Course Syllabus

The Top of Your Game; Cases in Personal Excellence

IDH3035

RVR



Instructor Information



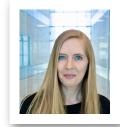
Professor: Amber Webber, PhD

Phone: 305-348-1614

eMail: awebber@fiu.edu (mailto:awebber@fiu.edu) (preferred) or Canvas Messages

Office: MANGO 650

Office Hours: By appointment



Instructor Bio: Dr. Webber is a leadership, learning, and organizational development scholar-practitioner. She has more than 15 years of experience in guiding leadership development, talent growth and coaching, teaching and training management, and advancing organizational competencies. She is also an expert in adult learning with 10,000 hours behind the podium and teaching online, as well as a certified administrator of the EQi 2.0 assessment, and an ATD Master Performance Consultant. She holds a Ph.D. in Business Management, specializing in Strategy and Innovation.

Course Description



What separates the top professionals, athletes, musicians, innovators, creators, analysts, and thinkers from others in their disciplines? What are the habits that allow them to perform at the top of their games again and again? Explore cases from diverse fields and interdisciplinary research to build a personalized plan for performing at the top of your game and striving for personal excellence in your career.

This course draws information from a variety of disciplines including management and leadership, adult education and workforce development, psychology, and neuroscience to facilitate the exploration and critical evaluation of the many paths to personal excellence and lifelong learning.

Prerequisites: Students must be enrolled in the Honors College and have advisor approval to take upper-level courses.

Course Objectives



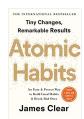
Over the duration of this course, you will achieve several key learning goals. By the end of the course, you will be able to:

- 1. Summarize the key behaviors and concepts associated with a growth mindset.
- 2. Explain how routine habits influence long-term achievement and lifelong success.
- 3. Compare and contrast case examples to identify patterns of work, habits, mindsets, and competencies common to personal excellence.
- 4. Evaluate various approaches to building focus and prioritizing goals.
- 5. Apply principles of excellence to discern a fulfillment-based vision and construct a personal action plan for pursuing it.

Textbooks & Course Materials



The assigned reading for the course will come from these three required textbooks:



Title: Atomic Habits; An Easy & Proven Way to Build Good Habits and Break Bad Ones

Author: James Clear

Year: 2019

ISBN: 1847941834

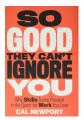


Title: Essentialism; The Disciplined Pursuit of Less

Author: Greg McKeown

Year: 2020

ISBN: 0804137404



Title: So Good They Can't Ignore You; Why Skills Trump Passion in the Quest for Work

You Love

Author: Cal Newport

Year: 2016

ISBN: 0349415862

Course Outline



This course is organized into five main blocks of instruction.

Each weekly unit will include assigned readings or multimedia, opportunities for discussion or collaboration, case examples for review, and individual activities (e.g., weekly warmups and reflections). Additionally, your learning in each block will be assessed with an exam based on the course readings and activities, and the course objectives.

Course Outline

Block	Weekly Unit
Block 1 Introductions & Foundational Concepts	Week 1 Course Introduction Week 2 The Growth Mindset
Block 2 Habits for Personal Excellence	Week 3 Habits Week 4 Practice Week 5 Motivation Myths
Block 3 Craftsmanship & Career Capital	Week 6 Skills & Talent Week 7 Craftsmanship Week 8 Trajectory Week 9 Career Capital
Block 4 Focusing on Excellence	Week 10 Vision Week 11 Focus Week 12 Prioritization & Editing

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	Week 13 Protecting the Asset
Block 5 Reflection & Action Planning	Week 14 Reflection & Action Planning Finals Week Course Wrap-Up

Course Grades



Your final grade for this course will be earned out of a maximum possible 1000 points, with points available for activities and assignments as follows:

- Guided Notes each week, 20 points each, 280 points total
- Watch and Respond activities each week, 10 points each, 200 points total
- Discussions, 30 points each, 210 points total
- 20-Minute Reflections, 30 points each, 210 points total
- Personal Development Plan, 50 points total
- Final Exam, 50 points total

Note: Instructions for each assignment and assessment will be accompanied by the rubric that will be used to grade your submission. Be sure to check your work against the rubric before submitting.

The final grade earned in the course will correspond to the letter grade earned for the course as follows:

Course Grading Policy

Final Points Total	Final Grade Percent	Letter Grade
950 or more	95% or above	А
900 to 949	90% - 94.9%	A-
870 to 899	87% - 89.9%	B+
830 to 869	83% - 86.9%	В
800 to 829	80% - 82.9%	B-
770 to 799	77% - 79.9%	C+
700 to 769	70% - 76.9%	С
600 to 699	60% - 69.9%	D
599 or fewer	59.9% or below	F

Submission of Late Work



I expect all work in this upper-division course to be submitted according to the course schedule. All modules and activities for the duration of the course are open and posted to allow for advance planning and preparation as needed. Assignments or postings submitted after the stated deadlines are subject to an automatic 10% per day reduction in the grade for the assignment(s). No extra credit will be given later in the term to make up for late or missed work.

