

Syllabus – GS 6 First Year Experience

College of the Redwoods

Semester & Year: **Spring, 2014**

Course ID & Section Number: **GS 6 (V5188)**

Instructor's Name: April Klingonsmith

Number of Credits/Units: 3

Office Hours: Fridays 3:30-5:00 by cell phone

Instructor Location: Email: april-klingonsmith@redwoods.edu (fastest)

Contact Information: Cell Phone: (707) 498-0596

Course Catalog Description

A first year experience course focusing on the development of academic and personal skills necessary to succeed in college and beyond. Students will learn how to manage time, understand classroom dynamics, and improve note-taking and test-taking skills. Students will be able to identify campus services and understand the technology used in higher education. Students will be directed towards specific educational goals and develop a comprehensive student education plan.

Student Learning Outcomes

1. Assess individual learning preferences which can be applied towards improving lifelong learning.
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.

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 forum or assignment is due so that necessary arrangements can be made. No last-minute arrangements will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please contact the instructor or Disabled Students Programs and Services. Students may make requests for alternative media through 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 CR 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.

GS 6 Syllabus Spring 2014

Course Title: First Year Experience
Location: Distance Education

Semester Units: 3
Course Dates: Jan. 18 - May 16

Instructor Information

Instructor: April Klingonsmith, MS Elementary Education & MS Educational Counseling

Email: (best way) april-klingonsmith@redwoods.edu or "Message" in MyCR

Cell Phone: (707) 498-0596

Office Hours: Fridays 3:30-5:00 pm by cell phone

The instructor wants each student to succeed in this class, enjoy the learning experience and learn new things. Contact April at any point during the semester if you are having difficulty or need support.

Course Overview

GS 6 is a first year experience course focusing on the development of academic and personal skills necessary to succeed in college and beyond. Students will learn how to manage time, understand classroom dynamics, and improve note-taking and test-taking skills. Students will be able to identify campus services and understand the technology used in higher education. Students will be directed towards specific educational goals and develop a comprehensive student education plan.

Textbook

"On Course - Strategies for Success in College and in Life" by Skip Downing, 2012 7th edition

Student Learning Outcomes

Upon successful completion of this career-planning course, the student will be able to:

1. Assess individual learning preferences which can be applied towards improving lifelong learning
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

Attendance

Your online class commitment will require at least as much time as you would dedicate to a traditional class. College of the Redwoods **requires three hours per week** of class (online) time **and an additional two to three hours per week** to complete course readings and assignments. Be prepared to make the time commitment required to successfully complete this class.

While logged in, you can:

respond to a forum prompt or to a classmate write the instructor or other students a message
turn in your interview essay turn in your journal entries check your grade
read discussion forum entries from your classmates turn in your SEP
review assignment directions, etc

Computer Requirements

Most computers and Internet providers are adequate. Broadband services from cable, DSL, or satellite providers are recommended. You need to have reliable access to the Internet and email at least three times a week during the semester.

Student Computer Skills

Online courses require adequate computer skills along with self-discipline, attention to detail, and turning work in on-time. You should be able to submit files to the MyCR Assignments module, navigate websites, open and download files, use a word processor, and be able to convert files into word documents (.doc or .docx), Adobe Acrobat files (.pdf), or rich text format (.RTF).

Technical Help

The CR tech support office can help you with questions regarding the technology. They can be reached at its@redwoods.edu or by calling either 707-476-4160 or 800-641-0400 ext. 4160 between 8:00 A.M. and 4:00 P.M., Monday through Friday. You may send emails to them any time and they will respond during the next working day. You can also visit the Distance Education homepage at <http://www.redwoods.edu/departments/distance/> for more information about online courses, My CR, tutoring and resources.

Course Grading

There are 100 points available to earn in this course. Students can access current grade in MyCR Gradebook. Grades can be calculated by dividing the number of points earned by 100 or by adding up what grades you received (or think you will get) and using the scale below.

A = 90-100 pts. B = 80-89 pts. C = 70-79 pts. D = 60-69 pts. F = 59 pts. & below

11 Journal Entries	6 pts each	66
6 Discussion Forums	3 pts each	18
Student Education Plan	8 pts	8
Interview Essay or PPT	8 pts	8
		100 pts

“Less than 50 Words” Forum Point Deduction

One point will be deducted if your forum response is less than 50 words.

Late Work Point Deduction

Work submitted after the due date will receive a deduction. Contact the instructor if you are submitting a late assignment. Submit work early to avoid any last minute computer problems.

“Unable to Open” Point Deduction

One point will be deducted for each “unable to open” SEP and PPT submission. Documents must be converted to (.doc or .docx), Adobe Acrobat files (.pdf), or rich text format (.RTF) before submitting.

“No Forum Attachment” Point Deduction

One point will be deducted if student submits their forum response in an attachment instead of in the text box.

