College Success
Outline

FULCRUM
LABS

Unit 1:
Transitioning to College

1.1   The College Experience
1.1.1   Define college success, obstacles, and persistence.
1.1.2   Define "preconceived notions" of the college experience.
1.1.3   Identify the value of college.
1.1.4   Identify the importance of persistence in college.
1.1.5   Describe your preconceived notions of the college experience.

1.2   Understanding What Drives You
1.2.1   Define motivation.
1.2.2   Define intrinsic and extrinsic motivation.
1.2.3   Define affiliation motivation.
1.2.4   Determine what motivates you.

1.3   Setting Goals
1.3.1   Define goal.
1.3.2   List the steps of goal-setting.
1.3.3   Evaluate a goal you set for yourself.

1.4   Making S.M.A.R.T. Goals
1.4.1   Define short-term and long-term goals.
1.4.2   Define self-regulation and self-efficacy.
1.4.3   Identify the value of establishing and reevaluating goals.
1.4.4   Evaluate a goal using the S.M.A.R.T. process.

1.5   Using Critical Thinking Skills
1.5.1   Define critical thinking.
1.5.2   Define collaborative thinking, groupthink, and deductive reasoning.
1.5.3   Define perspective taking and probing.
1.5.4   Identify the three steps of critical thinking.
1.5.5   Differentiate between "groupthink" and "collaborative thinking."

1.6   Making Decisions
1.6.1   Define active learning and analysis.
1.6.2   Define reflexive, reflective, emotional and effective decision-making.
1.6.3   List the steps to decision-making.
1.6.4   Evaluate your decision-making style.

Unit 1:
Transitioning to College

1.7   Problem Solving
1.7.1   Define and list the steps to problem-solving.
1.7.2   Define introspection, sorting, and realistic goal.
1.7.3   Identify the role of research in decision-making.
1.7.4   Identify how problem-solving skills will be
            useful throughout life.

1.8   Using Metacognition Skills
1.8.1   Define metacognition and competency.
1.8.2   Identify metacognition steps.
1.8.3   Identify how experiences and culture influence thinking.

1.9   Applying Emotional Intelligence
1.9.1   Define emotional intelligence and locus of control.
1.9.2   Identify the link between metacognition and emotional
            intelligence.
1.9.3   Evaluate your emotional intelligence competencies.

Unit 2:
Navigating College

2.1   Discovering Student Resources
2.1.1   Define resources.
2.1.2   Describe how to use resources for course planning,
         tutoring, and career services.
2.1.3   List sources of information about where student resources
         would be available.

2.2   Self-Advocating
2.2.1   Define self-advocacy and academic accommodations.
2.2.2   Describe how to advocate for yourself.
2.2.3   List the steps for requesting an accommodation.

2.3   Picking a Major
2.3.1   Define major, minor, and degree plan.
2.3.2   Identify the steps for choosing a major.
2.3.3   Identify the risks and benefits of changing majors.

2.4   Selecting Courses
2.4.1   Define prerequisites, electives, graduation requirements,
         and course sequence.
2.4.2   Determine whether a course meets graduation
         requirements.
2.4.3   Describe how to get AP or CLEP credits.

2.5   Getting Involved
2.5.1   Define community.
2.5.2   Identify the benefits of being involved in the school
         community.
2.5.3   Identify categories or places to be involved.
2.5.4   Describe making a plan for becoming involved in
         a community activity.

2.6   Managing Physical Health
2.6.1   Define health, physical health, health inventory, and
         stress.
2.6.2   List signs of trouble and strategies to combat stress.
2.6.3   Identify the effects of stress on physical health.
2.6.4   Identify how to take and interpret the results of a health
         inventory.

Unit 2:
Navigating College

2.7 **Staying Mentally and Emotionally Healthy**
2.7.1   Define mental health, emotional health, anxiety, and depression.
2.7.2   Identify signs of possible mental and emotional health issues.
2.7.3   Identify places to go for help for possible mental and emotional health issues.

