

## Syllabus for: GS 6 – First Year Experience

<b>Semester &amp; Year:</b>	Fall 2013
<b>Course ID and Section Number:</b>	GS 6 – 033905
<b>Number of Credits/Units:</b>	3
<b>Day/Time:</b>	MW 4:30PM-5:55PM
<b>Location:</b>	HU 207
<b>Instructor's Name:</b>	Juana Tabares
<b>Contact Information:</b>	Office location and hours: By Appointment Phone: 707-476-4591 Email: juana-tabares@redwoods.edu

**Required Text:** On Course; By Skip Downing, 7<sup>th</sup> Edition 2012. Wadsworth – Boston, MA.

**Other Required Materials:** A 3-ring binder and a notebook or composition book.

**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. Assess individual learning preferences which can be applied towards improving lifelong learning skills.
2. Identify college expectations and demonstrate successful navigation within the college system.
3. Develop and complete a formal student education plan.
4. Analyze self-management systems and persistence practices to increase self-motivation and success.

### **Course Requirements & Grading:**

#### **Overall Grade/Points:**

Your grade is based on a total of 1,000 possible points of which 300 points is for attendance/participation.

1. **Attendance and Participation:** Each day of class will count as points towards your final grade. Your attendance and participation will be the most important factor in passing the course. 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. You are allowed **only 1 unexcused absence** if you notify the instructor via email prior to the absence. More than 1 absence without a doctor's

note describing treatment or recovery will result in a point deduction.

2. **Course Binder:** In this class you will build a Course Binder that you will use to organize course materials. I will ask you to bring in your course binders during the term to see that you are keeping your materials organized. Assemble a three ring binder that can be used to organize and store the materials and documents used in this course. Keeping all these items together in one place helps you to stay prepared and allows you to see your progress. The course binder shall include the following titled sections: Syllabus, Handouts, Time management, Career and Major exploration, Self-assessments, Assignments, Exams, and Student Education Plan.
3. **Student Education Plan:** It is a requirement for this course that you visit the Student Support Services office and work with one of the counselors or with an advisor to create a Student Education Plan (SEP). The SEP will be your guide to making sure you are on track here at College of the Redwoods and are clear about the path you need to take to accomplish your goals. We will have a guest speaker who will provide details on how to accomplish this task.
4. **Presentation:** 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.
5. **Other Assignments:** In addition to the above assignments there will be class exercises, papers and journal assignments.
6. **Exams and Quizzes:** 3 exams and periodic quizzes will be given consisting of multiple choice, fill-in, matching, true-false, and short essay to evaluate knowledge of concepts of each of the chapters from the text and lecture materials.

Your grade is determined according to total points earned on the following scale:

**Grading Scale: A = 930 – 1000, A- = 900-920, B+ = 870-890 B = 830- 860, B- =800-820 C+ = 770 – 790, C =700-760, D = 600 – 699, F = < 599**

**Overall Points: 1000**

**Attendance = 300**

**Journal Entries 25 x 5 points each = 125**

**Course Binder = 100**

**Essay Questions = 40**

**Presentation = 35**

**Take home exams 3 x 50 points each = 150**

**Quiz = 20**

**Campus Resources Activity = 30**

**MyCR Forum Entries 10 x 10 points each = 100**

**Career Development Project = 100**

**Late Work: Missed Work and Criteria for a Legitimate Absence**

If you miss the deadline for any assignment, including take-home exams, take-home assignments, presentations, or any other written work including term papers (anything other than an in-class exam), you will be allowed full credit for that score only under the following circumstances:

- You were absent from class on the day in question, and
- You, personally, were ill on the day in question and have presented to me, within one week of that date, official documentation attesting to that fact, or
- Your official dependent was ill on the day in question and you have presented to me, within one week of that date, official documentation attesting to that fact, or
- You were involved in a documented medical emergency, and have presented your paperwork to me within one week of the incident, or
- You were involved in a documented home or automobile emergency (burglary, fire, flood, accident, etc.), and have presented your paperwork to me within one week of the incident.

