

Syllabus for: GS 6 – First Year Experience

Semester & Year:	Spring 2013
Course ID and Section Number:	GS 6 – 033496
Number of Credits/Units:	3
Day/Time:	T/TH 2:50 – 5:00
Location:	FM 104
Instructor's Name:	Juana Tabares
Contact Information:	Office location and hours: By Appointment Phone: 707-267-8354 Email: juana-tabares@redwoods.edu

Required Text: On Course; By Skip Downing, 7th Edition 2012. Wadsworth – Boston, MA.

Other Required Materials: A single-subject spiral notebook or composition book to bring to class every day.

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 720 points is for attendance, participation, and in-class work, 165 points for assignments and in class presentation, and 115 points from tests and quizzes.

Attendance = 720 points
Presentation = 50 points
Midterm = 50 points
Quiz = 15 points

Assignment #1 = 30 points
Assignment #2 (SEP) = 30 points
Textbook Assignments = 10-55 points
Total = 1000 points

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:** Each day of class will count as **30 points** towards your final grade. Your attendance and participation will be the most important factor in passing the course (72%). 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.
2. **Journal Entries:** students must bring a spiral notebook or composition book to class for daily journal entries. You will respond to a journal entry prompt each day on the board. This is part of your participation grade.

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

- Absence (-30 points)
- Late to class (-10 points)
- No journal entry (-10 points)
- Late work (-10 points)

(Up to 1 week past due date and only for extenuating circumstances)

- Not participating/working in class (-10...15 points)
- Behavior problem (#6) (-10...15 points)

3. **Presentation:** For 50 points, each student will be asked to speak to the class for 5-7 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, or you can instruct the class on something in which you have knowledge or expertise. Please bring at least one visual aid such as a poster, picture, or authentic item to show. Using Power Point will earn you 5 extra credit points.
4. **Assignments/Exams:** In addition to the above presentation, you will have six to eight other assignments worth 10-30 points each. Your presentation and assignments together are worth a total of 165 points. As far as exams, you will have one quiz worth 15 points, a midterm and a final each worth 50 points each.
5. **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.
6. **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.**
7. **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.
 - This class will occasionally meet in the library. See next page and report there as directed.
 - The final class session is on Tuesday May 7th 3:15-5:15pm.

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.

Tentative Schedule

Date	Location	Topics	Reading Assignments
Week 1 February 5/7	FM 104	Introductions; Syllabus; Expectations; Chapter 1, Self-assessment,	Chapter 1; Study for quiz on syllabus
Week 2 February 12/14	FM 104	Quiz on Syllabus; Chapter 1, Self- assessment, Pick presentation dates	Chapter 2
Week 3 February 19/21	FM 104	30-point Assignment Due! College resources; Chapter 2	Chapter 3
Week 4 February 26/28	FM 104	Chapter 3: Overcoming difficulties, Goal setting; Note-taking strategies	Articles
Week 5 March 5/7	L103 (library)	Career development/exploration; Multiple Intelligences	Chapter 4
Week 6 March 12/14	No class	Spring Break	
Week 7 March 19/21	L103 (library)	Careers options and research; Chapter 4, self/time management	Chapter 5
Week 8 March 26/28	L103 (library)	CR Majors/Programs; Developing a Student Educational Plan; Chapter 5	Study for TEST #1 Ch. 1-5
Week 9 April 2/4	FM 104	Test #1, Financial Aid Literacy	Chapter 6
Week 10 April 9/11	L03 (library)	Library research skills; Chapter 6	Chapter 7
Week 11 April 16/18	FM 104	Chapter 7, Learning Styles	Chapter 8
Week 12 April 23/25	FM 104	Test-taking strategies, Chapter 8; Create second exam	Study for Test #2 Ch. 6- 8 + special topics
Week 13 April 30/May 2	FM 104	Financial Literacy; Test #2	Work on Final Paper
Week 14 May 7	FM 104	Final Class: final self-assessment; final reflection/debrief; any student presentations left	

****Instructor reserves the right to adjust the above schedule and/or topics if needed**