Contact me immediately if extenuating circumstances arise that prevent you from participating in the class or submitting work according to the posted course schedule. If the submission of late work is indeed extenuating, a new due date will be determined for the missing work, and documentation for the cause of missed work may be required.

Course Communication



This is an online course, which means all of the coursework will be conducted online. Expectations for performance in an online course are the same as for a traditional course. In fact, online courses require a degree of self-motivation, self-discipline, and technology skills that can make these courses more demanding for some students.

Students are expected to:

- Actively participate in all content posted in the Canvas Courseroom.
- Interact online with the instructor in a professional and respectful manner and keep up with all of the assignments.
- Log in to the course three times per week.
- Read all announcements and messages in a timely manner.
- Respond to messages within four (4) days if the message requires a response.
- Submit assignments by the corresponding deadline (see course schedule for deadlines).
- Contact the instructor or applicable resource (e.g. Canvas Helpdesk) immediately for technical issues, course access problems, or extenuating circumstances that prevent your participation and progress in the course according to the schedule and assignment deadlines.

The instructor will:

- Log in to the course at least four (4) times per week.
- Respond to messages within two business days from the date sent
- Post grades and feedback within one week of the due date(s).

Zoom open discussion and Q&A will be held regularly, though 1-1 meetings outside this timeframe may be scheduled by appointment.



Please review the <u>FIU's Policies and Netiquette</u> (http://online.fiu.edu/html/canvas/policies/) webpage policies webpage contains essential information regarding guidelines relevant to all courses at FIU, as well as additional information about acceptable netiquette for online courses.

As a member of the FIU community, you are expected to be knowledgeable about the behavioral expectations set forth in the <u>FIU Student Code of Conduct</u> (http://studentaffairs.fiu.edu/get-support/student-conduct-and-conflict-resolution/).

Technical Requirements & Skills



By taking a course with a heavy online component your computer literacy skills will grow. Some of the skills that you need at the beginning of the course include:

- Working knowledge of how to use word processing software and web browsers.
- Good email and document management skills.
- Operating a webcam device and participating in online video calls.

Technical course requirements include:

- A reliable Internet connection.
- Regular access to a laptop or desktop computer with an updated operating system and web browser.
- An active FIU email account that is checked daily (or forwarded to an email that is checked daily).
- Microsoft Office Suite (Word, Excel, PowerPoint, etx)

This course utilizes the following tools. Select the corresponding links below in order to access each tool's Privacy Policy:

- Canvas → (https://www.google.com/url?
 sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwjxg OqjNPYAhWLNd8KHe27AggQFggpMAA&url=https%3A%2F%2Fwww.canvaslms.com%2Fpolicies%2Fprivacy&us
- YouTube → (https://www.youtube.com/howyoutubeworks/our-commitments/protecting-user-data/?
 utm campaign=1008960&utm source=paidsearch&yt product=ytgen&yt goal=eng&utm medium=googlesearch&
 pCVBhCFARIsAGMxhAdAfjdVGzwAH4QAQnBw mzeSp6lenZizVbrlcuo4NuKKZ3c8od EQUaAqHoEALw wcB)
- Google → (https://policies.google.com/privacy)
- Zoom ⇒ (https://zoom.us/privacy)

One of the greatest barriers to taking an online course is a lack of basic computer literacy. By computer literacy, we mean being able to manage and organize computer files efficiently and learning to use your computer's operating system and software quickly and easily. Keep in mind that this is not a computer literacy course, but students enrolled in online courses are expected to have a moderate proficiency in using a computer.

Please visit our <u>lecnnical kequirements</u> -

(http://online.fiu.edu/app/webroot/html/blackboardlearn/mastertemplate/technical_requirements/)_ webpage for additional information.

Accessibility & Accommodation



The Disability Resource Center collaborates with students, faculty, staff, and community members to create diverse learning environments that are usable, equitable, inclusive and sustainable. The DRC provides FIU students with disabilities the necessary support to successfully complete their education and participate in activities available to all students. If you have a diagnosed disability and plan to utilize academic accommodations, please contact the Center at 305-348-3532 or visit them at the Graham Center GC 190.

Please visit our ADA Compliance □→

(http://online.fiu.edu/app/webroot/html/blackboardlearn/mastertemplate/accessibility/) webpage for information about accessibility involving the tools used in this course.