Unit 3:
Learning and Memory

3.1 **Learning**
3.1.1 Define learning.
3.1.2 Identify the relationship between memorization and learning.
3.1.3 Describe how to create the best environment for learning.

3.2 **Learning Styles**
3.2.1 Define learning styles.
3.2.2 Determine your learning style.
3.2.3 Identify how to use learning style to improve performance.

3.3 **Adapting to Teaching Styles**
3.3.1 Define teaching styles.
3.3.2 Identify strategies to adapt to particular teaching styles.

3.4 **Understanding How Memory Works**
3.4.1 Define short-term and long-term memory.
3.4.2 Identify how memory works.
3.4.3 Identify myths and misconceptions about memory.

3.5 **Improving Your Memory**
3.5.1 Define mnemonic, acronyms technique, and acrostics technique.
3.5.2 List techniques for improving your memory.
3.5.3 Identify the use of mnemonics, acronyms, and acrostics.
3.5.4 Describe ways to improve your memory.

Unit 4:
Time Management

**4.1	Using To-Do Lists**
4.1.1	Define time management and to-do list.
4.1.2	Make a to-do list.

**4.2	Scheduling Your Time**
4.2.1	Define respect.
4.2.2	Describe how to be respectful of other people's time.
4.2.3	Identify how to manage conflicting priorities and limited time.
4.2.4	Create a schedule to manage your time.

**4.3	Avoiding Procrastination**
4.3.1	Define procrastination.
4.3.2	List reasons people procrastinate.
4.3.3	Plan strategies to address areas of procrastination.
4.3.4	Describe how much of a problem procrastination is for you.

**4.4	Multitasking**
4.4.1	Define multitasking.
4.4.2	Identify how to get multiple tasks completed on time.
4.4.3	Identify alternatives to multitasking.
4.4.4	Determine which tasks may be multitasked.

**4.5	Managing Energy**
4.5.1	Describe managing energy.
4.5.2	Describe how you handle stressful situations.

Unit 5:
Taking Notes

4.5 Managing Energy
4.5.1 Describe managing energy.
4.5.2 Describe how you handle stressful situations.

5.1 Using the Cornell System
5.1.1 Define active listening and the Cornell System.
5.1.2 Identify the "five R's."
5.1.3 Identify the general note-taking process and the steps to the Cornell system.
5.1.4 Identify the benefit of taking notes.
5.1.5 Use the Cornell system to take notes.

5.2 Outlining to Take Notes
5.2.1 Define outline, formal outline, and informal outline.
5.2.2 Define formal outline.
5.2.3 Define informal outline.
5.2.4 Create a formal outline.
5.2.5 Create an informal outline.

5.3 More Ways to Take Notes
5.3.1 Define mind map and branching map.
5.3.2 Identify mind map alternatives, such as chunking.
5.3.3 Use chunking to take notes.

5.4 Annotating
5.4.1 Define annotating.
5.4.2 Identify how to annotate text using notes.
5.4.3 Annotate text and analyze its usefulness.

5.5 Choosing Your Own Method
5.5.1 Identify the qualities of good notes.
5.5.2 Identify how to use your computer to take notes.
5.5.3 Describe the note-taking methods that work best for you.

5.6 Tips for Taking, Reviewing, and Studying Your Notes
5.6.1 Identify how to take, review, and study notes under difficult conditions.
5.6.2 Describe the note taking methods that work best for you.

Unit 6:
Reading

6.1   What is Pre-Reading?
6.1.1   Define active reading, passive reading, and passive reading.
6.1.2   Identify the purposes for reading.
6.1.3   Identify criteria for selecting a pre-reading strategy.

6.2   Pre-Reading Strategies
6.2.1   Define previewing, skimming, scanning, and predicting.
6.2.2   Identify how to use pre-reading strategies.
6.2.3   Compare pre-reading strategies and describe which works best for you.

6.3   Two Common Pre-Reading Methods: SQ4R and KWL
6.3.1   Define the SQ4R method and the KWL chart.
6.3.2   Identify how to use the SQ4R method and how to create a KWL chart.
6.3.3   Complete the SQ4R Survey and Question steps.
6.3.4   Create a KWL chart.

