

Syllabus for: GS-6 – First Year Experience

Semester & Year:	Summer 2014, July 7 – Aug 5, 2014
Course ID and Section Number:	GS-6 E5809 (035809)
Number of Credits/Units:	3
Day/Time:	Mon, Tues, Wed, Thurs 12:30 pm to 3:30 pm
Location:	CR Main Campus; Bldg: Student Svcs/Admin; Room: SS109
Instructor's Name:	Laura A Wolfsen
Contact Information:	Office location and hours: ½ hour before and after class or by appointment. Phone: 707-476-4100 ext. 3084 Email: <a href="mailto:laura-wolfesen@redwoods.edu">laura-wolfesen@redwoods.edu</a> (preferred)

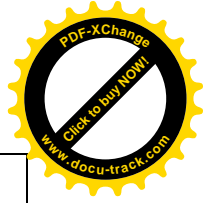
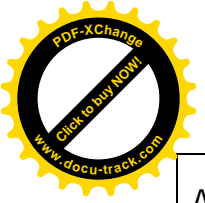
**Course Description:**

A first year experience course focusing on the development of academic and personal skills necessary to succeed in college and beyond. Topics include time management, classroom dynamics, effective collection and organization of course-related materials, inter and intrapersonal skill development, successful navigation of institutional resources, and efficient use of educational technology. Students will learn to identify 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 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.

**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://www.redwoods.edu/District/Board/New/Chapter5/Chapter500.pdf>

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.



# COLLEGE OF THE REDWOODS BUSINESS DEPARTMENT

(Please Note: This syllabus is subject to change)

Course Number: GS-6-E5809 - Syllabus, Summer 2014

Course Title: First Year Experience

Lecture: 4 sessions weekly; 3 Units (July 4 – August 5, 2014)

Mon, Tues, Wed, Thurs, 12:30 – 3:30 pm

Location: Eureka Main Campus, Bldg: Student Services/Admin; Room: SS109

Pre-requisites: None

Instructor: Laura Wolfsen, BS Business; MBA

Office Hours: Half hour before class, after class & by appointment

Phone: 707-476-4100 ext. 3084

Email: [laura-wolfesen@redwoods.edu](mailto:laura-wolfesen@redwoods.edu)

## Course Description

A first year experience course focusing on the development of academic and personal skills necessary to succeed in college and beyond. Topics include time management, classroom dynamics, effective collection and organization of course-related materials, inter and intrapersonal skill development, successful navigation of institutional resources, and efficient use of educational technology. Students will learn to identify educational goals and develop a comprehensive student education plan.

## Text

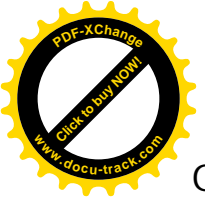
Required:

- 1) *On Course* – Strategies for Creating Success in College and in Life, Skip Downing, 7<sup>th</sup> edition, Wadsworth-Cengage Learning. ISBN: 13-978-1-133-30973-4
- 2) Three ring binder or spiral bound notebook for taking notes and Journal Entries

## Student Learning Outcomes

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

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



## Organization of Course

### Class Participation

Students are expected to attend all lectures, as attendance is required. Participation is a critical part of the learning process and is closely associated with attendance. To be successful, you must participate. Participating, means showing up and speaking up. Showing up means being prepared and present for the entire class session. Speaking up means a) contributing to class discussions; b) engaging in class activities; c) completing assignments on time. Lack of participation and excessive absences will jeopardize the status of the student in that course objectives may not be met. For this reason, your attendance will affect your grade as follows:

- 0-2 absences – No Deduction, positive bubble impact
- ≥3 absences – Negative bubble impact

The only exception to this policy is for an emergency. In that case, you need to notify me in advance that you will be unable to attend class.

