Syllabus – GS 6 First Year Experience
College of the Redwoods

Semester & Year:	**Fall 2014**
Course ID & Section Number:	**GS 6 - V6330 Distance Education**
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.

Course Title: First Year Experience   **Semester Units**: 3
Location: Distance Education   **Course Dates**: Sept. 9 – Dec. 13

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

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

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 3-unit 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
Mon. - Fri. (8-4) 707-476-4160 or 800-641-0400 ext. 4160
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 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.

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. The letter grade scale in MyCR is different. Follow the points and grades below.

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

Grading Components
7 Study Skills Plans	5 pts each	35
6 Journal Entries	5 pts each	30
5 Discussion Forums	5 pts each	25
1 Student Education Plan	10 pts	10
		100 pts

Forum Extra Credit

1 extra point if forum is turned in 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 if you post 1 additional student response after the required 2 responses.
Responding to an additional classmates response or to a classmate who have responded to you are acceptable forms of earning extra credit.

Point Deductions
1. **Less than 50 Words -** In all coursework except forum classmate 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 Submissions-** 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.

Semester Calendar
All work is due on Sundays by 11:00 pm.

WEEK 1: 9/9 – 9/14
Forum 1 due 9/14
Journal 1 due 9/14

WEEK 2: 9/15 – 9/21
SSP 1: Reading due 9/21
Forum 2 due 9/21
Journal 2 due 9/21

WEEK 3-4: 9/22 – 10/5
Journal 3 due 10/5
SSP 2: Note Taking due 10/5

WEEK 5-6: 10/6 – 10/19
 SSP 3: Study Materials due 10/19
Journal 4 due 10/19
Forum 3 due 10/19

WEEK 7-8: 10/20 – 11/2
SSP 4: Memorization due 11/2
Forum 4 due 11/2

WEEK 9-10: 11/3– 11/16
 Journal 5 due 11/16
SSP 5: Test Taking due 11/16

WEEK 11: 11/17– 11/23
SSP 6: Writing due 11/23
Journal 6 due 11/23

WEEK 12: 11/24– 11/30
Thanksgiving Week – Nothing due

WEEK 13: 12/1– 12/7
SSP 7: Money Management due 12/7
Forum 5 due 12/7
SEP due 12/7

WEEK 14: 12/8 – 12/13
Turn in late work by 12/13
No late work accepted after 12/13

Assignment Descriptions

Study Skills Plans (SSP)
The creation of each SSP will provide an opportunity to apply an effective way to deepen your learning and raise your grades. To complete each plan, follow the directions explained in each plan description. SSPs are turned in electronically through MyCR under the Assignments tab. SSPs are graded as they are submitted. Grading details are posted in the Assignments module.

Journals
The Journals provide opportunities to explore your thoughts and feelings as you experiment with the success strategies presented in this course. 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. Journals are graded as they are submitted. Grading details are posted in the Assignments module.

Discussion Forums
For full credit, you are required to respond in at least 50 words to the prompt and to 2 classmates. Extra credit details are below. Forums are submitted electronically through MyCR under the Forums tab. Late forum prompt responses are accepted with a point deduction. No credit is given for late student responses. Forums are graded after the due date to allow all students to post responses to classmates and earn credit. Grading details are posted in the Forums module along with a Response Rubric.

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. It is advised to copy and paste the SEP into the text box for credit – no need to attach it. SEPs are graded as they are submitted. Details including a list of current CR counselors/advisors are posted in the Assignments module in MyCR.