

Master Course Syllabus

For additional course information, including prerequisites, corequisites, and course fees, please refer to the Catalog: <https://catalog.uvu.edu/>

Semester: Spring

Year: 2025

Course Prefix: SLSS

Course and Section #: 1200 X06

Course Title: The 7 Habits of Highly Effective People

Credits: 3

Course Description

SLSS 1200 is designed to help students learn, teach, and implement *The 7 Habits of Highly Effective People*, by Stephen R. Covey. This class:

- Provides the foundation for personal leadership by teaching fundamental principles of character and life-changing paradigms.
 - Examines the personal and organizational components of effectiveness.
 - Focuses on high leverage changes such as time management, communication skills, win/win negotiation, and principle-centered life choices.
 - Prepares students for life-long success.
 - Fulfills a requirement for 2 different leadership certificates at UVU.
-

Course Attributes

This course has the following attributes:

- General Education Requirements
- Global/Intercultural Graduation Requirements
- Writing Enriched Graduation Requirements
- Discipline Core Requirements in Program
- Elective Core Requirements in Program
- Open Elective

Other: *Click here to enter text.*

Instructor Information

Instructor Name: Professor Marni Sanft

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- Demonstrate understanding of key concepts and skills related to personal effectiveness
- Apply principles of personal leadership and management through practice and self-reflection
- Engage in a process of changing one's own thinking and behaviors to transition from dependence to independence, and ultimately, to interdependence.
- Evaluate existing paradigms to achieve higher levels of metacognitive and critical thinking.
- Develop a principle-centered approach to personal effectiveness and change
- Engage in an ongoing practice of intentional self-awareness and awareness of other points of view

Course Materials and Texts

Textbook – *The 7 Habits of Highly Effective People*, by Stephen R. Covey

Course Fee – UVU's Department of Student Leadership & Success Studies (SLSS) collaborates with Franklin Covey through a unique client-partner agreement. This agreement gives us the right to teach Dr. Covey's licensed material (referred to as "intellectual property"). The course fee you paid when you registered for this course equates to the intellectual property payment to Franklin Covey for the use of Dr. Stephen R. Covey's work.

Technology Expectations

- Access to a computer and reliable internet connection
- Ability to use word processing and visual software in the MS Office suite

Course Requirements

Course Assignments, Assessments, and Grading Policy

Discussions

Discussions will be opportunities to explore topics together. Posts to the discussion should add significantly to the conversation and support your point of view. *Comments that do not add significantly to a discussion will receive **no credit***. It is okay to disagree in a discussion. In fact, much learning happens when we disagree. However, we need to be respectful and keep our online classroom a safe place to learn.

Written Assignments

- **Learning Journals:** You will submit a learning journal for each habit. The purpose of these learning journals is to create an individual, reflective venue to explore meaning, apply concepts, and deepen understanding. These will vary in length and structure. For instance, you will be asked to teach key concepts to someone else in your life and write about this teaching experience in your learning journal. You will be asked to complete an in-depth application activity and then write about it. The learning journal assignments include a file that you download, complete all of the different activities, and then submit your completed assignment. You can find a specific grading rubric on each assignment page.
- **Short Reflections:** These short written reflections usually accompany a video or other activity that you complete and then respond to a few questions.

Mission Statement Project

- **Habit 2 - Personal Reflection:** You will complete a learning journal in the Habit 2 module about creating a life's legacy. This activity is meant to help you start thinking about your own life mission, who you want to be, and what you want your life to mean.
- **Habit 2 - Rough Draft:** You will submit a rough draft of your mission statement when we are learning about Habit 2. The learning journal will have you respond to a series of interesting questions about yourself, and the last question will be a summary of what you have learned—or—a rough, **written** draft of your mission statement. Further instructions will be in the module for Habit 2.
- **Final Draft:** At the end of the semester, you will submit your final draft of your mission statement through the course web site.

Quizzes and Exams

- You will complete a reading quiz for every chapter assigned in *The 7 Habits of Highly Effective People*.
- Both the **midterm** and **final** exam will be distributed electronically through this course web site; therefore, we will not be utilizing a physical location like a classroom or the Classroom Testing Center.
- The **final** will be completed during the scheduled Finals Week.

Grading Scale:

The following grading standards will be used in this class:

| | | | | | | |
|----------------|----------|---------|---------|---------|---------|----------|
| Grade | A | A- | B+ | B | B- | C+ |
| Percent | 93%-100% | 90%-92% | 87%-89% | 83%-86% | 80%-82% | 77%-79% |
| Grade | C | C- | D+ | D | D- | E |
| Percent | 73%-76% | 70%-72% | 67%-69% | 63%-66% | 60%-62% | 0% - 59% |

Assignment Categories

| | |
|---|-----|
| Discussion Participation & Reading | 20% |
| Learning Journals & Reflections | 40% |
| Mission Statement Project | 10% |
| Exams | 30% |

Required or Recommended Reading Assignments

All required reading is in the course text, *The 7 Habits of Highly Effective People*, or the material will be included in Canvas.

General Description of the Subject Matter of Each Lecture or Discussion

This is not a lecture-based class! This course is about *understanding* and *applying* the 7 Habits in your life. After reading about each habit in *The 7 Habits of Highly Effective People*, by Stephen R. Covey, you will engage in class discussions, online activities, and written assignments. Your life experiences can help all of us learn these concepts and see them in a different way. For this three (3) credit-hour course students should expect to spend up to 8 hours a week completing course activities.

Course Mode / Attendance: ONLINE

This is a fully online course--No livestream component.

Online learning offers the convenience of continuing your education regardless of your access to the physical classroom. Be aware that online courses at UVU have regular due dates and must be completed within the term you register. You are expected to set aside dedicated time each week to complete online class work. Absence from our online class makes it extremely difficult to be a successful student.

