

<b>Syllabus – GS 6 First Year Experience College of the Redwoods</b>	
<b>Semester &amp; Year:</b>	Summer 2015
<b>Course ID &amp; Section #:</b>	GS 6 – V8574 Online
<b>Instructor’s Name:</b>	April Klingonsmith
<b># Of Credits/Units:</b>	3
<b>Recommended Prep:</b>	READ 360
<b>Instructor Office Hours:</b>	Fridays 4:00-5:00 by cell phone
<b>Instructor Contact Info:</b>	<b>Message in Canvas: Preferred contact method</b> Email: <a href="mailto:april-klingonsmith@redwoods.edu">april-klingonsmith@redwoods.edu</a> Cell Phone: (707) 498-0596
<b>Course Catalog Description</b>	
<p>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.</p>	
<b>Student Learning Outcomes</b>	
<ol style="list-style-type: none"> <li>1. Assess individual learning preferences and apply towards improving lifelong learning.</li> <li>2. Identify college expectations &amp; demonstrate successful navigation within college system.</li> <li>3. Develop and complete a formal student education plan.</li> <li>4. Analyze self-management systems &amp; persistence practices to increase self-motivation &amp; success.</li> </ol>	
<b>Special Accommodations</b>	
<p>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. <a href="http://www.redwoods.edu/district/dsps/">http://www.redwoods.edu/district/dsps/</a></p>	
<b>Academic Misconduct</b>	
<p>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.</p> <p>The student code of conduct is available on the College of the Redwoods website at: <a href="http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf">http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf</a></p>	

## GS 6 Syllabus

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

**Semester:** Summer 2015  
**# Units:** 3  
**Course Dates:** June 22 – Aug 13

### 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 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 to 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 & persistence practices to increase self-motivation & success

### Course Instructor

**April Klingonsmith**, MS Educational Counseling & MS Elementary Education

**Best Way to Contact:** "Message" in Canvas

**Cell Phone:** (707) 498-0596

**Email:** [april-klingonsmith@redwoods.edu](mailto:april-klingonsmith@redwoods.edu)

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

### Textbook

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

- A free reserve copy is available in CR Eureka and Del Norte library for 2-hour check out
- EOPS students receive a free GS 6 textbook voucher in the EOPS office
- There is an electronic version for a reduced price: [http://www.coursesmart.com/IR/5119179/9781133309734?\\_hdv=6.8](http://www.coursesmart.com/IR/5119179/9781133309734?_hdv=6.8)

### Course Access

This course can be accessed online in Canvas from the CR homepage under "Student Log Ins."  
There is a free phone app available for Canvas.

### 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, and will work with you to help you achieve your goals in this course.

### Extra Credit Opportunities

Discussions: 1 point for posting 1 additional student or self response after required 2 responses.

End of semester what you learned essay: 200-300 word essay, worth 3 extra points.

## **Technical Help**

CR Tech Support Office: [its@redwoods.edu](mailto: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>  
Canvas Tutorials: <http://guides.instructure.com/>

## **Notable Dates**

June 22 – Course Begins

July 1 - Last Day to Drop – No W & a refund

July 2 – Instructor will drop students who haven't turned in Disc. 1, Journal 1 **AND** Study Plan 1

July 24 – Last day to drop

Aug 13 – 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 submit coursework to Canvas along with navigating websites, opening and downloading files, and using a word processor. You will need to be able to convert files into word documents (.doc or .docx), Adobe Acrobat files (.pdf), or rich text format (.rtf).

## **Disability-Related Services**

If you are eligible for disability related accommodations as per determination by our campus Disabled Student Programs and Services (DSPS), please contact me as soon as possible to discuss these. DSPS can assist you with determining eligibility for accommodations and can be reached at (707) 476-4820. DSPS is located on the Eureka and Del Norte campuses.

## **Submitting Work**

All student work is submitted in Canvas. Do your work first in a word processing program and then copy and paste your text into Canvas. Your work needs to go in the text boxes, not as attachments. However, it is ok to submit your SEP as an attachment.

## **Grading**

Grading details and criteria are posted in Canvas under "Assignments." All work is graded as it submitted with the exception of Discussions. Discussions are graded after the due date to allow ample time for students to post classmate or self-responses.

## **Word Count**

Journals, Study Plans, and Discussion postings (not classmate or self responses) must at least **150 words**. In Microsoft Word: 1) Highlight the text you want to know the word count of. 2) Click "Tools" at the very top. 3) Click on "Word Count."

## **Late Work**

Late work is accepted until the last day of class if it is done to the grading rubric expectations. Discussions, Journals, and Study Plans will receive a score of 3. SEP will receive 9 pts.

## **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

## **Journals**

The 8 Journals provide opportunities to explore your thoughts and feelings as you experiment with the success strategies presented in this course. They are worth 5 points each and 40% of your grade. Please write your Journals 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.

## **Discussions**

The 4 Discussions allow for student interaction around various strategies for creating success in college and in life. They are worth 5 points each and 20% of your grade. For full credit, you are required to respond to the prompt in at least 150 words and to respond to two classmates. There is one extra credit point to earn by responding to three students instead of the required two.

## **Study Plans**

The 6 Study Plans provide an opportunity to deepen your learning and raise your grades. They are worth 5 points each and 30% of your grade. Many of the study plans involve trying out new study 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.

## **Student Education Plan (SEP)**

A SEP is an individualized plan that provides a “master list” of the courses required to achieve your educational/career goals. It is worth 10 points, 10% of your grade. The SEP can be completed online or in-person with a CR advisor or counselor. In Canvas, SEP details, grading criteria, and a list of current CR counselors/advisors are posted.