If you do not meet any of the above criteria, which constitute the sole grounds for a legitimate absence, you will lose 5 points per day that the assignment is late, for a maximum of 25 points at which time you will not be allowed to submit your assignment for credit. Childcare, work schedules, and other obligations are your responsibility. Please arrange to have a back up in case your plans fall through.

**Responsibility for Keeping Up with Class Work** Please note that an excused absence on one or more days does not give you an excuse for missing any subsequent class periods, nor does it give you an indefinite amount of time to complete the assignments that were due on or following the day(s) that you were absent. You are responsible for attending class the next class period immediately following your last excused day of absence and handing in any excused past due assignments on that day. You are also responsible for turning in any assignments that come due after your excused absence even if you haven't yet turned in your official paperwork documenting your excuse.

If you were absent the day an assignment was announced or handed out it is your responsibility to find out what was assigned and to obtain any required materials. In some instances, but not all, I will post assignments to MyCR.

**Policy on Anticipated Absences** If you anticipate having to miss class at some point during the term, you are still responsible to get assignments in on or before the regular due date. If your anticipated absence falls on the day of a scheduled exam, you must take the exam before the date of your absence. You must present qualifying documentation to me at least two weeks prior to the date of your anticipated absence in order to get clearance to take ahead of time an exam that is scheduled on the day you will be absent. The reasons below are considered legitimate excuses for absences known ahead of time:

- You will be involved in a documented legal conflict on that date (court testimony, custody hearing,

jury duty, jail time, etc.).

- You are required to serve on that date in your documented capacity as military or emergency personnel.
- You have a documented medical appointment that cannot be scheduled at a different time than this class.
- You are attending a funeral and have notified me in advance. You must supply me with the name of the deceased, your relation to them, the location of the funeral, and an official funeral service program when you return.
- Personal events, such as vacation, recreation, “family business,” etc., do not constitute a legitimate excuse for missing class. If you have a known conflict with the course schedule please speak with me as soon as possible.

### **Classroom Etiquette**

If we all adhere to the following common sense guidelines our class time together should be a pleasant experience for everyone:

- Be on time. If you need to leave early, please let me know before class begins. Avoid leaving class unless you need to take a bathroom break, in which case you do not need my permission to leave the classroom.
- Do not begin packing your belongings until the end of the class session and *after* I have dismissed the class for the day.
- Avoid interrupting people when they are talking, and please do not hold separate conversations during lecture, small-group, or large-group discussion, or when someone else has the floor. Those who continue to violate this norm will be asked to leave the classroom for the remainder of the session and will forfeit any credit for in-class work on that day.
- Address your fellow classmates respectfully, whether or not you agree with their particular viewpoints.
- Refrain from disputing a score you received on an assignment or an exam during the time immediately prior to, during, or immediately after a class session. If you have a complaint, wish to dispute your score, or want to discuss a returned assignment, please make an appointment to meet with me in my office.
- Electronic learning equipment (laptops, notebooks, smart pads, smart phones, etc.) can only be used after gaining your instructor’s permission and then, only after agreeing to my Rules of Conduct. If you are pre-authorized by Disabled Students Programs & Services (DSPS) to use such devices in class, you may have certain rights of use, but you still must adhere to my Rules of Conduct regarding

such use.

