

## **SYLLABUS for: GS 6-FIRST YEAR EXPERIENCE**

**FALL 2014**

**9/09/2014- 12/11/2014**

**Course ID and Section Number GS 6 – E6313**

**3 Units**

**T TH 2:50-4:55 PM**

**Location:** Rm. SC 208

**Instructor:** Bill Allison

**Contact Information:** Office hours and location by appointment,

bill-allison@redwoods.edu

**Required Text:** On Course; by Skip Downing, 7<sup>th</sup> Edition 2012-Wadsworth-Boston, Ma.

**Other Required materials:** #-ring binder and a notebook or composition book.

**Course Description:** This course will focus on the development of academic and personal skills necessary for success in college and beyond. It will help students to transition from high school to college level expectations. We will cover 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**

1. Assess individual learning preferences which can be applied to 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 to increase self-motivation and success.

Course Requirements and Grading:

There are 1,000 points possible with 160 possible for attendance/participation.

1. Attendance and participation are required daily and are the most important factors in passing the course. Verbal communication is a key skill to success in college and beyond. Students will be expected to actively engage through constructive questions, ideas, and

opinions to add their input and understanding of assigned readings and lectures. To receive full points students must arrive on time, complete any in-class assignments and participate in discussion and group activities. You are allowed 1 excused absence if you notify the instructor by email prior to the absence. More than 1 absence without a doctor's note describing treatment or recovery will result in  $\frac{1}{2}$  a letter grade point reduction for each. There are no exceptions. In addition excessive, tardiness is disruptive to the class and your learning, more than 2 will result in  $\frac{1}{4}$  grade point reduction each.

2. **Course Binder:** You will build a course binder to organize materials which you will be required to bring to each class. I will ask to see this binder to be sure you're keeping your materials organized. Assemble a 3-ring 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:** You are required to visit Student Support Services to work one of the counselors to create a Student education Plan (SEP). The SEP will help to get the maximum benefit from your time at College of the redwoods and to be clear about the path you need to take to accomplish your goals. There will be a guest speaker to provide hands on help on how to successfully accomplish this task. There will be an opportunity to do this at this presentation.
4. **Presentation:** Each student will speak to the class for 5-7 minutes. You can share a story of personal significance which had an impact on your life (positive or negative) and what you learned from it. You could also instruct the class on something in which you have skills or knowledge. Please bring at least 1 visual aid such as a poster, picture or authentic item to show. This is a fun and strength building assignment and students have the opportunity to share their skills with the class. Using Power Point will earn 5 extra credit points.
5. **Other Assignments:** In addition to the above assignments there will be class exercises, papers, and 32 journal assignments, 4 for each chapter which we will begin in class as a group.
6. **Exams and Quizzes:** There will a quiz at the end of each chapter and both a mid-term and a final to evaluate your understanding of the concepts and techniques you are learning from the book and lectures.
7. **Mid-term and Cumulative Final will both be given to further assess the student's learning progress.**
8. **Study Groups:** Students will be assigned to a study group which will be responsible to a) keep a running log of their meetings and study methods, and b) be responsible to lead the class review of a given chapter before the quiz.

#### **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 or lower.**

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

Any missed deadlines for assignments, in-class or take-home will receive full credit only under the following circumstances:

You were absent from the class on the day in question, and You, personally were ill and have presented to me within 1 week of that date official documentation attesting this fact, or your official dependent was ill and official documentation has been provided, or you were involved in a documented medical emergency, or you were involved in a documented home or automobile emergency (burglary, fire, flood, accident, etc.) and have presented your paperwork within 1 week of the incident.

**Responsibility for keeping up with Class Work:**

We will cover a chapter a week with quizzes and tests at the end of each chapter and at mid-term and a final at the end. This course is designed to build your skills one step at a time, with each chapter leading to the next set of skills to be mastered and only daily effort will achieve this successfully. If you anticipate missing a class at some point it is your responsibility to get all assignments for that class and to take any scheduled tests before the regular due date.

**Legitimate reasons to miss a class include;**

You are involved in a documented legal conflict(court) custody hearing, jury duty, jail-time)or, you are required to serve on that date in your documented capacity such as military or emergency personnel , or, you have a documented medical appointment that cannot be scheduled at a different time, or, You are attended a funeral and have notified me in advance.(You must supply the name of the deceased, your relationship to them, the location of the funeral and program from the funeral service when you return).

*Personal business and/or family vacation, recreation do not constitute a legitimate excuse for missing a class.*

**Classroom etiquette:**

Be on time, if you need to leave early tell me ahead of time. Unless you need a bathroom break avoid leaving class, you do not need my permission for this.

Do not begin packing your belongings before the end of class and after I have dismissed the class.

Avoid interrupting others when they are speaking, do not hold separate conversations during lectures, small-group, or large group discussion. Those who do so may be asked to leave the class and will lose all credit for that day's participation/attendance.

Address your fellow classmates respectfully, whether you agree with them or not.

Refrain from disputing a grade during class, schedule an appointment with me and do so privately.

Electronic equipment (laptops, notebooks, smart pads, smart phones, etc...) can only be used with the permission of your instructor. I reserve the right to judge the appropriate use on a case by case basis. This includes special/pre-authorized DSPS equipment.

**Academic Misconduct:** Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions and/or bearing false witness will not be tolerated. The student code of conduct is available on the College of the Redwoods website at [http://redwoods.edu/district/board/new/chapter5/ap%205500%20conduc%code%20final%2002](http://redwoods.edu/district/board/new/chapter5/ap%205500%20conduc%code%20final%2002%2007%202012.pdf) 07 2012.pdf

**Additional information about the rights and responsibilities of the student is located in the college catalog.**