For additional assistance please contact FIU's <u>Disability Resource Center</u> ⇒ (http://drc.fiu.edu/).

Religious holidays: Every effort will be made, where feasible and practical, to accommodate students whose religious practices coincide with class requirements scheduling. Please make sure to notify your instructor at the beginning of the semester of which dates you will be absent or any anticipated problems with completing course work.

This course utilizes the following tools. Select the corresponding links below in order to access each tool's Accessibility Statement:

- Canvas

 (https://community.canvaslms.com/docs/DOC-2061-accessibility-within-canvas)
- YouTube → (https://support.google.com/youtube/answer/189278?hl=en)
- Google → (https://www.google.com/accessibility/)
- Zoom → (https://zoom.us/accessibility)

Panthers Care, Counseling & Psychological Services (CAPS)



If you are looking for help for yourself or a fellow classmate, Panthers Care encourages you to express any concerns you may come across as it relates to any personal behavior concerns or worries you have, for the classmate's well-being or yours; you are encouraged to share your concerns with FIU's Panthers Care website.

Counseling and Psychological Services (CAPS) offers free and confidential help for anxiety, depression, stress, and other concerns that life brings. Professional counselors are available for same-day appointments. Don't wait to call 305-348-2277 to set up a time to talk or visit the online self-help portal.

Academic Conduct Expectations



Florida International University is a community dedicated to the rigorous and respectful exchange of ideas and community service. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University.

"Academic Misconduct" includes:

- Cheating— The unauthorized use of books, notes, aids, electronic sources; or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers or course materials, whether originally authorized or not.
- Plagiarism

 The use and appropriation of another's work without any indication of the source and the representation of such work as the student's own. Any student who fails to give credit for ideas, expressions or materials taken from another source, including internet sources, is responsible for plagiarism.

Accordingly, all work for this course should be completed individually unless an assignment is clearly specified as a group or team project. Class-related questions or clarifications should be posted in the "Instructor Office" discussion thread, which other students may see and respond to, or contact me privately as needed.

All resources included in your work throughout the class must be properly cited and referenced. This includes all paraphrased resources, and I suggest citing any source that had any influence on your level of knowledge or thinking in any way, including websites, images, graphs, charts, etc., in your discussion postings, papers, presentations, etc. Using others' work and failing to cite or reference that work because you are unaware of formatting and citation/reference requirements is still plagiarism. Please reach out with any questions regarding how to properly cite a source.

Learn more about the <u>academic integrity policies and procedures</u>
(http://online.fiu.edu/student/resources/policies.php) as well as <u>student resources</u>
(http://online.fiu.edu/student/resources/academic-integrity-resources.php) that can help you prepare for a successful semester. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Handbook.

Course Summary:

Date	Details Du	16
	Week 1 20-Minute Reflection due by 11:59pr (https://fiu.instructure.com/courses/155848/assignments/2028843)	m
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Sun Jan 15, 2023	Week 1 Watch and Respond 1 due by 11:59pr (https://fiu.instructure.com/courses/155848/assignments/2028856)	m
	Week 1 Watch and Respond 2 due by 11:59pr (https://fiu.instructure.com/courses/155848/assignments/2028857)	m
Sun Jan 22, 2023	Week 2 20-Minute Reflection due by 11:59pr (https://fiu.instructure.com/courses/155848/assignments/2028858)	m
	Week 2 Guided Notes due by 11:59pr (https://fiu.instructure.com/courses/155848/assignments/2028859)	m
	Week 2 Watch and Respond 1 due by 11:59pr (https://fiu.instructure.com/courses/155848/assignments/2028860)	m
	Week 2 Watch and Respond 2 due by 11:59pr (https://fiu.instructure.com/courses/155848/assignments/2028861)	m
Sun Jan 29, 2023	Week 3 Discussion due by 11:59pr (https://fiu.instructure.com/courses/155848/assignments/2028832)	m
	Week 3 Guided Notes due by 11:59pr (https://fiu.instructure.com/courses/155848/assignments/2028862)	m
	Week 3 Watch and Respond 1 due by 11:59pr (https://fiu.instructure.com/courses/155848/assignments/2028863)	m
	Week 3 Watch and Respond 2 due by 11:59pr (https://fiu.instructure.com/courses/155848/assignments/2028864)	m

