

<b>Syllabus for GS 1 – Eureka Campus</b>		
<b>Semester &amp; Year</b>	Fall 2016	
<b>Course ID and Section #</b>	GS-1-E0615	
<b>Instructor's Name</b>	Rafael Ayala	
<b>Day/Time</b>	MW 8:30-9:55am	
<b>Location</b>	HU 127	
<b>Number of Credits/Units</b>	3	
<b>Contact Information</b>	<i>Office location</i>	By Appointment
	<i>Office hours</i>	By Appointment
	<i>Phone number</i>	951-834-7305
	<i>Email address</i>	rafael-ayala@redwoods.edu
<b>Textbook Information</b>	<i>Title &amp; Edition</i>	<b>Becoming a Master Student</b>
	<i>Author</i>	<b>Dave Ellis</b>
	<i>ISBN</i>	<b>9781285193892</b>
<b>Course Description</b>		
<p>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>		
<b>Student Learning Outcomes</b>		
<ol style="list-style-type: none"> <li>1) Examine and communicate personal decisions regarding issues typically faced by college students: academic &amp; career choices, study skills, health-related practices, and lifestyle choices.</li> <li>2) Demonstrate a variety of effective study methods: time management, memory, note taking, textbook reading, and test taking.</li> <li>3) List and describe college policies and procedures including: student rights and responsibilities, scheduling courses, and developing a Student Educational Plan (SEP).</li> <li>4) List and describe a variety of resources, services, and activities available to students.</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 at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will 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 <a href="#">Disabled Students Programs and Services</a>. Students may make requests for alternative media by contacting DSPS at 707-476-4280.</p>		
<b>Academic Support</b>		
<p>Academic support is available at <a href="#">Counseling and Advising</a> and includes academic advising and educational planning, <a href="#">Academic Support Center</a> for tutoring and proctored tests, and <a href="#">Extended Opportunity Programs &amp; Services</a>, for eligible students, with advising, assistance, tutoring, and more.</p>		
<b>Academic Honesty</b>		
<p>In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: <a href="http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services">http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services</a>, and scroll to AP 5500. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on</p>		

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the College of the Redwoods website.

### **Disruptive Classroom Behavior**

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process a disruptive student may be temporarily removed from class. In addition, he or she may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: <http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services> and scroll to AP 5500.

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 website.

### **Emergency Procedures for the Eureka campus:**

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). The Eureka **campus emergency map** is available at: (<http://www.redwoods.edu/aboutcr/Eureka-Map>; choose the evacuation map option). For more information on Public Safety, go to <http://www.redwoods.edu/publicsafety>. In an emergency that requires an evacuation of the building:

- Be aware of all marked exits from your area and building.
- 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. (CR's lower parking lot and Tompkins Hill Rd are within the Tsunami Zone.)

**RAVE** – College of the Redwoods has implemented an emergency alert system. In the event of an emergency on campus you can receive an alert through your personal email and/or phones at your home, office, and cell. 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." Please contact Public Safety at 707-476-4112 or [security@redwoods.edu](mailto:security@redwoods.edu) if you have any questions.

*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.*

**GS 1**  
**College Success**  
**Fall 2016**  
**Section E0615**  
**MW 8:30-9:55am**  
**HU 127**

Instructor: Rafael Ayala, M.A. Psychology  
Office Hours: By Appointment  
Email: [rafael-ayala@redwoods.edu](mailto:rafael-ayala@redwoods.edu)

**Required Text: Becoming a Master Student (15<sup>th</sup> Edition)**

**Course Description:** 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.

**Course Learning Objective:**

- 1) Examine and communicate personal decisions regarding issues typically faced by college students: academic & career choices, study skills, health-related practices, and lifestyle choices.
- 2) Demonstrate a variety of effective study methods: time management, memory, note taking, textbook reading, and test taking.
- 3) List and describe college policies and procedures including: student rights and responsibilities, scheduling courses, and developing a Student Educational Plan (SEP).
- 4) List and describe a variety of resources, services, and activities available to students.

**Course Grading:** All assignments are due at the beginning of class. Late work will not be accepted. The course will be graded as follows:

Participation: 5 points each class  
Reader Response: 5 points each  
Quizzes: 10 points each  
SEP: 30 points  
Presentation: 30 points

**Disorderly Conduct:** Students who are disruptive during class will be asked to leave and receive no participation credit for the day. The environment of this classroom will be one that fosters intellectual discussion and one that respects the different views of the participants of the class. Students under the influence of drugs or alcohol will be asked to leave. If a student is asked to leave twice due to disorderly conduct, they will be issued a suspension from class for either one or two class periods, at the discretion of the instructor. Any assignments or tests due on the dates missed will not be able to be retaken or turned in late. Students must follow instructions or will be asked to leave the class.

**Academic Integrity:** Plagiarism will not be tolerated. Turned in assignments must be the student's original work. Any plagiarized material will receive no credit. Cheating will not be tolerated.

**Electronics:** Cell phones are not to be used during class for calls or for texting. Phones are to be placed on silent or turned off during class. If a cell phone goes off during a quiz or exam, it will be taken away

and the student will receive no credit. Students are allowed to use computers to take notes only. The instructor must approve any stylus or tape recorder.

**Students with Disabilities:** This class is designed to accommodate individuals with disabilities. Please contact me directly if you have any specific concerns. For more information regarding the College's services you can access the DSPS website at <http://redwoods.edu/district/dsps/>

**Non-Discrimination/ Equal Opportunity:** 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. CR's policy complies with California Education Code and Title 5 of the California Administrative Code, and with related federal laws (Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973). Under these regulations, College of the Redwoods guarantees that no person shall be subjected to discrimination on the basis of ethnic group identification, religion, age, gender, sexual orientation, color, or physical or mental disability under any of its programs or activities.