

Syllabus for General Studies 6– Del Norte Education Center		
Semester & Year	Fall 2016	
Course ID and Section #	GS-6-D1043	
Instructor’s Name	Jyoti Rawal	
Day/Time	T/TH 8:30AM – 9:55AM	
Location	DM 36	
Number of Credits/Units	3	
Contact Information	<i>Office location</i>	TBD
	<i>Office hours</i>	TBD
	<i>Phone number</i>	707-498-9911
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Textbook Information	<i>Title & Edition</i>	ON COURSE: Strategies for Creating Success in College and in Life (Eight Edition)
	<i>Author</i>	Skip Downing
	<i>ISBN</i>	978-1-305-39747-7
Course Description		
<p>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>		
Student Learning Outcomes		
<ol style="list-style-type: none"> 1) Assess individual learning preferences which can be applied toward improving lifelong learning skills. 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		
<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 707-465-2352.</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 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>. 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; 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 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>.

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Emergency Procedures for the Del Norte campus:

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). The Crescent City campus emergency map is available at (<http://www.redwoods.edu/delnorte/Maps-and-Directions; scroll down to the Safety Map>). For more information on Public Safety, go to <http://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 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, 707-476-4112, security@redwoods.edu, if you have any questions.

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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.

The following is a tentative schedule for the first 4 weeks of class. As the semester progresses, we will negotiate the rest of the syllabus schedule as topic interests and needs arise. Also, after having the chance to discuss concrete strategies that may help you get a good start with your academic and life management skills, you and your peers will be taking on more leadership of class discussions and journal assignments. This should give you the chance to hone your public facilitation and presentation skills and let each of you bring your individual styles and talents to our learning community.

WEEK 1

Aug 30th

- Topic: Introduction to Course and Class
 - Rules of Community Engagement and Learning Environment
 - Being “On Course”
- Homework: Fill out Student Profile; Read pgs. 257-267

Sept 1st

- Topic: Active Learning
- Homework: Read Chapter 1 pgs. 2-14 and 108-114; complete assignment 1 (details will be given in class)

Due in class: Student Profile

WEEK 2

Sept 6th

- Topic: Discussion Leads sign up; Management Tools: money and time
- Homework: Complete Semester on a page; complete draft budget

Due in class: Assignment 1; bring syllabi from your other courses to class

Sept 8th Possible session in Computer lab

- Topics: Class Profile Data; Review Time and Money management; Brief intro to Plagiarism
- Homework: Read pgs. 268-273; Write at least 1-page response to Reading exercise prompts given in class.

Due in class: Semester on a Page and Draft Budget

WEEK 3

Sept 13th

- Topic: Reading
- Homework: Read pgs. 29-31 and complete self-assessment on pgs. 32-34

Due in class: Journal Response to Reading exercise prompts

Sept 15th

- Topics Understanding Yourself
- Homework: Read Chapter 2; Respond to Journal entries on pgs. 48 and 55

WEEK 4

Sept 20th

- Topic: Accepting Personal Responsibility
- Homework Read pgs. 275-81; Respond to Journal entry on pg. 69

Due in class: Responses to Journal entries on pgs. 48 and 55

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Sept 22nd

- Topic: Note Taking; Revisit discussion teams
- Homework: Note Taking assignment; Communicate with your discussion team to start preparing for your facilitation sessions

Due in class: Response to Journal entry on pg. 69

WHAT YOU WILL NEED:

1. Text Book
2. Composition book or Note book for journal entries and in-class exercises
3. Folder or binder to file handouts and documents
4. Writing Instrument
5. Your Presence and Participation in class
6. Engagement with class material and ideas out of class

GRADING: 100 Points total

A (90-100%) B (80-89%) C (70-79%) D (60-69%) F (0-59%)

- Participation (10 points total)
 - Each day in class is your opportunity to engage with your peers and exchange ideas, strategies and information about how you can be a successful student and achieve academic and life goals.
 - At the end of the term, you will grade yourself on participation. I will give the class a scale you may utilize to evaluate your own participation.
- 15 Journal Entries (30 points total/2points each)
 - Students can earn up to 2 points for each completed journal entry. For your final portfolio submission, you will have a chance to choose 2 entries for revision (this is your chance to rewrite and resubmit an entry for which you did not earn the desired points).
- 5 Assignments (10 points total/ 2 points each)
 - There will be opportunities to complete assignments like personal profiles, draft budgets, semester schedules, education plans, draft resume etc. to give you a chance to try out methods and assessment tools to keep you on course.
- Team Lead Discussion (10 points total)
 - More details about this will be given in class.
- Final Presentation (10 points)
 - In pairs or small teams, you will present, to me and your peers, your important take away ideas from the semester and your goals and plans for the following term. You will be evaluated by your peers. More details about this assignment will be discussed as the time nears and in class.
- Final Portfolio - (30 points) You will prepare and submit a final portfolio which will include the following:
 - 1) Reflection essay
 - 2) Journal
 - 3) Student Education Plan
 - 4) Revised resume
 - 5) An assessment of your participation