

## Syllabus – GS 6 First Year Experience

### College of the Redwoods

**Semester & Year:** Summer, 2014

**Course ID & Section Number:** GS 6 (V5807)

**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](mailto: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 Summer 2014

**Course Title:** First Year Experience  
**Location:** Distance Education

**Semester Units:** 3  
**Course Dates:** **June 23 – July 31**

### **Textbook**

**“On Course”** - Strategies for Success in College and in Life” by Skip Downing, 2012 7<sup>th</sup> edition

### **Instructor Information**

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

**Email:** (best way) [april-klingonsmith@redwoods.edu](mailto:april-klingonsmith@redwoods.edu) or “Message” in MyCR

**Cell Phone:** (707) 498-0596

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

April wants each student to succeed in this class, enjoy the learning experience and learn new things. Contact her 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.

### **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

### **Technical Help**

CR Tech Support Office: [its@redwoods.edu](mailto:its@redwoods.edu) 707-476-4160 or 800-641-0400 ext. 4160 Mon. - Fri. (8-4)

Distance Education homepage: <http://www.redwoods.edu/departments/distance/>

### **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 one to two hours per week** to complete course readings and assignments. Be prepared to make the time commitment required to successfully complete this class.

## **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

## **Semester Calendar**

All work is due on Fridays by 11:00 pm.

### **WEEK 1: 6/23/14 – 6/27/14**

**Introductions**  
**CR Online Tour**  
**College Expectations**

Textbook Preparation: ch. 1

Forum 1 due 6/27  
Journal 1 due 6/27  
ASP: Reading due 6/27  
ASP: Taking Notes due 6/27

### **WEEK 2: 6/30/14 – 7/4/14**

**Goal Setting**  
**Self-Assessment**  
**Accepting Personal Responsibility**

Textbook Preparation: ch. 1, 2, 3

Forum 2 due 7/5  
Journal 2 due 7/5  
Journal 3 due 7/5  
ASP: Organizing Study Materials due 7/5

### **WEEK 3: 7/7/14 – 7/11/14**

**Time Management**  
**Your Support System**

Textbook Preparation: ch. 4 & 5

Forum 3 due 7/11  
Journal 4 due 7/11  
ASP: Rehearsing & Memorizing Study Materials due 7/11  
ASP: Taking Tests due 7/11

### **WEEK 4: 7/14/14 – 7/18/14**

**Learning Styles Assessment**  
**Personal Rules**  
**Words of Wisdom**

Textbook Preparation: ch. 6 & 7

Forum 4 due 7/18  
Journal 5 due 7/18  
Journal 6 due 7/18  
ASP: Writing due 7/18

### **WEEK 5: 7/21/14 – 7/25/14**

**Reducing Stress**  
**Self-Assessment**

Textbook Preparation: ch. 8 & 9

SEP due 7/25  
Journal 7 due 7/25  
Journal 8 due 7/25  
ASP: Managing Money due 7/25

### **WEEK 6: 7/28/14 – 7/31/14**

**Grades Finalized**

Results  
Turn in late work by 7/31  
No late work accepted after 7/31

## **Grading Components**

1 Student Education Plan	10 pts	10
8 Journals	5 pts each	40
7 Academic Skills Plans	5 pts each	35
4 Forums	points vary	<u>15</u>
		100 pts

### **Student Education Plan (SEP)**

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. Grading criteria and SEP details including a list of current CR counselors/advisors are posted in the Assignments module in MyCR.

### **Journals**

The Journals provide opportunities to explore your thoughts and feelings as you experiment with the success strategies presented in this course. Although I will look through what you write, please write your Exercises for yourself, not for me. If you want my comment, just let me know with a note in the student text box when you submit your work. Journals are turned in electronically through MyCR under the Assignments tab. Grading details are posted in the Assignments module.

### **Academic Skills Plans (ASP)**

The creation of each Academic Skill Plan will provide an opportunity to apply an effective way to deepen your learning and raise your grades. To complete each plan, follow the six-step process explained in each plan description filling in answer to the 6 questions. Academic Skill Plans are turned in electronically through MyCR under the Assignments tab. Grading details are posted in the Assignments module.

### **Forums**

For full credit, you are required to respond fully to the prompt and to 2 classmates. All forum postings responding to the original prompt should be a minimum of 50 words long. Forums are submitted electronically through MyCR under the Forums tab. Grading details are posted in the Forums module along with a Response Rubric.

### **Extra Credit Points:**

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

### **Point Deductions**

1. **Less than 50 Words** - In all coursework except forum student responses, one point will be deducted if your work is less than 50 words.
2. **Late Work** - All 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.
3. **Textbox Please** - In Forums and Exercises, one point will be deducted if student submits their work in an attachment instead of in the text box.
4. **Unable to Open** - In SEP, Interview, and Resume & Cover Letter, one point will be deducted for each “unable to open” submission. Documents must be converted to (.doc or .docx), Adobe Acrobat files (.pdf), or rich text format (.RTF) before submitting.

### **Course 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 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 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) and submit files to the MyCR Assignments module.