6.4   Reading Strategies
6.4.1   Define annotating.
6.4.2   List "while you read" reading strategies.

6.5   Tips for Reading
6.5.1   Define critical reader.
6.5.2   Identify tips for reading difficult texts.
6.5.3   Identify tips for reading textbooks.
6.5.4   Identify tips for reading fiction.
6.5.5   Evaluate reading tips and strategies.

6.6   Critical Reading Strategies
6.6.1   Define critical thinking, inferences, analysis, identification, and synthesis.
6.6.2   Evaluate a passage using inferences.

6.7   Post-Reading Strategies
6.7.1   Define graphic organizer, post-reading strategies, and quickwrite.
6.7.2   List post-reading strategies.
6.7.3   Identify how to use the SQ4R reading method.
6.7.4   Use a graphic organizer to break down a text.

Unit 6:
Reading

6.8   Paraphrasing and Summarizing
6.8.1   Define summarizing and citation.
6.8.2   Define paraphrasing and quotations.
6.8.3   Differentiate between summarizing and paraphrasing.
6.8.4   Identify how to properly quote and cite material used in your writing.
6.8.5   Summarize and paraphrase a given text.

6.9   Evaluate Your Success
6.9.1   Define metacognition, reading fluency, reading rate.
6.9.2   Evaluate your own reading fluency and rate for a given text.

Unit 7:
Writing

7.1   **Types of Writing**
7.1.1   Define informal writing, academic writing, and essay.
7.1.2   Identify the writing process.

7.2   **Interpreting an Assignment**
7.2.1   Define writing prompt.
7.2.2   Identify the parts and requirements of an assignment.
7.2.3   Identify best practices for interpreting an assignment.
7.2.4   Create a time management plan for a writing assignment.

7.3   **Rubrics**
7.3.1   Define a rubric.
7.3.2   Identify the common attributes listed on a rubric.
7.3.3   Identify what to do if a teacher doesn't use a rubric.
7.3.4   Create a rubric for a writing assignment.

7.4   **Choosing a Topic**
7.4.1   Define pre-writing techniques, free writing, and preliminary research.
7.4.2   Identify strategies for coming up with ideas when pre-writing.
7.4.3   Practice pre-writing for a given writing prompt.

7.5   **Analyzing Audience, Tone, and Purpose**
7.5.1   Define audience, point of view, and tone.
7.5.2   Identify the purpose, audience, and tone required for your writing.
7.5.3   Determine purpose, audience, and tone for a given writing prompt.

7.6   **Developing a Thesis Statement**
7.6.1   Define essay skeleton, thesis statement, topic, main idea, and essay skeleton.
7.6.2   Identify how to write a strong thesis and to support it with a main idea and subtopics.
7.6.3   Create an essay skeleton that includes topic, main idea, and subtopics.

7.7   **Creating an Outline**
7.7.1   Define outlining and free writing.
7.7.2   Identify major and minor supporting details for your essay.
7.7.3   Identify the value of outlining an essay.
7.7.4   Create an outline that includes a thesis statement, topic sentences, and major details.

Unit 7:
Writing

7.8   The Draft
7.8.1   Define a draft.
7.8.2   Identify the purpose of writing a draft.
7.8.3   Create a rough draft for a given writing prompt.

7.9   The Revision and Editing Process
7.9.1   Define evaluating, revising, and editing.
7.9.2   Identify how to use a rubric to revise an essay.
7.9.3   Revise a given text.

7.10   Evaluating Your Performance
7.10.1   Define metacognition.
7.10.2   Identify how to use metacognition to evaluate an essay.
7.10.3   Write a reflection based on a writing experience.

Unit 8:
Research

8.1   **Sources of Research**
8.1.1   Define primary sources and secondary sources.
8.1.2   Define bias.
8.1.3   Identify sources of research.

8.2   **Research on the Internet**
8.2.1   Define online database.
8.2.2   Identify tips for conducting research on the Internet.
8.2.3   Research a given topic using an online database.