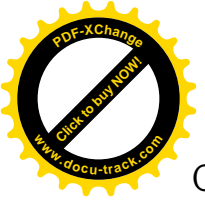
### Teaching/Learning Methodologies

Student participation is critical to the overall success of the class. Active involvement in the learning process is essential. Instructors serve as facilitators of learning and engage students in a variety of activities to promote the acquisition of communication skills. Reading course materials is essential to achieving subject matter mastery, and students should come to class prepared.

Though lecture is an important element of the classroom experience, additional participative activities (e.g. discussion, reflection and application) enhance the learning process. Each member of the class, instructor and student alike, is responsible for creating an effective and enjoyable learning environment.

Note: If you are having difficulty with course content or assignments, please make an appointment with your instructor immediately.

Students with special needs will be accommodated. Please let your instructor know about any special needs that you may have and contact College of the Redwoods' Disabled Student Programs and Services (DSPS) at 707-476-4280 for information and assistance with support services.



## Classroom Conduct (Reference Student Code of Conduct in College of the Redwoods 2013-2014 Catalog)

- Attendance is required - Please be prompt. Late arrivals are disruptive to both lectures and class discussion and show disrespect to those who are on time.
- Be prepared for class.
- No Cell Phones. Please turn off your cell phone (or any other electronic devices) prior to entering the classroom.
- Respect all class participants.
- No sunglasses are to be worn in the classroom; chewing gum is also prohibited.
- Students missing more than four consecutive class sessions will be dropped from the class.

## Grading

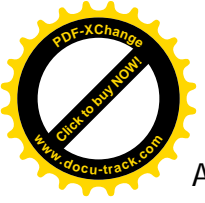
- Evaluation will be based on quizzes, Journal Entries, Student Educational Plan and final examination project/presentation.
- Sakai's MyCR will be utilized to post class lecture slides and track student progress. The results of all quizzes and assignments will be posted on MyCR.

Grade consists of 300 total points:

Quizzes (4)	25 points each	100 points	30% grade
Journal Entries (16)	5 points each	80 points}	30% grade
Journal Entry Checkpoints	2 points each	20 points}	
Student Education Plan	35 points	35 points	15% grade
Final Project	75 points	75 points	25% grade

Grading Scale:	93-100%	=	A	90-92%	=	A-	
	83-86%	=	B	87-89%	=	B+	80-82% = B-
	70-76%	=	C	77-79%	=	C+	
	60-69%	=	D	0-59%	=	F	

If your final grade is on the "bubble" (e.g., 79% or 89%, class participation will be the deciding factor. Extra credit is at the Instructor's discretion.



## Assignments

- Four quizzes - No make-up quizzes will be administered. All quizzes are on-line through MyCR.
- Written Assignments are due at the beginning of class.
  - Success Journals - There are 16 Journal Entries required and two Journal Entry Checkpoints. Journal Entries are to be turned in weekly at the end of class on Thursday (see the schedule below). Journal Entries will receive the maximum of 5 points each providing each journal is complete (meaning all steps in the directions have been addressed) and there is evidence of an attempt to Dive Deep. There are two Journal Entry Checkpoints. Journal Entries 1-5 are worth 2 points each and are due on July 15; Journal Entries 6-10 are worth two points each and are due on July 23. Total points for the entire Journal assignment is 100 points.

Your Success Journal provides an opportunity to explore your thoughts and feelings as you experiment with the success strategies presented in *On Course*. Although I will be collecting your journals and looking through them, please write for yourself, not me. Usually your journal entries will be written outside of class; however please bring both your textbook and journal to every class.

You have the option of submitting your Journal Entries electronically through MyCR. Journals are listed under the Assignments tab.

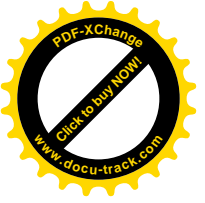
If you choose to work process your Journal Entries via computer, print and hand in hard copies of the entries when they are due (Journal Checkpoint dates) to get full credit. Then at the end of the class, bring all entries, organized in a three ring binder for the final Journal submittal.

Many students come to regard their journal as one of their most valued possessions.

