

Syllabus for: GS 6 – First Year Experience

Semester & Year:	Fall 2012
Course ID and Section Number:	GS 6 – E1568
Number of Credits/Units:	3
Day/Time:	M/W 11:40 – 1:05
Location:	FM 209
Instructor's Name:	Lisa Liken
Contact Information:	Office location and hours: Counseling – By Appointment Phone: 707-476-4572 Email: lisa-liken@redwoods.edu

Required Text: How to Graduate from College the Easy Way... and Other Popular Fairy Tales; By Sidney Pogatchnik and Mark Kroh © 2007. Campus ToolKit – York, Pennsylvania

Course Description (catalog description as described in course outline): This course is designed to focus on the development of academic and personal skills necessary for students in college and beyond. It assists students with the transition between high school and college level expectations. Topics covered will be self-efficacy, creative learning, time management, academic skill enhancement, communication skills in a variety of environments, campus services and technology used in higher education.

Student Learning Outcomes (as described in course outline) :

1. Students will be expected to examine different learning processes and how these concepts of self-discovery can be applied to improve personal learning.
2. Students will be expected to demonstrate successful navigation through the use of college services and technology used in the college system.
3. Students will be expected to differentiate the expectations between a high school and college learning environment.
4. Students will be required to demonstrate active learning with responses to oral and written assignments.
5. Students will be required to complete a formal student education plan.
6. Students will increase self-motivation through goal setting exercises.

Grading and Assessment Tools:

Overall Grade/Points:

Your grade is based on a total of 1,000 possible points of which 900 points is for assignments and 100 points is for attendance, participation, and in-class work. Your grade is determined according to total points earned on the following scale:

Grading Scale:

A = 930 – 1000, A- = 900 – 929, B+ = 870 – 899, B = 830 – 869, B- = 800– 829, C+ = 770 – 799, C = 700 – 769, D = 650 – 699, F = < 649. Note that anything under 65% is an F in this class.

Course Requirements & Grading:

1. **Attendance and Participation:** Your attendance and participation is critical in all of your classes. Verbal communication is a key to success in college life and beyond. Students will be expected to actively engage in communication through constructive questions, ideas, and opinions. To receive full-points, students must come to class on time, complete any in-class assignments, and participate in discussion and group activities.

Points can be deducted from your attendance/participation grade for the following:

- Absence (after 4) (-25 points)
- Late to class (-10 points)
- Late work (-10 points)
(Up to 1 week past due date and only for extenuating circumstances)
- Non participation (-10 points)

2. **Presentation:** For 100 points, each student will be asked to speak to the class for 8-10 minutes. You can share either a story of significance or something that had a significant impact on your life (positive or negative) and what you learned from it. Using PowerPoint will earn you 10-15 extra credit points.
3. **Other Assignments:** In addition to the above presentation, you will have journal entries, assignments, quizzes, a mid-term and a final.
4. **Absences / Late Work:** You are allowed to up to 4 unexcused absences if you notify the instructor via email prior to the absence. More than 4 absences without a doctor's note describing treatment or recovery will result in a point deduction. Late work may be submitted up to one week late but only for extenuating circumstances and with 10 points deducted. Exams may only be taken late if you have a documented absence, such as medical issue or court date. Paper documentation will be required to make up exam.
5. **NO SIDE CONVERSATIONS DURING LECTURES OR WHEN ANOTHER SPEAKER OR STUDENT IS ADDRESSING THE CLASS. Cell Phones and other electronic devices must not be used, visible or audible in class. OTHERWISE, POINTS MAY BE DEDUCTED.**

6. Special Notes:

- If at any point you personally decide to no longer attend the class it is your sole responsibility to officially withdraw from the course.
- The procedures in this course are subject to change at the instructor's discretion (i.e. pop-quizzes).

Special accommodations: College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPS.

Academic Misconduct: Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/ or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. Students caught plagiarizing or cheating on exams will receive an "F" in the course.

The student code of conduct is available on the College of the Redwoods website at:

<http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf>

Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods homepage.

College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.