8.3   **Evaluating Sources**
8.3.1   Define credibility and bias.
8.3.2   Differentiate facts from opinions.
8.3.3   Identify how to evaluate sources.
8.3.4   Identify how to avoid your own bias.

8.4   **Documenting Sources**
8.4.1   Define citation, reference, and references list.
8.4.2   Identify the information a citation or reference should include.
8.4.3   Identify the appropriate format of an in-text citation.
8.4.4   Paraphrase a passage and compile information required for documenting the source.

8.5   **Researching and Writing**
8.5.1   Define common knowledge and plagiarism.
8.5.2   Identify ethical writing.
8.5.3   Identify ways to avoid plagiarizing.
8.5.4   Identify the plagiarism policy at your school.

Unit 9:
Test Taking

8.5   Researching and Writing
8.5.1   Define common knowledge and plagiarism.
8.5.2   Identify ethical writing.
8.5.3   Identify ways to avoid plagiarizing.
8.5.4   Identify the plagiarism policy at your school.

9.1   Understanding Question Types
9.1.1   Define multiple choice, true or false, fill-in-the-blank, and matching test questions.
9.1.2   Define process of elimination.
9.1.3   List strategies for taking tests based on question types.
9.1.4   Identify which type of test you prefer.

9.2   Understanding Short Answer and Essay Questions
9.2.1   Define short answer and essay questions.
9.2.2   Identify different types of essay questions and required responses.
9.2.3   List strategies for taking short answer and essay question tests.

9.3   Timed Essays
9.3.1   Identify where and why timed essays will be encountered.
9.3.2   Identify tips for writing timed essays.
9.3.3   Identify the prompt, budget your time and sketch out a plan for a given essay prompt.

9.4   Taking Different Types of Tests
9.4.1   Define quizzes and cumulative tests.
9.4.2   Identify strategies for preparing for math tests.
9.4.3   Identify strategies for preparing for lab tests.
9.4.4   Differentiate how to prepare for quizzes vs. cumulative tests.

9.5   Studying Before the Test
9.5.1   Identify strategies for studying.
9.5.2   Identify the benefits of studying alone and with groups.
9.5.3   Identify how to prepare physically and emotionally the day of the test.
9.5.4   Create a study plan based on the number of quizzes and exams you have.

Unit 9:
Test Taking

9.6   **Taking the Test**
9.6.1   List strategies for test taking.
9.6.2   Identify the test-taking process.
9.6.3   Identify how you select a test-taking strategy.

9.7   **Managing Test Anxiety**
9.7.1   Define levels of anxiety and test anxiety.
9.7.2   Identify ways to recognize anxiety and strategies to combat it.
9.7.3   Describe your level of test anxiety and how you combat it.

9.8   **After the Test**
9.8.1   Identify the steps for evaluating your performance after a test.
9.8.2   Identify how to use metacognitive skills to evaluate test performance.
9.8.3   Identify how to use the post-test time to prepare for future tests.
9.8.4   Describe your post-test process.

9.9   **Test Taking Gone Wrong**
9.9.1   Define cramming and cheating.
9.9.2   Identify strategies to manage a cramming situation.
9.9.3   Identify strategies for dealing with failing a test.
9.9.4   Identify the consequences of cheating.
9.9.5   Describe your experience with cramming.

Unit 10:
Communication and Technology Skills

10.1   Speaking Publicly
10.1.1   Define public speaking.
10.1.2   List tips for effective public speaking.
10.1.3   Describe a public speaking experience.

10.2   Speaking Informally
10.2.1   Define informal speaking and active listening.
10.2.2   Identify informal speaking situations.
10.2.3   List tips for successful informal speaking.
10.2.4   Describe an informal speaking experience.

10.3   Preparing for Class
10.3.1   Define syllabus.
10.3.2   Identify how to prepare for class.
10.3.3   Identify what teachers value in students.
10.3.4   Identify how to be an active listener.
10.3.5   Evaluate how prepared you are for class.

10.4   Building Relationships with Your Instructors
10.4.1   Identify how to make a good impression with instructors.
10.4.2   Identify strategies for approaching intimidating instructors.
10.4.3   Describe your relationships with instructors.

