

Syllabus for: GS 1: College Success	
Semester & Year:	Fall 2015
Course ID and Section Number:	GS-1-E8039 (038039)
Number of Credits/Units:	3
Day/Time:	MW 8:30-9:55 AM, HMHU 127
Location:	
Instructor's Name:	Autumn Reid
Contact Information:	Office location and hours: by appointment Email: Autumn-Reid@redwoods.edu
<p>Course Description (catalog description as described in course outline): A course designed to inform and assist students to obtain the knowledge and skills necessary to reach their educational objectives. Topics covered include: Self-discovery, motivation, memory development, time and stress management, text book reading, note and test-taking skills, healthy living practices, and career and academic planning. Students will be utilizing a wide variety of college resources, study skills, and techniques to support their goals.</p>	
<p>Student Learning Outcomes (as described in course outline) :</p> <ol style="list-style-type: none"> 1) Demonstrate learning study skills. 2) Display self and academic awareness. 3) Develop a career and academic plan. 	
<p>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 at 707-476-4280, or in the Administration and Student Services building.</p>	
<p>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.</p> <p>The student code of conduct, AP 5500 is available College of the Redwoods Board of Trustees site, under Policies: http://www.redwoods.edu/District/Board/New/chapter5/</p> <p>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.</p>	
<p>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.</p>	

What is a Syllabus?

A syllabus is a master document or roadmap for your classes. It typically includes:

a) a summary of the course outcomes (what you'll be learning to do); b) a list of required materials; c) a description of activities and how you will earn your grade; d) instructor-specific policies and procedures; e) a schedule of reading and writing assignments and their due dates; and f) scheduled exam dates. When you have questions about the course, you can refer to the syllabus and often find the answer there.

Canvas

This course is delivered through Canvas, a new LMS which has replaced MyCR/Sakai.

How to log into Canvas:

1. Go to <https://redwoods.instructure.com/login>.
2. Your login is the same as your web advisor login.
3. Your password is your 6 digit birth date.

For tech help, email its@redwoods.edu or call 476-4160.

Emergency Procedures

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room) and review <http://www.redwoods.edu/safety> for information on campus Emergency Procedures.

During an evacuation:

- Be aware of all marked exits from your area and building. Know the routes from your work area to the nearest exits.
- Once outside, move to the nearest evacuation point outside your building.
- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not leave campus, unless it has been deemed safe by the Incident Commander or campus authorities. (Be aware CR's lower parking lot and 101 frontage are within the Tsunami Zone.)

RAVE - College of the Redwoods has implemented an emergency alert system. Everyone is entered already to receive a message at their CR email address. In the event of an emergency on campus, you can also elect to receive an alert through your personal email, and/or phones at your home, office, and cell. This emergency alert system will be available to all students, staff, and other interested parties.

Registration is necessary in order to receive emergency alerts. Please go to <https://www.getrave.com/login/Redwoods> and use the "Register" button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with "redwoods.edu."

We will test the system each semester to be sure that you are getting alerts at all of your destinations. Please contact Public Safety, 707-476-4112, security@redwoods.edu if you have any questions.

Attendance: Absences are considered excessive when the number of absences exceeds twice the number of times a class meets during one week. **For GS 1, five absences are considered excessive. Excessive absences will likely result in failure.** Exceptions require legal, medical or athletic documentation.

If you decide to stop attending the course, PLEASE DROP IT. Student-initiated withdrawal may occur through the second week of class with nothing recorded in the student transcripts and from week's 2-10 with a recorded W (withdrawal). Administrative procedure (AP) 5075 allows instructors to withdraw students from class for non-participation through the 10th week of class. Non-participation for two weeks of assignments may result in involuntary withdrawal. No course withdrawal is allowed after the 10th week of class.

Participation: To be successful, you must participate. To participate, you must a) show up and b) speak up. Showing up means being prepared and present for the whole class from beginning to end. Speaking up means a) contributing to class discussions, b) engaging in class activities, c) completing assignments, and d) meeting deadlines.

Attendance is taken at every class. Participation in class discussion, class activities and assignments will be noted and recorded.

Required Textbooks: Available at the CR Bookstore and/or from various booksellers online. A copy is also on reserve in the CR library.

- **Becoming a Master Student**, 15th edition, Dave Ellis. Boston, MA: Wadsworth.
- 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 to include the following titled sections: Syllabus, Handouts, Time-management, Career and Major exploration, Self- assessments, Assignments, Quizzes, and Student Education Plan.
- A journal or separate notebook tab to write and then keep your Journal Entries.
- A weekly calendar or planner to keep track of your schedule and due dates.

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 until 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.