Date	Details	Due
	week 4 Discussion due by 11:59 (https://fiu.instructure.com/courses/155848/assignments/2028833)	∂pm
Sun Feb 5, 2023	Week 4 Guided Notes due by 11:59 (https://fiu.instructure.com/courses/155848/assignments/2028865)	∂pm
	Week 4 Watch and Respond due by 11:59 (https://fiu.instructure.com/courses/155848/assignments/2028866)	∂pm
	Week 5 20-Minute Reflection due by 11:59 (https://fiu.instructure.com/courses/155848/assignments/2028867)	∂pm
Sun Feb 12, 2023	Week 5 Guided Notes (https://fiu.instructure.com/courses/155848/assignments/2028868)	∂pm
	Week 5 Watch and Respond 1 due by 11:59 (https://fiu.instructure.com/courses/155848/assignments/2028869)	∂pm
	Week 5 Watch and Respond 2 due by 11:59 (https://fiu.instructure.com/courses/155848/assignments/2028870)	∂pm
Sun Feb 19, 2023	Week 6 20-Minute Reflection due by 11:59 (https://fiu.instructure.com/courses/155848/assignments/2028871)	∂pm
	Week 6 Guided Notes due by 11:59 (https://fiu.instructure.com/courses/155848/assignments/2028872)	∂pm
	Week 6 Watch and Respond due by 11:59 (https://fiu.instructure.com/courses/155848/assignments/2028873)	∂pm
	Week 7 Discussion due by 11:59 (https://fiu.instructure.com/courses/155848/assignments/2028834)	∂pm
Sun Feb 26, 2023	Week 7 Guided Notes due by 11:59 (https://fiu.instructure.com/courses/155848/assignments/2028874)	∂pm
	Week 7 Watch and Respond due by 11:59 (https://fiu.instructure.com/courses/155848/assignments/2028875)	∍pm
Sun Mar 12, 2023	₩eek 8 Discussion due by 11:59	∍pm

Date	Details	Due
	Week 8 Guided Notes du (https://fiu.instructure.com/courses/155848/assignments/2028876)	e by 11:59pm
	Week 8 Watch and Respond 1 du (https://fiu.instructure.com/courses/155848/assignments/2028877)	e by 11:59pm
	Week 8 Watch and Respond 2 du (https://fiu.instructure.com/courses/155848/assignments/2028878)	e by 11:59pm
	₩eek 9 20-Minute Reflection du (https://fiu.instructure.com/courses/155848/assignments/2028879)	e by 11:59pm
Sun Mar 19, 2023	₩eek 9 Guided Notes du (https://fiu.instructure.com/courses/155848/assignments/2028880)	e by 11:59pm
	Week 9 Watch and Respond du (https://fiu.instructure.com/courses/155848/assignments/2028881)	e by 11:59pm
	p Week 10 Discussion du (https://fiu.instructure.com/courses/155848/assignments/2028837)	e by 11:59pm
Sun Mar 26, 2023	Week 10 Guided Notes du (https://fiu.instructure.com/courses/155848/assignments/2028839)	e by 11:59pm
	Week 10 Watch and Respond du (https://fiu.instructure.com/courses/155848/assignments/2028840)	e by 11:59pm
	Week 11 Discussion du (https://fiu.instructure.com/courses/155848/assignments/2028836)	e by 11:59pm
Sun Apr 2, 2023	Week 11 Guided Notes (https://fiu.instructure.com/courses/155848/assignments/2028841)	e by 11:59pm
	Week 11 Watch and Respond du (https://fiu.instructure.com/courses/155848/assignments/2028842)	e by 11:59pm
Sun Apr 9, 2023	Week 12 20-Minute Reflection du (https://fiu.instructure.com/courses/155848/assignments/2028844)	e by 11:59pm
		e by 11:59pm

Date	Details	Due
	Week 12 Watch and Respond (https://fiu.instructure.com/courses/155848/assignments/2028847)	ue by 11:59pm
	Week 13 20-Minute Reflection du (https://fiu.instructure.com/courses/155848/assignments/2028848)	ue by 11:59pm
Sun Apr 16, 2023	Week 13 Guided Notes (https://fiu.instructure.com/courses/155848/assignments/2028849)	ue by 11:59pm
	Week 13 Watch and Respond (https://fiu.instructure.com/courses/155848/assignments/2028850)	ue by 11:59pm
Sun Apr 23, 2023	₩eek 14 Discussion du (https://fiu.instructure.com/courses/155848/assignments/2028838)	ue by 11:59pm
	Week 14 Guided Notes (https://fiu.instructure.com/courses/155848/assignments/2028851)	ue by 11:59pm
	₩eek 14 Watch and Respond (https://fiu.instructure.com/courses/155848/assignments/2028852)	ue by 11:59pm
Sat Apr 29, 2023	Week 15 Final Exam (Take- Home Test) du (https://fiu.instructure.com/courses/155848/assignments/2028853)	ue by 11:59pm
	Week 15 Personal Development Plan du (https://fiu.instructure.com/courses/155848/assignments/2028854)	ue by 11:59pm