

Syllabus – GS 6 First Year Experience College of the Redwoods	
Semester & Year:	Spring 2015
Course ID & Section #:	GS 6 – V7160 Online
Instructor’s Name:	April Klingonsmith
# of Credits/Units:	3
Recommended Prep:	READ 360
Instructor Office Hours: Instructor Contact Info:	Fridays 4:00-5:00 by cell phone Message in Canvas: Preferred contact method Email: april-klingonsmith@redwoods.edu Cell Phone: (707) 498-0596
Course Catalog Description This 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.	
Textbook “ <i>On Course</i> ” - Strategies for Success in College and in Life” by Skip Downing, 2012 7 th edition	
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 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 contact the instructor or Disabled Students Programs and Services. http://www.redwoods.edu/district/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 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	

GS 6 Syllabus

Course Title: First Year Experience
Location: Distance Education
Instructor: April Klingonsmith

Semester: Spring 2015
Units: 3
Course Dates: Feb. 3-May 15

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

Textbook

"On Course" - Strategies for Success in College and in Life" by Skip Downing, 2012 7th edition
A reserve copy is available in the Eureka and Del Norte library for a 2-hour check out.

There is an electronic version for a reduced price from this website:

http://www.coursesmart.com/IR/5119179/9781133309734?_hdv=6.8

Instructor Information

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

Message in Canvas: Best Way to Reach Instructor

Email: april-klingonsmith@redwoods.edu

Cell Phone: (707) 498-0596

Office Hours: Fridays 4:00-5:00 pm by cell phone

Instructor Assistance

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 Access

This course (on Canvas) can be accessed free online from the CR homepage under "Student log ins." You can also get a free phone app for Canvas.

Technical Help

CR Tech Support Office: its@redwoods.edu Mon. - Fri. (8-4) 707-476-4160 or 800-641-0400 ext. 4160
CR Distance Education homepage: <http://www.redwoods.edu/departments/distance/>
Canvas Technical Help: <https://redwoods.instructure.com/courses/739/pages/canvas-resources>

Instructor Response Time Frame

Students can expect the instructor (April) to respond within a 24-48 hour time frame. If she has not responded within 48 hours and you have tried an additional method of contact, don't panic. Remember, the instructor wants you to succeed and appreciates your effort to reach out. She is rooting for you to learn more about your job search and to pass this class. She will reply to you as soon as she is able. Thanks for your patience.

Notable Dates

Feb. 3 – Course Begins

Feb. 19 - Last Day to Drop and Receive a Refund Without a "W"

Feb. 20 – Instructor will drop students not participating

Mar 16-20 - Spring Break

Apr. 7 – Last day to drop

May 15 – Class Ends

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.

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 coursework to Campus.

Disability-Related Services

If you feel that you may benefit from disability-related services, please see me or contact the Office of Disabled Student Programs and Services at (707) 476-4820.

Evaluation

There are 100 points available to earn in this course. Students can access current grade in Campus Grades. 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 percentage scale below.

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

Grading Components

7 Journals – 35% of total grade (5 pts each = 35 total pts)

1. Self-Assessment
2. Online CR Tour
3. Accepting Personal Responsibility
4. Goal Setting
5. Support System
6. Gaining Self-Awareness
7. Self Assessment Results

5 Discussions – 30% of total grade (5 pts each = 30 total pts)

1. Introductions
2. College Customs
3. Time Management
4. Learning Styles
5. Reducing Stress

6 Study Skill Plans – 30% of total grade (5 pts each = 30 total pts)

1. Reading Strategies
2. Note Taking
3. Study Approaches
4. Memorizing and Remembering
5. Test Taking
6. Writing

Student Education Plan - 10% of total grade (10 total pts)

1-Point Deductions

1. Late Work - All work submitted after the due date will receive a 1-point deduction. Contact the instructor if you are submitting a late assignment or discussion.
2. Less than 50 Words - In all coursework except discussion classmates responses, one point will be deducted if your work is less than 50 words.
3. Textbox Submissions - In Discussions and Assignments, one point will be deducted if student submits their work in an attachment instead of in the text box.
4. Unable to Open - 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.

2 Discussion Extra Credit Points

1 point = submit 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.

1 point = 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.

Late Work

Late work is accepted for a point deduction. Contact the instructor if you are submitting a late discussion. Submit work early to avoid any last minute computer problems.

Course Work Descriptions

Study Skills Plans (SSP)

SSPs provide an opportunity to apply an effective way to deepen your learning and raise your grades. Do your work first in a word processing program and copy & paste into Canvas. SSPs are submitted electronically in Canvas under the Assignments tab. This is where SSP descriptions and grading criteria are posted. SSPs are graded as they are submitted.

Many of the study skill plans involve trying out new strategies in classes you are currently taking. If this is the only class you are taking this semester, consider focusing on a class you will be taking next semester. Find the current syllabi and class schedule to sit in on a lecture or class. Try checking the textbook out on reserve in the library. Look here for syllabi:

<http://inside.redwoods.edu/syllabi/>. Contact April if you have any difficulty.

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 submitted electronically in Canvas under the Assignments tab. This is where journal descriptions and grading criteria are posted. Journals are graded as they are submitted.

Discussions:

For full credit, you are required to respond in at least 50 words to the prompt and to 2 classmates. Do your work first in a word processing program and copy & paste into Canvas. Discussions are submitted electronically in Canvas under the Discussions tab. This is where discussion prompts and grading criteria are posted. Forums are graded after the due date to allow all students to post responses to classmates and earn full credit. Extra credit is available. See above.

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. SEPs are submitted electronically in Canvas under the Assignments tab. This is where SEP details, grading criteria, and a list of current CR counselors/advisors are posted. SEPs are graded as they are submitted.

Semester Calendar

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

Week	Due Date	Reading	Assignment Due
1	02/08	None	Discussion 1
2	02/15	ch. 1	Journal 1
	02/15	ch. 2	Study Skill Plan 1
3	02/22	ch. 1	Discussion 2
4	03/01	None	Journal 2
	03/01	ch. 3	Study Skill Plan 2
5	03/08	ch. 4	Discussion 3
6	03/15	ch. 2	Journal 3
	03/15	ch. 4	Study Skill Plan 3
7		Nothing Due – Spring Break	
8	03/29	ch. 7	Discussion 4
9	04/05	ch. 3	Journal 4
	04/05	ch. 5	Study Skill Plan 4
10	04/12	ch. 8	Discussion 5
11	04/19	ch. 5	Journal 5
	04/19	ch. 6	Study Skill Plan 5
12	04/26	ch. 6	Journal 6
13	05/03	ch. 7	Study Skill Plan 6
	05/03	ch. 9	Journal 7
14	05/10		Student Education Plan
	05/15		All late work due

No late work accepted after 05/15