Making Transitions  
  Event Paper #1 due |
| 3    | First Steps |
| 4    | Reading  
  Event Paper #2 due |
| 5    | Notes |
| 6    | Thinking  
  Event Paper #3 due |
| 7    | Diversity, GPA |
| 8    | Tests  
  Event Paper #4 due |
| 9    | Careers |
| 10   | Resumes  
  Event Paper #5 due |
| 11   | Degree Plan |
WEEK 12: Communication
  Event Paper #6 due

WEEK 13: Library

WEEK 14: Event Paper #7 due

WEEK 15: TBA, Final Exam

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Supplemental page #1

Assignments and Grading (PT. 2)

- Event Papers (4)
- GPA Assignment (1)
- Degree Plan Assignment (1)
- Career Awareness Assignment (1)
- To-Do Lists Assignment (1)
- Note Taking Assignments (2)
- Chapter Exercises (7-10)
- Attendance (16)

This course is listed as “Pass” or “Fail”. Grading in this course is based on the completed assignments and attendance. You must complete all of the assignments given to you in order to pass this course. You must attend class in order to pass this course.

All assignments are to be typed using the following standards:

- Times New Roman
- 12 pt. font
- Double spaced
- Stapled or Paper Clipped
- Put your name on it

All assignments must be turned in on time.
I do not accept papers or assignments via e-mail. No exceptions.