10.5   Building Relationships with Your Peers
10.5.1   Define peer review, diversity, and stereotypes.
10.5.2   Identify how to build relationships with peers.
10.5.3   Identify how to deal with difficult people.
10.5.4   Describe your experience with peer review.

10.6   Working in Groups
10.6.1   Define the golden rule.
10.6.2   Define delegating and situational awareness.
10.6.3   Identify the characteristics of effective workgroups.
10.6.4   Describe an experience working as part of a team.

10.7   Communicating via Technology
10.7.1   Identify how to communicate appropriately with email.
10.7.2   Identify guidelines for email etiquette.
10.7.3   Draft sample emails to instructors and peers.

Unit 10:
Communication and Technology Skills

10.8   Using Social Media
10.8.1   Define social media.
10.8.2   Identify how to use social media appropriately.
10.8.3   Identify long-term issues of inappropriate social media postings.
10.8.4   Evaluate your social media presence.

10.9   Learning Online
10.9.1   Define learning management system (LMS).
10.9.2   Identify how an online class works.
10.9.3   Identify how to troubleshoot technical problems.
10.9.4   Evaluate whether an online class is a good option for you.

10.10   Online Safety
10.10.1 Define a phishing attack and strong password.
10.10.2 Identify how to work online safely.
10.10.3 Identify how to choose a password.
10.10.4 Evaluate the security of your online presence.

Unit 11:
Practical Math: Grades and Finances

11.1 Calculating Your Grade Point Average
11.1.1 Define grade point average (GPA), semester GPA, and cumulative GPA.
11.1.2 Identify how to calculate your average, semester and cumulative GPA.

11.2 Creating a Budget
11.2.1 Define budget.
11.2.2 Differentiate needs and wants.
11.2.3 Identify how to plan for a big expenditure.
11.2.4 Identify how to create and maintain a budget.
11.2.5 Create and evaluate a monthly budget.

11.3 Paying Bills
11.3.1 Define automatic bill pay, checking account, and savings account.
11.3.2 Define "paying yourself" as a saving strategy.
11.3.3 Identify how to establish online bill pay and its benefits.
11.3.4 Identify how to set up automatic bill pay.
11.3.5 Identify how to write a check.

11.4 Managing Credit
11.4.1 Define credit, credit score, credit report, and financial aid.
11.4.2 Identify how to apply for a credit card, and how to request and read a credit report.
11.4.3 Identify how to borrow money for school expenses.
11.4.4 Identify the outcomes of paying a credit card late.
11.4.5 Identify types of financial aid for students.

11.5 Sharing Expenses with Roommates
11.5.1 Define lease.
11.5.2 List issues that can arise when living with roommates.
11.5.3 Identify how to problem-solve issues that arise with roommates.
11.5.4 Describe your experience living with others.

Unit 12:
Beyond College

12.1   Planning for a Career
12.1.1   Define internship and co-op.
12.1.2   Define professional associations and networking.
12.1.3   Identify internship, co-op, or job opportunities at your college.
12.1.4   Identify what professional associations are linked with your major.
12.1.5   Evaluate the internship, coo-op, and networking opportunities available at your school.

12.2   Creating a Résumé and Cover Letter
12.2.1   Define résumé, cover letter, and objective statement.
12.2.2   Create an employment history section for your résumé.
12.2.3   Create an introductory paragraph for a cover letter.

12.3   Building Your Online Presence
12.3.1   Define portfolio.
12.3.2   Identify how to create a portfolio.
12.3.3   Identify online sources of information about you.
12.3.4   Evaluate your online presence.

12.4   Applying for a Job
12.4.1   Define job references.
12.4.2   Identify ways to find job opportunities and resources.
12.4.3   Identify the purpose and contents of a thank you letter.
12.4.4   Search for a job online.

12.5   Learning for a Lifetime
12.5.1   Define professional development and professional certification.
12.5.2   Define formal and informal education.
12.5.3   Evaluate whether your field requires professional certification and/or professional development.