Grading Components

1. Journal Entries 6 pts each – 66 pts total

Your 11 journal entries provide an opportunity to explore in writing your thoughts and feelings as you experiment with the success strategies presented in **On Course**. By carefully examining strategies in your journal, you will discover which ones will assist you to create a rich, personally fulfilling life. **Although I will look through what you write, please write your journals for yourself, not for me.** Journal Entries are submitted electronically through MyCR under the Assignments tab.

It is not my intention to read and comment on every journal entry you write. Instead, I will look through your journal entries to verify the completion of each assignment and to give credit for a job well done. However, I will read occasional entries just to get a sense of the issues you are working on. With this knowledge I can be of greater assistance to you this semester. If you want my comment on a specific journal entry, just let me know with a note in the student text box when you submit your journal entry.

Journal Points: Each journal entry can be awarded up to 6 points. A journal entry will be awarded the maximum points if it is complete (all steps in the directions have been responded to) and there is evidence of an attempt to **Dive Deep. Grammar, spelling, and punctuation will NOT be factors in awarding points for journal entries.** Feel free to express yourself without concern for Standard English conventions.

2. Discussion Forums 3 pts each – 18 pts total

For full credit, you are required to **respond fully to the prompt and to 2 classmates.** All forum postings should be a minimum of **50 words** long. Submitting forum prompt responses ahead of due date is encouraged and allows other students time to read what you wrote and respond to it. **Extra credit** is available for this. Grading details are posted in the Forums module in MyCR along with a Response Rubric.

Forum Extra Credit Points:

Students can earn up to **2 extra credit points** in each discussion forum.

1 extra point - Post your response to the forum **one week before the due date.** For a due date of Friday at 11 pm, you need to post your response by the Friday before at 11 pm for 1 extra credit point.

1 extra point – Post **1 additional student response** after the required 2 classmate responses. Responding to classmates forum responses and to classmates who have responded to you are acceptable forms of earning extra credit.

3. Student Education Plan 8 pts total

A SEP is an **individualized plan of courses** that provide a “master list” of the courses and pre-requisites that you will need to obtain a certificate, associate degree or may include a plan for transferring to a university system to earn a bachelor’s degree. Details including a list of current CR counselors/advisors are posted in the Assignments module in MyCR.

4. College Graduate Interview Essay or PowerPoint Presentation 8 pts total

Write a **3-page reflection paper** or a **PowerPoint Presentation** based on an **interview** conducted with **college graduate.** Students will arrange the in-person, phone, video or email interview and decide what questions they want to ask. Details are posted in the Assignments module in MyCR.

Semester Calendar

All work is due on Fridays by 11:00 pm. Read the chapters below and turn in the work listed on time in order to succeed in this class.

WEEK 1	1/21/14 – 1/26/14	Introductions Forum 1 due Jan. 24
WEEK 2	1/27/14 – 2/2/14	Forum 2 due Jan. 31
WEEK 3	2/3/14 – 2/9/14	Chapter One, “Getting On Course,” pp. 1-38 Journal Entry 1 due Feb. 7
WEEK 4	2/10/14 – 2/16/14	Chapter Two, “Personal Responsibility,” pp. 39-74 Journal Entry 2 due Feb. 14
WEEK 5	2/17/14 – 2/23/14	Chapter Three, “Self-Motivation,” pp. 75-110 Journal Entry 3 and 4 due Feb. 21
WEEK 6	2/24/14 – 3/2/14	Chapters 1-3 Review Forum 3 due Feb. 28
WEEK 7	3/3/14 – 3/9/14	Chapter Four, “Mastering Self-Management,” pp. 111-148 Journal Entry 5 due Mar 7
WEEK 8	3/10/14 – 3/16/14	Chapter Five, “Employing Interdependence,” pp. 149-180 Journal Entry 6 due Mar 14
Spring Break	3/17/14 – 3/23/14	
WEEK 9	3/24/14 – 3/30/14	Chapter Six, “Gaining Self-Awareness,” pp. 181-214 Journal Entry 7 and 8 due Mar. 28
WEEK 10	3/31/14 – 4/6/14	Chapters 4-6 Review Forum 4 due Apr. 4
WEEK 11	4/7/14 – 4/13/14	Chapter Seven, “Adopting Lifelong Learning,” pp. 215-252 Journal Entry 9 due Apr. 11
WEEK 12	4/14/14 – 4/20/14	Chapter Eight, “Emotional Intelligence,” pp. 253-288 Journal Entry 10 due April 18
WEEK 13	4/21/14 – 4/27/14	Chapter Nine, “Staying On Course to Your Success” pp. 289-298 Journal Entry 11 due Apr. 25
WEEK 14	4/28/14 – 5/4/14	Chapters 7-9 Review Forum 5 due May 2
WEEK 15	5/5/14 – 5/9/14	Planning Your Next Steps Forum 6 due May 7 Student Education Plan due May 7 College Grad Interview Essay or PPT due May 7
FINALS	5/12/14 – 5/16/14	Results – Turn in late work by 5/16