**College and Career Success Online
Outline of Sample Lesson Plan for Face to Face Course**

Basic Guidelines:

1. Assign the chapters in College and Career Success Online so that they are due **before your class begins.** In this way, you can minimize lecturing and focus on a quick review of key ideas and the interactive exercises that bring the class alive and engage students. See my blog[, Flipping Your Classroom for Maximum Student Engagement.](http://collegesuccess-fralick.blogspot.com/2015/05/flipping-your-classroom-for-maximum.html)
2. Selectively use [PowerPoint](https://www.collegesuccess1.com/PowerPoint.htm) to review the key ideas.
* I recommend not using PowerPoint more than 10 minutes before stopping for interactive exercises.
* PowerPoint for all chapters is available in the Instructor Manual.
* The PowerPoint includes most of my favorite exercises.
* Be selective in using PowerPoint so that it is not overused.
1. There are numerous options for interactive exercises in the Instructor Manual at [www.collegesuccess1.com](http://www.collegesuccess1.com) It is best to select the exercises that match your personality, teaching style, and the needs of your students. The suggested exercises below are my favorites.
2. All activities, handouts, and exercises are in the Instructor Manual at [www.collegesuccess1.com](http://www.collegesuccess1.com)
3. There are numerous [video suggestions](https://www.collegesuccess1.com/VideoClips.htm) for all chapters.

**Week 1 Introduction**

For your Reading: [“Making the Most of the First Week of Your Course](http://collegesuccess-fralick.blogspot.com/2016/08/making-most-of-first-week-of-your-course.html)” r

Introduce yourself using the guidelines in the above article.

Complete the Pre-Test Success Wheel.

Exercises to engage students include: Ice Breakers, The Snowball Ice Breaker, and Life Stories.
Introductory activities include: Circle Introductions, Introduction Exercise, Person Bingo

Introduce your syllabus by having students read it silently for 5 minutes. Then ask them questions about the syllabus.

Show students the modules in your Canvas Container, including the first module with instructions for purchasing the online textbook.

To maintain interest, pace the class so that most activities last 7-10 minutes. Some activities such as the introductions may take longer. Select other activities from the Introductory Activities in Chapter 1 as time allows.

Assign Chapter 1. Show the grading rubric, How to Get Full Credit on the Journal Entries, and How to Get Full Credit on the Quizzes in the Canvas Module for Chapter 1. Stress the importance of completing this assignment before the class begins.

**Week 2: Chapter 1, Understanding Motivation**

For Your Reading: See my blog for a brief summary of key ideas, [Grit: The Power of Passion and Perseverance](http://collegesuccess-fralick.blogspot.com/2016/03/grit-power-of-passion-and-perseverance.html)

PowerPoint Chapter 1

Suggested exercises: Mindset Exercise; Roadblocks to College Success; Developing Passion and Perseverance: Grit; Using Scenarios to Increase Motivation and Success for At Risk Students (change student names in the scenarios); Group Activity: The Successful College Student; CSI /Locus of Control Scenarios.

Video Suggestion: [The Mindset of High Achievers](https://www.youtube.com/watch?v=GVG4wgCqeEQ)

Introduce the assessments by using the Job Jar Activity in Chapter 2 of the Instructor Manual. Also see “Obtaining the Best Results” in Chapter 2 of the Instructor Manual.

At the end of the first class this week, meet with students who did not complete Chapter 1. Ask them, “How may I help you?” Remember that you can ask Customer Service for 2 free access codes to help students with financial difficulties. Although it is not true in every case, it is my experience that students who get the free access codes are at high risk of dropping out. Students value what they pay for. It is helpful if students can sign a contract or make a verbal agreement with you that if they get the free access code, they will invest the time to finish your course and be successful in it.

**Week 3: Chapter 2, Exploring Your Personality and Major**

The PowerPoint in the Instructor Manual for this chapter has a good review of personality types and their relationship to careers.

Suggested exercises: Understanding Preference; Introvert and Extravert: Talkers and Listeners; Sensing and Intuition: The Apple Exercise; Group Activity: Where do your stand? Judging or Perceptive; Discussion Scenarios; Personality Skits

Video Suggestion: [Type Can](http://www.typecan.com/main.html)

Assignment: My Personality
This is a summary of the personality assessment. It is structured for use with students of all writing abilities.

