

## Course Overview and Game Plan.

This course has the following four grade components:

### 1. Chapter Tests and Discussions -- 25% of the Course Grade:

- Chapter Tests - These are multiple-choice short tests on each chapter. The test can be found in the WebCT from our course homepage click on the Chapter Test, Midterm, and Final icon. You will see that each Test opens on Tuesday of each week and is due on Wednesday at 10pm two weeks later. You have one attempt to take the Test during that time period for potentially full credit. You have 45 minutes to complete a 15-20-question test. So if you start the quiz at 4:45pm on Wednesday, you only have 15 minutes. NO late answers will be counted. The Test will shut down at noon on the Saturday following the due date. **If you submit the test after the due date on Wednesday at 10 pm but before it shuts down 3 days later on Saturday at noon, you will earn 50% of the points because it is considered late.**

Because you only have one chance at these Tests, you must study the chapter, the key terms and the chapter review questions before taking the chapter test. If you exit the Test, the clock is still ticking and you do not get more time. However, you are using your notes and the book to help you answer the questions.

You will be covering 1 or 2 chapters per week.

Discussions- There will be two class discussions. The student will provide both a researched, in-depth and thoughtful response to the original problem/question posed by me, and a response to two other student posts, *for each discussion*. Your answers will be graded on their depth and thoughtfulness. **Discussions will not be accepted late.** Check the calendar for due dates and stay on time.

**2. Midterm – 25% of the Course Grade: The midterm will occur on March 14<sup>th</sup> from 2 to 4 pm.** You must be online from 2 to 4 pm (PST) to take a 100+ question MC/TF exam. This is a “power” test. Since you are home with notes and book, you must have studied as you would for any in-class test to be able to finish the exam. The questions are similar to the type you have each week in the tests. However, if more than 75% of the class misses any one question, it will be thrown out. Grades will be posted on the Monday after the test. (Check out the “MyGrades” icon on our WebCT homepage for all of your grades as you progress through the course.)

**3. Final Exam -25% of the Course Grade: The final will occur on May 16th.** You must be online from 2 to 4pm to take a 150-question MC/TF exam. **THIS FINAL EXAM IS NOT CUMULATIVE!!! YEAH!!!!** This is a “power” test. Since you are home with notes and book, you must have studied as you would for any in-class test to be able to finish the exam. The questions are similar to the type you have each week in the test.

However, if more than 75% of the class misses any one question, it will be thrown out. Grades will be posted on the Monday after the test.

#### **4. AA Meeting Attendance and Formal paper – 25% of the Course Grade:**

**Verification of attendance of an AA meeting** can be accomplished in the following manner. Call your local AA meeting facility. Ask for the schedule of all OPEN meetings. When you attend a meeting, be on time and take a 3 X 5 card with you that has the following information:

1. Your name
2. The location of the facility
3. The date and time of the meeting
4. And an area for a signature of the secretary or treasurer of that AA facility.

When the basket or hat is passed for donations or verifications put your card in the basket and after the meeting it will be returned to you with a confirmation signature.

**If asked why you are attending, respond that you want to learn more about AA or any other answer you are comfortable giving. However, I suggest that you do not say that you are observing them for a paper! The purpose of the observation of a program/treatment meeting assignment is to observe concepts from class and reading assignments.**

**(This Original, signed Verification Document must be sent through US mail and received by me before the final exam for a student to receive a grade in the course.)**

#### **Formal Paper**

**You are writing a paper on some aspect of Alcoholism. Please see the course syllabus for a complete description of this writing assignment. If the paper is submitted late it will only earn 50% of the potential points toward the course grade. The paper will be sent via email to the instructor as an attachment in a WORD or WORDPERFECT format.**

**The WebCT Calendar, which is located on our WebCT homepage, has the entire list of due dates and chapter assignments. Please compile all dates and print for a complete course assignment/due date schedule.**

**Questions??? Email me at [anita.slechta@csun.edu](mailto:anita.slechta@csun.edu)  
Or schedule a chat time for an online synchronous Q&A.**