- Student Education Plan (SEP) – Meet with your counselor or advisor the week of July 21-24 to complete your Student Education Plan (SEP), and turn in a completed copy and earn 35 points. Deadline is end of class, July 24.
- For unexcused tardiness and unexcused absences, assignments submitted after class begins will be considered late. Late assignments will receive a 50% deduction. Any assignment turned in more than one week late will receive no credit. For excused tardiness and excused absences a minimum two-hour notification prior to class is required via e-mail. Quizzes and Final Project cannot be made up.



- Final Exam/Presentation - Choose one of the following topics and prepare a class presentation (10 minutes) which includes at least one visual. (Powerpoint presentation is required). The essay and presentation are worth 75 points.
  - Topic One: One Student's Story – relate the story of how you used a specific *On Course* strategy to overcome an obstacle to your success in college or in life. Use the "One Student Story" essays in our textbook as models of how to write your story.
  - Topic Two: Personal Philosophy of Success Essay – In this essay, you will present your own Personal Philosophy of Success, identifying the *On Course* success strategies that you will use for years to come. This essay is your opportunity to write the script that will keep you on course to a rich, personally fulfilling life.
  - Powerpoint Presentation – An approx. 10 minute presentation / summary of your chosen topic will be given to the class.
  - A Topic One "A" paper will:
    1. Explain a specific obstacle the writer faced.
    2. Describe the specific *On Course* strategy used to overcome the specific obstacle
    3. Present the outcome of using the specific *On Course* strategy to overcome the specific obstacle the writer faced
    4. Show a commitment to excellence in preparation, including professional appearance and a command of standard English.
    5. The Presentation Evaluation Form will be used. (copy on MyCR)
  - A Topic Two "A" paper will:
    1. Offer the writer's personal definition of success
    2. Demonstrate the writer's careful consideration of three or more *On Course* success strategies that will be used to achieve success.
    3. Contain extensive support (examples, experiences, evidence, and/or explanation) for each strategy
    4. Show a commitment to excellence in preparation, including professional appearance and command of standard English.
    5. The Presentation Evaluation Form will be used. (copy on MyCR)
- Attendance is required for all presentations. There will be no make-up presentations. It is expected you will attend your fellow classmates' presentations as a professional courtesy – even if you have already completed your presentation.



## Assignment, Quiz and Exam Blueprint

All quizzes are scheduled as on-line activities and are 25 points each. Quizzes are available on-line for several days. Missed quizzes cannot be made up without prior arrangements. Journal Entries are due at the beginning of the class period and have a cumulative value of 100 points. The Student Education Plan Assignment is worth 35 points and is to be submitted by July 31<sup>st</sup>. The Final Exam consists of a project and powerpoint presentation (75 points). Extra points are at the discretion of the instructor.

Students are responsible for information about academic dishonesty and plagiarism as stated in the 2013-2014 College of the Redwoods Catalog. Academic dishonesty will not be tolerated.

Please review the policy for "Incomplete" grade assignments as described in the 2013-2014 College of the Redwoods Catalog.

Quiz #1 (7/10) – 25 points	Topic: Chapters 1 & 2
Quiz #2 (7/17) – 25 points	Topic: Chapters 3 & 4
Quiz #3 (7/24) - 25 points	Topic: Chapters 5 & 6
Quiz #4 (7/31) - 25 points	Topic: Chapters 7 & 8
Assignment – (7/21-7/24) – 35 points	Topic: Student Evaluation Plan
Assignment - 64 points	Topic: Journal Entries (16, 4 pts each)
Journal Entry Checkpoint #1 (7/15)	Topic: 5 Journal Entries (2 pts each)
Journal Entry Checkpoint #2 (7/23)	Topic: 5 Journal Entries (2 pts each)
Final Journal Submittal 16 pts (8/4)	Topic: Complete, assembled journal
Final Exam (8/4-8/5) – 75 points	Topic: Essay & Presentation