Provide directions for the AchieveWORKS Intelligences assessment. These directions are in the Instructor Manual for Chapter 3.

At the end of the first class this week, meet with students who did not complete Chapter 2. Ask them, “How may I help you?” You should have fewer non-completing students this week.

**Week 4: Chapter 3, Exploring Multiple Intelligences, Interests, and Values**

PowerPoint Chapter 3

Suggested exercises: Multiple Intelligences Matching Quiz, Multiple Intelligences Scenarios, Twenty Things You Like to Do, Party with Holland, My Personal Coat of Arms, Values in Action, Summing Up Values; The Planful Decision Strategy

Video Suggestion: [Will Smith Shares His Secrets to Success](https://www.youtube.com/watch?v=q5nVqeVhgQE)

**Week 5: Chapter 4, Planning Your Career and Education**

PowerPoint Chapter 4

Suggested exercises: My future, Resume Worksheet, Interview Worksheet, Rate Your Skills for Success in the Workplace, Checklist for a Satisfying Career

Video Suggestion: [What Will Future Jobs Look Like](https://www.youtube.com/watch?v=cXQrbxD9_Ng)?

Guest Speakers: Career Center, Counseling

Assignment: Visit a counselor to develop an educational plan to match your tentative career choice. Complete the Career Research Project.

**Week 6: Chapter 5, Managing Time and Money**

PowerPoint Chapter 5

Suggested exercises: Group Activity: Time Riddle; Discussion Question: Famous People; My Lifetime Goals Brainstorming Activity, Think, Pair, Share: Avoiding Procrastination; Group Activity: Top Ten List; Weekly College Schedule; Study Schedule Analysis, The Pie of Life,

Video Suggestion: [How to Procrastinate Like a Pro](https://www.youtube.com/watch?v=sxpCnxE9WNA&feature=related)

For fun, do Demonstration 1 or 2 to illustrate priorities.

**Week 7: Chapter 6, Using Brain Science to Improve Memory**

For your reading: “[Pluto Is Not a Planet. Learning Style is Out Too](http://collegesuccess-fralick.blogspot.com/2016/04/summary-pluto-is-not-planet-learning.html).”

PowerPoint Chapter 6

Suggested exercises: Visualization Activity, Memory Pre-and Post Test, Elaboration Exercise, Sleep to Improve Memory, Memory Scenarios, Practice with Mnemonics

Video Suggestions: [The 9 Best Scientific Study Tips](https://www.youtube.com/watch?v=p60rN9JEapg), [Sleep to Remember, Remember to Sleep](https://ed.ted.com/lessons/the-benefits-of-a-good-night-s-sleep-shai-marcu?utm_source=TED-Ed+Subscribers&utm_campaign=ecd56a0428-2013_09_219_19_2013&utm_medium=email&utm_term=0_1aaccced48-ecd56a0428-43155577)

**Week 8: Chapter 7, Using Brain Science to Improve Study Skills**

PowerPoint Chapter 7
PowerPoint: Visualization Exercise

Suggested Exercises: Using Multiple Senses to Improve Learning, Understanding Multi-Sensory Integration, Math Success Checklist, Textbook Skimming, Survey and Question a Chapter, The Super-Fast Chapter Survey, Group Activity: Make a Mind Map, Check Your Textbook Reading Skills, Becoming an Efficient Reader

Video Suggestion: [Study Hacks](https://www.youtube.com/watch?v=rc9dpAphbRU) (Discussion questions are in the Instructor Manual)

**Week 9: Chapter 8, Taking Notes, Writing and Speaking**

PowerPoint Chapter 8

Suggested exercises: Note-Taking Preview Exercise, Cornell Format, Mind Mapping; Group Activity: A Case Study; Summarize Your Note Taking Skills, Test Anxiety Inventory,

Video Suggestions: [Cornell Notes Slideshow](https://www.youtube.com/watch?v=U-FCogxQFHI&list=PLBD6F24944B69A5DA&context=C4f0b1aaADvjVQa1PpcFOdLICi2Pt5lC2cPmlVcoEJvAS5dE364xg%3D), [How to Make a Mind Map](https://www.youtube.com/watch?v=wLWV0XN7K1g&feature=autoplay&list=PLBD6F24944B69A5DA&playnext=1)

