

## Syllabus for: GS 6 First Year Experience

<b>Semester &amp; Year:</b>	Fall 2014
<b>Course ID and Section Number:</b>	036314
<b>Number of Credits/Units:</b>	3
<b>Day/Time:</b>	TTH 8:30 AM – 9:55 AM
<b>Location:</b>	HU Room 217
<b>Instructor's Name:</b>	DaVita Fraser
<b>Contact Information:</b>	Office location and hours: By Appointment Phone: 707 476-4315 Email: <a href="mailto:davita-fraser@redwoods.edu">davita-fraser@redwoods.edu</a>

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

**Other Required Materials: A 3-ring binder and a note book or composition book.**

### **Course Description (catalog description as described in course outline):**

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 (as described in course outline) :**

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 accommodations document to me as promptly as possible so that necessary arrangements can 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.

**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 College of the Redwoods 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.

### **Responsibility for Keeping Up with Class Work**

Please note that an excused absence on one or more days does not give you an excuse for missing any subsequent class periods, nor does it give you an indefinite amount of time to complete the assignments that were due on or following the day(s) that you were absent. You are responsible for attending class the next class period immediately following your last excused day of absence and handing in any excused past due assignments on that day. You are also responsible for turning in any assignments that come due after your excused absence even if you haven't yet turned in your official paperwork documenting your excuse. If you were absent the day an assignment was announced or handed out it is your responsibility to find out what was assigned and to obtain any required materials. In some instances, but not all, I will post assignments to MyCR.

### **Policy on Anticipated Absences**

Attendance is important you will receive 10 points for each class meeting totaling 270 points. Occasionally you will also be able to earn an extra 5-10 points for in class participation and in class assignments, so make sure you attend regularly.

If you anticipate having to miss class at some point during the term, you are still responsible to get assignments in on or before the regular due date. If your anticipated absence falls on the day of a scheduled exam, you must make arrangements with me to take your test in the testing center.

### **Classroom Etiquette**

If we all adhere to the following common sense guidelines our class time together should be a pleasant experience for everyone:

- Be on time. If you need to leave early, please let me know before class begins. Avoid leaving class unless you need to take a bathroom break, in which case you do not need

my permission to leave the classroom.

- Do not begin packing your belongings until the end of the class session and *after* I have dismissed the class for the day.
- Avoid interrupting people when they are talking, and please do not hold separate conversations during lecture, small-group, or large-group discussion, or when someone else has the floor. Those who continue to violate this norm will be asked to leave the classroom for the remainder of the session and will forfeit any credit for in-class work on that day.
- Address your fellow classmates respectfully, whether or not you agree with their particular viewpoints.
- Refrain from disputing a score you received on an assignment or an exam during the time immediately prior to, during, or immediately after a class session. If you have a complaint, wish to dispute your score, or want to discuss a returned assignment, please make an appointment to meet with me in my office.
- Electronic learning equipment (laptops, notebooks, smart pads, smart phones, etc.) can only be used after gaining your instructor's permission and then, only after agreeing to my Rules of Conduct. If you are pre-authorized by Disabled Students Programs & Services (DSPS) to use such devices in class, you may have certain rights of use, but you still must adhere to my Rules of Conduct regarding such use.

### **Communication and the Course Website**

If you have questions about anything pertaining to the class please come chat with me in my office. You are advised to make an appointment. If you need to contact me, the best way to reach me is via email. If/when you email me, please write "GS 6" in the subject heading and include in the body of the email your return email address. Please note that leaving a phone message for me does not guarantee that I will receive it or reply to it within your desired timeframe. Email is always the best way to contact me. *I don't respond to email over the weekend.*

**MyCR** There is a companion website for this course on the College of the Redwoods virtual educational environment called "MyCR". You can access it by pointing your browser to <http://mycr.redwoods.edu/xsl-portal>, logging in, and then clicking on the link for this course. The course website for this class on MyCR contains important resources for the class and a grade book for keeping track of your progress.

**Student Email Policy** Each of you was given a MyCR email address when you enrolled and/or registered for classes. Your MyCR email address is the one and only email address that I will be using when I communicate with students. Therefore, it is a course requirement that you activate your MyCR email account and check it regularly. You can log in to your account directly at: <http://www.google.com/a/mycr.redwoods.edu/>. You will login using your Web Advisor User ID, and the initial password is your six-digit birth date. College of the Redwoods recommends that you change your password. To learn more about your account and other CR online services, visit <http://www.redwoods.edu/CR-Online/mycr-email.asp>.

### **Special Notes:**

- If at any point you personally decide to no longer attend the class it is your sole responsibility to officially withdraw from the course.
- **The procedures in this course are subject to change at the instructor's discretion.**
- This class will occasionally meet in the library. Will be announced 1 week prior to meeting in MYCR.