### **Rules of Conduct for the Use of Electronic Learning Equipment**

- The default status for all students is that all electronic devices (including cell phones) are to be turned off during class. Do not call, chat, or read or send text messages or email during class for any reason.
- Use of electronic learning equipment in class is allowed only at your instructor's discretion and only with my expressed permission. Pre-authorization by DSPS to use such devices in class must be presented to me in writing. This policy obviously does not apply to devices administered by your instructor (e.g., Classroom Response Systems, or "clickers").
- Violation of any of the Rules of Conduct constitutes loss of rights of use, even if pre-authorized by DSPS.
- Your instructor reserves the right to judge appropriate use on a case-by-case basis.
- When authorized, the use of electronic learning equipment is limited to a) note taking (including software that transcribes voice lectures to written notes, but excluding software that records voice files), b) referring to an electronic copy of the course textbook (not some other reading), and c) vision or hearing augmentation. Prohibited uses include working on an assignment (for this class or any other, unless specifically directed to do so), reading material other than for this course, surfing the web, listening to music, checking your grades, chatting, texting, emailing, gaming, videoing, or any other thing you can think of. One exception to the prohibition against web browsing is the use of the wireless network to search a specific item that is being discussed in class and is relevant to the course material.
- Loud keypads, motors, fans, or devices that distract other students are unacceptable.
- Making or receiving phone calls in class is expressly forbidden. If you are on call or anticipate needing to take a call, please get approval from me first at the beginning of class and then make sure to set your phone to vibrate. If a call does come through, please leave quietly and take the call outside of the classroom. This allowance only applies if you get permission from me ahead of time. If I see you checking your phone during class and you have not made arrangements with me to have your phone on during class I may ask you to leave class for the remainder of the session.
- No one is allowed to wear ear buds or earphones during class, unless required under DSPS accommodations.
- Voice recording: you may record lecture and discussion during the class only if you are allowed accommodations through the DSPS and are using one of their recording devices. All files must be deleted when you are done with the class.
- Failure to adhere to these Rules of Conduct will result in removal of all in-class electronic privileges

and may result in dismissal from the class session.

Please note that any unruly or disruptive behavior in the classroom is grounds for dismissal from the classroom at the discretion of your instructor. If you are asked to leave you will forfeit any credit for in-class activities done on that day. For guidelines on appropriate behavior expected of all students, whether in the classroom or simply on campus, please read CR's Student Code of Conduct, which can be found at <http://www.redwoods.edu/District/Board/New/Chapter5/ap5500.pdf>.

### **Communication and the Course Website**

If you have questions about anything pertaining to the class please come chat with me in my office. You are advised to make an appointment. If you need to contact me, the best way to reach me is via email. If/when you email me, please write "GS 6" in the subject heading and include in the body of the email your return email address. Please note that leaving a phone message for me does not guarantee that I will receive it or reply to it within your desired timeframe. Email is always the best way to contact me. I typically don't respond to email over the weekend.

**MyCR** There is a companion website for this course on the College of the Redwoods virtual educational environment called "MyCR". You can access it by pointing your browser to <http://mycr.redwoods.edu/xsl-portal>, logging in, and then clicking on the link for this course. The course website for this class on MyCR contains important resources for the class and a gradebook for keeping track of your progress.

**Student Email Policy** Each of you was given a MyCR email address when you enrolled and/or registered for classes. Your MyCR email address is the one and only email address that I will be using when I communicate with students. Therefore, it is a course requirement that you activate your MyCR email account and check it regularly. You can log in to your account directly at <http://www.google.com/a/mycr.redwoods.edu/>. You will login using your Webadvisor UserID, and the initial password is your six-digit birth date. College of the Redwoods recommends that you change your password. To learn more about your account and other CR online services, visit <http://www.redwoods.edu/CR-Online/mycr-email.asp>.

#### **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.
- **Final for this class is Wednesday December 11 at 3:15-5:15pm.**

**FALL SEMESTER 2013**

Convocation.....	Aug 22 & 23
Flex Days.....	Aug 22 & 23
Classes Begin.....	Aug 24
All-college Holiday (Labor Day) .....	Sep 2
Census Day .....	Sep 9
All-college Holiday (Veterans' Day) .....	Nov 11
All-college Holidays (Thanksgiving).....	Nov 28 and 29
No classes .....	Nov 30
Final Exams .....	Dec 9-14
Classes End .....	Dec 14
Winter Break (Faculty) .....	Dec 16 - Jan17
All-college Holidays .....	Dec 23-27 and Jan 1

**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.