**Week 10: Chapter 9, Test Taking**

PowerPoint Chapter 9

Suggested exercises: Test Taking Checklist, Analyze Test Taking Skills, Math Success Checklist, Practice with Short Essays, Guess Test, Group Activity: Write Some Test Questions

Video Suggestions:
[The College Freshman Survival Guide: Making a Study Plan](https://www.youtube.com/watch?v=gPm8FWpgpVc)
[The College Freshman Survival Guide: Text Anxiety Solutions](https://www.youtube.com/watch?v=PQd1QpiSLhM)

**Week 11: Chapter 10, Communication and Relationships**

Suggested exercises: Communication Scenarios; Demonstration: Win-Win; Marshmallow Activity, “I” and “You” Messages; Feedback Meaning

Video Suggestion: [Lessons from Auschwitz: The Power of Our Words](https://ed.ted.com/lessons/lessons-from-auschwitz-the-power-of-our-words-benjamin-zander?utm_source=TED-Ed+Subscribers&utm_campaign=692caa8df5-2013_09_219_19_2013&utm_medium=email&utm_term=0_1aaccced48-692caa8df5-43155577)

**Week 12: Chapter 11, Thinking Critically and Creatively**

PowerPoint Chapter 11

Suggested exercises: Critical Thinking Exercise: Crime and Punishment; Critical Thinking Exercise: Assisted Suicide; Critical Thinking about Your Decisions, Examples of Fallacies in Reasoning, Jeopardy Game, Fun with Critical Thinking, Brainstorming with a Peanut Exercise (don’t do this exercise if anyone in your class has a peanut allergy or choose another object), Creative Visualization with a Light Bulb,

Video Suggestion: [5 Tips to Improve Critical Thinking](https://www.youtube.com/watch?v=dItUGF8GdTw)

**Week 13: Chapter 12, Maintaining a Healthy Lifestyle**

PowerPoint Chapter 12

Suggested exercises: Most Magnificent Possession, Ollie American’s Diet, Nutrition Test, Nutrition Exercise: How Many Teaspoons of Sugar; Stress Reduction Cards, Physical Relaxation Exercise, Evaluate Your Health

Video Suggestion: [Sleep to Remember, Remember to Sleep](https://ed.ted.com/lessons/the-benefits-of-a-good-night-s-sleep-shai-marcu?utm_source=TED-Ed+Subscribers&utm_campaign=ecd56a0428-2013_09_219_19_2013&utm_medium=email&utm_term=0_1aaccced48-ecd56a0428-43155577)

Assignment: Health Improvement

**Week 14: Chapter 13, Appreciating Diversity**

PowerPoint Chapter 13

Suggested exercises: Find Someone Who; The Diversity Poster; The Diversity Collage, Diversity Bingo, Exploring Stereotypes, Culture Walk, Exploring My Culture

Video Suggestion: [A Class Divided: Brown Eyes, Blue Eyes](http://www.pbs.org/wgbh/frontline/film/class-divided/)

**Week 15: Chapter 14, Thinking Positively about the Future**

For your reading, see my blog: [Authentic Happiness: Book Review](http://collegesuccess-fralick.blogspot.com/2014/11/authentic-happiness-book-review_13.html)

PowerPoint Chapter 14

Suggested Exercises: Positive Thinking Exercise, Visualize Your Success 2, Three Wishes, Visualize Your Success, Happiness Is; Intentions for the Future; Letter of Advice,

Video Suggestion: [Eight Secrets of Success](https://www.ted.com/talks/richard_st_john_s_8_secrets_of_success)

**Week 16 Evaluation/Ending activities**

For Your Reading: See my blog[: End of Semester Activities](http://collegesuccess-fralick.blogspot.com/2014/04/end-of-semester-activities-april-26-2014.html)

These activities are in the Instructor Manual for Chapter 14.

Complete the Post Test Success Wheel

Suggested Exercises: Intentions for the Future, Course Evaluation, Take Home Final, Ethnic potluck (bring a food that represents your culture)

Video Suggestion: [The Happy Secret to Better Work](https://www.ted.com/talks/shawn_achor_the_happy_secret_to_better_work)