**Grading Policy:** Final grades are based on the following:

9 Quizzes (10 points each) = 90  
33 Success Journals (5 points each) = 165  
Student Education Plan = 30  
1 Final Essay or Class Presentation = 60  
In class Participation (10 points each day) = 270  
In Class & homework assignments (5-10 points each) = 85  
**Total Possible Points = 700**

**Grading Scale:**

A = 640-700 points  
B = 579-639 points  
C = 518-578 points  
D = 457-517 points  
F = 0 – 456 points

### **Quizzes (90 Possible Points)**

This course is for students who choose to be successful in college and in life. One of the most important factors of success in any endeavor is consistent and active participation. To encourage and reward your preparation for active participation at every class, Nine quizzes on the textbook will be given. If you have read the chapters and completed your journal entries, you should have no trouble earning the maximum points (5) for each one. **No quiz may be made up.**

### **2. Success Journals (165 Possible Points)**

Your Success Journal provides an opportunity to explore in writing your thoughts and feelings as you experiment with the success strategies presented in **On Course**. By carefully examining each strategy in your journal, you will discover which ones will assist you to create a rich, personally fulfilling life. **Although I will be collecting your journals and looking through them, write it for yourself, not for me.**

**Journal Writings:** During this semester, you will write 4 journal entries for each chapter from our textbook. Usually, these entries will be written outside of class. At various times you may have an opportunity to read a journal entry to one or more classmates. **Please bring both your textbook and journal to every class.**

If you choose to word process your Journal Entries on a computer, print and hand in hard copies of the entries when they are due for full weekly credit (5 points for each completed entry). Many students come to regard their journal as one of their most valued possessions. You also have the option of submitting your Journal Entries electronically through our class website on MyCR. Journal Entries are listed under the Assignments tab.

Grammar, spelling, and punctuation will **NOT** be factors in awarding points in for journal entries. Feel free to express yourself without concern for standard English conventions.

### **3. Student Education Plan (30 Points)**

Meet with your counselor or advisor sometime during the semester to complete your Student Education Plan (SEP), show me a hard copy of it when it's done, and earn 30 points! The deadline to complete this assignment is **Tuesday November 25<sup>th</sup>**

### **4. Final Essay or Presentation (60 Possible Points)**

Choose one of the two following topics and either a) write an essay or b) give a class presentation:

**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's Story" essays in our textbook as models of how to write your story.

An "A" paper or presentation 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 of expressions including professional appearance and a command of standard English.

**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!

An "A" paper or presentation 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 he or she will use 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 a command of Standard English.

**All Presentations must be scheduled by October 30<sup>th</sup>**

All essays must be a) typed, b) submitted as hard copy, c) in MLA format and d) at least three pages (750 words) in length.

**Final Essays handed in by Thursday December 4<sup>th</sup> and Final Presentations will be given Dec.4<sup>th</sup> and 9<sup>th</sup>.**

	DATE	TOPICS	READING ASSIGNMENT Read chapters <b>before</b> class & Be prepared to discuss in class
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Week 1	Aug. 26 /28	Introductions/ Chapter One "Getting On Course"	Ch.1 Journal Entry 1-2
Week 2	Sept. 2 / 4	Ch.1/ Ch.1 Quiz	Ch.1 Journal Entry 3-4
Week 3	Sept. 9 /11	Chapter Two, "Personal Responsibility"	Ch.2 Journal Entry 5-6
Week 4	Sept. 16 / 18	Ch.2 Quiz/Chapter Three "Self-Motivation"	Ch. 2/Ch. 3 Journal Entry 7-8
Week 5	Sept. 23 / 25	Ch.3/ Ch.3 Quiz	Ch. 3 Journal Entry 9-12
Week 6	Sept. 30 / Oct. 2	Chapter Four "Mastering Self-Management"	Ch. 4 Journal Entry 13-14
Week 7	Oct. 7 / 9	Ch.4 Quiz/Chapter Five "Employing Interdependence"	Ch. 4/ Ch.5 Journal Entry 15-16
Week 8	Oct. 14 / 16	Ch. 5/ Ch. 5 Quiz	Ch.5 Journal Entry 17-20
Week 9	Oct. 21 / 23	Chapter Six "Gaining Self-Awareness"	Ch. 6 Journal Entry 21-22
Week 10	Oct. 28 / 30	Ch.6 Quiz/Chapters Seven "Adopting Lifelong Learning"	Ch.6 /Ch.7 Journal Entry 23-24
Week 11	Nov. 4 / 6	Ch.7/Ch.7 Quiz	Ch.7 Journal Entry 25-28
Week 12	Nov. 11 / 13	Chapter Eight "Emotional Intelligence"	Ch.8 Journal Entry 29-30
Week 13	Nov. 18 / 20	Ch.8 Quiz/ Chapter Nine "Staying On Course to Your Success"	Ch.8/Ch.9 Journal Entry 31/32
Week 14	Nov. 25 / 26	Ch.9/Thanksgiving Vacation No School.	SEP Due
Week 15	Dec. 2 / 4	Ch.9 Quiz/Presentations	Presentations/Essays Journal Entry-33
Finals	Dec. 9	Presentations	Presentations

**The assignments in this course are subject to change at the instructor's discretion.**