Student Resources

- Academic Support Center (and testing center): <http://www.redwoods.edu/Eureka/ASC/index.asp>
- Counseling Services: <http://www.redwoods.edu/eureka/counseling/services.asp>
- Distance Education: <http://www.redwoods.edu/departments/distance/>
- DSPS (Disabled Students Programs and Services): <http://www.redwoods.edu/district/dsps/>
- Library (including online databases): <http://www.redwoods.edu/eureka/library/>
- Orientation for online students: <http://www.redwoods.edu/orientation/>
- Student help and tutorials for using Canvas: <http://guides.instructure.com/m/8470>
- Support for online students:
<http://www.redwoods.edu/departments/distance/StudentResources.asp>
- Veterans' Resource Center: <http://www.redwoods.edu/vets/>
- Writing Center: <http://www.redwoods.edu/departments/english/writingcenter/>

Grading breakdown:

In-class activities	50 pts.
Use of calendar/planner	30 pts.
26 Journal entries	130 pts.
12 Quizzes & Skills Snapshots	400 pts.
Student Education Plan	75 pts.
Career PowerPoint Presentation	100 pts.
Portfolio	100 pts.

Total points possible 885 pts.

Grades

The purpose of grading is to get an idea of how well you mastered the material in the course. The Canvas Gradebook is driven by your performance on the assessments in the course. However, I may bump your grade up if I feel you have exhibited *consistent positive effort*.

I will use the following scale to determine the letter grade you earn in my class.

100.0 – 93.00% =	86.99 – 83.00% =	76.99 – 70.00% =
A	B	C
92.99 – 90.00% =	82.99 – 80.00% =	69.99 – 60.00% =
A-	B-	D
89.99 – 87.00% =	79.99 – 77.00% =	< 59.99% = F
B+	C+	

In-Class Activities:

These assignments may be in-class writings, specific handouts, or in-class presentations. The only way to earn these points is to be present in class and to participate!

Use of calendar/planner:

We will go over the items you should record in your weekly calendar. I will be checking them periodically, so bring them to class with you every day.

Journal Entries:

During the course of the semester, you will write 26 numbered journals, using the prompts given in the textbook, Becoming a Master Student. These entries will mostly be done outside of class. However, we may discuss some of the journal entries during class time. **Please bring your textbook, planner and journal to every class.**

Journal entries can be handwritten (with neat penmanship!) or done on a word processor. Each entry is worth 5 pts. the day it is due. All entries must be turned in at the beginning of the class period they are due. No online submissions at this time.

Your journal provides you with the opportunity to explore your thoughts and feelings as you experiment with the strategies presented in the textbook. You will discover which strategies work best for you, to assist you in achieving your goals. **Although I will be collecting your journals and looking through them, write it for yourself, not for me.**

Journal Evaluations: To be eligible for full credit (5 points), all Journal Entries must be submitted at the beginning of the class they are due. Please plan accordingly if you need to print them out to turn in. Class is not the time to go find a computer and printer. Late Journal Entries will be marked down accordingly.

It is not my intention to read every journal entry you write. Instead, I will look through your journal entries to verify the completion of each assignment and to give credit for a job well done. However, I will read occasional entries just to get a sense of the issues you are working on. With this knowledge I can be of greater assistance to you this semester. If you want my comment on a specific journal entry, please let me know with a note in your journal.

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.

Quizzes and Skills Snapshots:

There will be 12 open book, take home quizzes, each worth 10 pts. These are found at the end of each chapter. On the reverse side of the page, there is a Skills Snapshot assignment that will also be collected for 10 pts. each. These will be due at the beginning of the class following completion of that chapter. For example, if we finish Chapter 5 on a Wednesday, the quiz and skills snapshot are due the following Monday. These are not only point-earning opportunities; they are a chance for you to measure your progress through the material in the class. If you have kept up on the readings, journals, and class participation, they should be fairly easy points to earn. No quizzes can be made up.

Student Education Plans:

On **November 11**, we will have an Educational Planning Workshop. More information on this will follow.

Career Presentation:

This will be an in-class PowerPoint presentation about a career you are interested in pursuing. We will be doing class activities throughout the semester leading up to this presentation. More details will be included on a Presentation handout in a few weeks. In the meantime, be thinking about what you hope to pursue with your chosen area of study. If you are still undecided, this is a great opportunity to look at a variety of career choices!

Portfolio:

The portfolio is a collection of several assignments, which will be turned in at the end of the semester. Since we will be doing most of them in class earlier in the semester, you will need to be organized in keeping them together and neat. For full credit, your portfolio will contain the following items:

- The Discovery Wheel
- The Learning Style Inventory
- Individual Health/Stress Management plan
- Resumé
- Copy of PowerPoint presentation