

Syllabus for General Studies 1 College Success – KTIS

Semester & Year	Fall 2016	
Course ID and Section #	GS-1-K0635	
Instructor's Name	Elizabeth Leach	
Day/Time	Tuesdays and Thursdays, 8:30-9:55AM	
Location	Classroom 3	
Number of Credits/Units	3.0	
Contact Information	<i>Office location</i>	Classroom 3
	<i>Office hours</i>	Before and after class
	<i>Phone number</i>	(530) 625-4846
	<i>Email address</i>	elizabeth-leach@redwoods.edu
Textbook Information	<i>Title & Edition</i>	Becoming a Master Student, 15 th edition
	<i>Author</i>	Dave Ellis
	<i>ISBN</i>	978-1-285-19389-2
Course Description		
<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> <p>Curriculum Proposal: Revised 04.25.14; 09.09.14 Page 3 of 8 Academic Senate Approved: 05.02.14</p>		
Student Learning Outcomes		
<p>1) Examine and communicate personal decisions regarding issues typically faced by college students: academic & career choices, study skills, health-related practices, and lifestyle choices.</p> <p>2) Demonstrate a variety of effective study methods: time management, memory, note taking, textbook reading, and test taking.</p> <p>3) List and describe college policies and procedures including: student rights and responsibilities, scheduling courses, and developing a Student Educational Plan (SEP).</p> <p>4) List and describe a variety of resources, services, and activities available to students.</p>		
Special Accommodations		
<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 Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPS at 707-476-4280.</p>		
Academic Support		
<p>Academic support is available at Counseling and Advising and includes academic advising and educational planning, Academic Support Center for tutoring and proctored tests, and Extended Opportunity Programs & Services, for eligible students, with advising, assistance, tutoring, and more.</p>		
Academic Honesty		
<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</p>		

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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: <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.

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.

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Emergency Procedures:

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). 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.

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 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.

COURSE OUTLINE (CHANGES ARE POSSIBLE)

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| 1. August 30,
September 1 | Introduction: The Master Student
Chapter 1 Discovering Yourself
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| 2. September 6, 8 | Chapter 2 Time |
| 3. September 13, 15 | No class—Pecwan Jump Dance |
| 4. September 20, 22 | Chapter 10 Money
Financial Aid Workshop |
| 5. September 27, 29 | Chapter 3 Memory |
| 6. October 4, 6 | Chapter 4 Reading |
| 7. October 11, 13 | Student Education Plans |
| 8. October 18
October 20 | Interviews Due
Mid-Semester Celebration, 11:30 |
| 9. October 25, 27 | Chapter 6 Tests
Midterm Exam |
| 10. November 1, 3 | Chapter 5 Notes |
| 11. November 8, 10 | Chapter 7 Thinking |
| 12. November 15, 17 | Chapter 8 Communication
Paper due |
| 14. November 22
“ 24 | Chapter 9 Diversity
No class—Thanksgiving holiday |
| 15. November 29
December 1 | Chapter 11 Health
Group Oral Presentations due |
| 16. December 6, 8 | Chapter 12 What’s Next? |
| 17. December 13 | Final Exam |

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General Guidelines for my Classes:

PLEASE BE RESPECTFUL TO YOURSELF AND TO THE CLASS:

--Don't use cell phones in class. Phone use during class is a big distraction. It is also detrimental to your learning. Class time is limited so focus while you're here.

--Please arrive to class on time. Do not come to class more than 15 minute late. Stay to enjoy and learn for the whole class period. Try not to leave and enter the room more than you need to. It can be disruptive to the class.

-- Please be prepared by reading the current assignment for that class. If you were absent, do all the exercises in the chapter to make sure you master the course material.

--Do not come to class under the influence of drugs or alcohol. It is an impediment to your learning, as well as the learning atmosphere and safety of the class.

--If you need to drop this course for any reason, you are responsible for doing so yourself. If you stop attending class and don't drop it, you will receive a grade of "F" at the end of the semester, which can mess up your financial aid as well as your GPA. The last day to drop this course with a grade of "W" is November 4, 2016.

--Be tolerant when others express views you don't agree with. It is important to be able to openly exchange ideas, and also essential for learning that classmates feel safe discussing concepts and perspectives. In many cases, we can agree to disagree. The class is fuller when people are able to discuss diverse viewpoints openly.

--Enjoy the class and do your best. Learning is fun, even though it is also challenging.

--Plan your writing assignments with lots of time in advance. Feel free to talk to me about your ideas for topics. Perhaps I can give you suggestions. It is obvious to me when people do their assignments at the last minute; generally they are of lower quality than writing done with plenty of time for revisions.

--Each one of us has an individual way of learning. Please let me know if you have learning differences that I can assist with or help you to accommodate.

--If you are absent and miss assignments and/or information, please first ask a classmate to fill you in on what happened in class. It is a good idea to exchange phone numbers with a classmate for this reason.

--All late work will be marked down one letter grade for every week after the due date.

--In the event of a physical emergency, KTIS staff will direct us. When in doubt, exit to the parking lot, and await further instruction as a group.

Required Materials:

1. Text: Becoming a Master Student by Dave Ellis, 15th edition. Cengage Learning
2. 3-ring Binder
3. HCATEP Planner.

Grades will be based on:

Participation Assignments	20%
Paper #1	20%
Interview Project	20%
Group Oral Presentation	10%
Student Education Plan	10%
Midterm Exam	10%
Final Exam	10%

Assignment descriptions will be given to students in class.

93-100%	A
90-92%	A-
88-89%	B+
83-87%	B
80-82%	B-
78-79%	C+
70-77%	C
60-69%	D
Below 59%	F

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