**Week 1 Review Spring Review**

1. What is your instructor’s name?

My instructor’s name is Ms. Lindseth.

1. What are 3 things that can you do to help **YOU** be successful in this class?
2. Take notes
3. Create an organized planner
4. Get rid of any distractions
5. Contact Info. **Best way to reach you**?

**Email address (that you will check!): t0379277@amarillocollege.com  
Cell phone: (806) 557-8973  
Can I text you? Yes**

**(Most communication will be done via email).**

1. How many hours should you be studying for class?

I should be studying two to three hours outside of class and three hours inside of class. Which, would make a total of six to nine hours of study time. So, a total of twelve to 18 hours a week to be successful in the course.

1. When is the **INITIAL** discussion board thread(s) due during the week?

The initial discussion board thread is due on Tuesdays at 11:30 p.m. CST during the week.

1. When are discussion board **REPLIES** due?

The discussion board replies are due on Saturday’s at 11:30 p.m. CST

1. How many words are required in the initial post?

There should be 200-300 words within the initial post

1. How many words are required for replies?

There should be 150 words within the replies

1. When are assignments due?

The assignments are due by Monday’s at 10:30 a.m. CST

1. Do I accept assignments via email?

Ms. Lindseth does not accept assignments via email

1. How many days are exams open?

Exams/quizzes with stay open for 4 days

1. What are my office hours?

The office hours are M-W between 8 a.m. and 10:30 a.m. Located in the (Byrd Building 323 D)

1. List the weighted totals for the class?

The weighted totals are as follows:

30% Assignments and Attendance

25% Project

15% Discussion Boards

15% Peer Evaluation

15% Exams

100% Total Grade

1. **Why is the weighted total important**?

The weighted total is important, because it determines the final grade. This means that the instructor has the right to influence the final grade based on attendance, participation, and attitude.

1. What grade is your goal for this class? (If not an A, why not?)

My goal for this class it to pass with an A

1. Are late assignments taken?

Lat assignments are not accepted, but some circumstance will be considered if the situation is communicated before a due date.

1. How long are assignments open?

Assignments are open for the whole week until the following Monday

1. When is census day? Why is it important for you to know?

Census day is October 29, 2019 and it is important for me to know that I need to participate in going over all the class work or I will be administratively dropped from the course.

1. What is the last day to drop a class?

The last day to drop a class is December 5, 2019

1. What will you do BEFORE you consider dropping?

I would talk to financial aid and most importantly talk with my instructor about the areas of my struggles

1. How do you email instructors/any professional?

-Give salutation

-State a subject

-Be respectful

-Proof read the email before it’s sent

-Signature

1. If you don’t have internet, or your internet is down, what is your back up plan?

Plan A- Go to the Computer lab at AC

Plan B- Go to the Amarillo Public library

23. What happens if your drop below a 70?

If my grade is below a 70 then an academic retention alert will be sent to my advisor and to the financial aid department.

24 What is the Woody Allen quote in the syllabus?

“90% of success is just showing up.” Woody Allen

25. How many times are suggested for you to get online and check your class? (If you are working in teams, this is especially important!!!)

It is suggested that I should get online several times a week to stay informed.

26. Where do you specifically look on Blackboard to check your grades?

Log on to AC Connect with my student ID and password. Second click on BGMT-1301. Third click on My Grades menu on the left-hand side of the page.

(Yellow bubble means the assignment is waiting for the instructor to grade, blue bubble means you have work to do or it didn’t upload correctly, and (-) means no assignment is uploaded)

27. What’s the instructors email address?

[jllindseth@actx.edu](mailto:jllindseth@actx.edu)

(Give 24 hours to respond. I am in class, meetings, grading or juggling my personal life. **Please refrain from sending multiple emails.)**

28. What do you want to learn from this class?

I want to become more knowledgeable at navigating through tough problem solving.

29. What will be your biggest challenge? How will you overcome it??

I think my biggest challenge is always having some type of anxiety in the beginning, I always manage to overcome these situations by facing my fears and just being more exposed.

30. How can I help in your success in this class?

Ms. Lindseth can help me succeed in this class by continuing to provide me with endless encouragement.

\*\*\*\*Remember, this is an online class. You must be self-driven and is your responsibility keep up with deadlines to be successful in this class. It is your responsibility to set reminders of assignments, exams, projects, etc.