Course Schedule

You can click on the Course Schedule tab on the course home page to see a detailed outline of the readings and assignment due dates for this course.

Course Organization on Canvas

Tip #1: Follow the Modules

This course has weekly modules developed to facilitate teaching, learning, and application of key principles. Each module contains all of the information that you need to complete the reading and assignments for each habit. Use the Modules tool on the left to see all of the modules. Work through the modules sequentially from first to last. Every page within a module provides instructions and materials for an activity or assignment that the student must complete.

Tip #2: Read the Overview

Every module has an overview page with the learning objectives for the module and important information about the activities and assignments included in each module, such as:

- **READ** the assigned chapter(s) in *The 7 Habits of Highly Effective People*
- **COMPLETE** assigned reading quizzes
- **LISTEN** to instructor podcast
- **WATCH** and **REVIEW** teaching videos from Stephen R. Covey, Power Points, and other resources to help you learn key concepts.
- **DISCUSS** topics associated with each habit
- **SUBMIT** short reflection and learning journal assignments

Tip #3: If you have a question, ask me

An effective online class relies on good and timely communication! Please do not hesitate to contact me if you are confused, concerned, or just have questions. You can send me an email through Canvas or to my UVU email.

Required Course Syllabus Statements

Using Generative AI Tools

AI programs are not a replacement for your personal reflection and critical thinking. Writing, thinking, and researching are crafts that you must develop over time to develop your own individual voice. At the same time, you should learn how to use AI and in what instances AI can be helpful to you.

The use of generative AI tools (e.g. ChatGPT, Google Bard, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your ideas;
- Drafting an outline to organize your thoughts; and
- Checking grammar and style.

The use of generative AI tools is not permitted in this course for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts/responses assigned to you or content that you put into a Teams/Canvas chat.
- Completing a draft of a writing assignment.
- Writing entire sentences, paragraphs or papers to complete class assignments.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content). Your use of AI tools must be properly documented and cited in order to stay within university policies on academic honesty.

Any student work submitted using AI tools should clearly indicate what work is the student's work and what part is generated by the AI. In such cases, no more than 25% of the student work should be generated by AI. If any part of this is confusing or uncertain, please reach out to me for a conversation before submitting your work.

Using Remote Testing Software

This course does not use remote testing software.

This course uses remote testing software. Remote test-takers may choose their remote testing locations. Please note, however, that the testing software used for this may conduct a brief scan of remote test-takers' immediate surroundings, may require use of a webcam while taking an exam, may require the microphone be on while taking an exam, or may require other practices to confirm academic honesty. Test-takers therefore shall have no expectation of privacy in their test-taking location during, or immediately preceding, remote testing. If a student strongly objects to using test-taking software, the student should contact the instructor at the beginning of the semester to determine whether alternative testing arrangements are feasible. Alternatives are not guaranteed.

Required University Syllabus Statements

Accommodations/Students with Disabilities

Students needing accommodations due to a permanent or temporary disability, pregnancy or pregnancy-related conditions may contact UVU [Accessibility Services](#) at accessibilityservices@uvu.edu or 801-863-8747.

Accessibility Services is located on the Orem Campus in BA 110.

Deaf/Hard of Hearing students requesting ASL interpreters or transcribers can contact Accessibility Services to set up accommodations. Deaf/Hard of Hearing services can be contacted at DHHservices@uvu.edu

DHH is located on the Orem Campus in BA 112.

Academic Integrity

At Utah Valley University, faculty and students operate in an atmosphere of mutual trust. Maintaining an atmosphere of academic integrity allows for free exchange of ideas and enables all members of the community to achieve their highest potential. Our goal is to foster an intellectual atmosphere that produces scholars of integrity and imaginative thought. In all academic work, the ideas and contributions of others must be appropriately acknowledged and UVU students are expected to produce their own original academic work.

Faculty and students share the responsibility of ensuring the honesty and fairness of the intellectual environment at UVU. Students have a responsibility to promote academic integrity at the university by not participating in or facilitating others' participation in any act of academic dishonesty. As members of the academic community, students must become familiar with their [rights and responsibilities](#). In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, assessments, collaborative work, the use of study aids, the appropriateness of assistance, and other issues. Likewise, instructors are responsible to clearly state expectations and model best practices.

Further information on what constitutes academic dishonesty is detailed in [UVU Policy 541: Student Code of Conduct](#).

Equity and Title IX

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other basis protected by applicable law, including Title IX and 34 C.F.R. Part 106, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services. Inquiries about nondiscrimination at UVU may be directed to the U.S. Department of Education's Office for Civil Rights or UVU's Title IX Coordinator at 801-863-7999 – TitleIX@uvu.edu – 800 W University Pkwy, Orem, 84058, Suite BA 203.

Religious Accommodation

UVU values and acknowledges the array of worldviews, faiths, and religions represented in our student body, and as such provides supportive accommodations for students. Religious belief or conscience broadly includes religious, non-religious, theistic, or non-theistic moral or ethical beliefs as well as participation in religious holidays, observances, or activities. Accommodations may include scheduling or due-date modifications or make-up assignments for missed class work.

To seek a religious accommodation, a student must provide written notice to the instructor and the Director of Accessibility Services at accessibilityservices@uvu.edu. If the accommodation relates to a scheduling conflict, the notice should include the date, time, and brief description of the difficulty posed by the conflict. Such requests should be made as soon as the student is aware of the prospective scheduling conflict.

While religious expression is welcome throughout campus, UVU also has a [specially dedicated space](#) for meditation, prayer, reflection, or other forms of religious expression.
