

<b>Syllabus – GS 6 First Year Experience</b>	
<b>College of the Redwoods</b>	
<b>Semester &amp; Year:</b>	Fall 2016
<b>Course ID &amp; Section #:</b>	GS 6 – V0636 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>	<ol style="list-style-type: none"> <li>1. <b>Message in Canvas: Preferred contact method</b></li> <li>2. Email: <a href="mailto:april-klingonsmith@redwoods.edu">april-klingonsmith@redwoods.edu</a></li> <li>3. Cell Phone: (707) 498-0596</li> </ol>
<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 First Year Experience

**Course Title:** First Year Experience

**Location:** Online

**Instructor:** April Klingonsmith

**Semester:** Fall 2016

**# Units:** 3

**Course Dates:** 9/6 –12/17

## 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.

### Notable Dates:

Sept 6 - First day of class

Sept. 26 - Instructor will drop students who have below a 60%

Nov 9 - Last day to drop

Dec 17 - Last day of class

## Student Learning Outcomes

Upon successful completion of this course, the student will be able to:

1. Assess individual learning preferences to be applied towards improving lifelong learning
2. Identify college expectations & 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

## Textbook

**“On Course”** - Strategies for Success in College and in Life” by Skip Downing, 2015 8<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

## Instructor Contact Information

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

**Best Way to Contact:** “Message” in Canvas

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

**Cell Phone:** (707) 498-0596 text me with your name, the class, and your question

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

Contact me if you can't find the answer to your question in our class syllabus or Canvas. You can expect me to respond within a 24-48 hour time frame. If I have not responded within 48 hours and you have tried an additional method of contact, don't panic. Remember, I want you to succeed and appreciate your effort to reach out. I will reply to you as soon as I can, and will work with you to help you achieve your goals in this course.

### **Getting Started**

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.

### **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/>

### **Late Work**

Late work is accepted until the last day of class for a point deduction.

### **Extra Credit Opportunities**

Discussions: Respond to 3 students instead of 2

Pre & Post Self-Assessments: Complete them on time for extra points.

### **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.

### **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.

### **Your 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 Campus 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 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.

### **Course Changes**

The Instructor may modify this syllabus in the event of extenuating circumstances to accommodate the learning process.

## Course Calendar

<b>Due Date</b>	<b>Topics</b>	<b>Assignments Due</b>
9/11	Introductions	Discussion 1
9/18	Online CR Tour	Journal 1
9/25	College Success	Extra credit - Self-Assessment 1
9/25	Study Skills	Extra credit - Self-Assessment 1
9/25	Reading	Study Plan 1
10/2	Money Management	Discussion 2
10/9	Your Learning Style	Journal 2
10/9	Notes	Study Plan 2
10/16	Personal Responsibility	Journal 3
10/16	Goal Setting	Discussion 3
10/23	Organizing	Study Plan 3
10/23	Stress Management	Journal 4
10/30	Motivation	Discussion 4
11/6	Self-Awareness	Journal 5
11/6	Memorization	Study Plan 4
11/13	Career Planning	Journal 6
11/20	Tests	Study Plan 5
11/20	Time Management	Discussion 5
12/4	Support System	Journal 7
12/4	Writing	Study Plan 6
12/11	Educational Plan	SEP
12/11	Success	Extra credit - Self-Assessment 2
12/11	Study Skills	Extra credit - Self-Assessment 2

## Grading

There are 200 points available to earn in this course. You can access your current grade in the Canvas "Gradebook" at any point in the semester. Grades are based on the points that you earn, and will be assigned based on a traditional percentage scale. Grading rubrics are posted for each assignment in Canvas. 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.

5 Discussion Forums	10 pts each	50
7 Journal Entries	10 pts each	70
6 Study Plans	10 pts each	60
1 SEP	20 pts	<u>20</u>
		200 pts

Grades can be calculated by dividing the number of points earned by 200 or by adding up what grades you received (or think you will get) and using the percentage scale below.

**A** = 180-200 pts. **B** = 160-178 pts. **C** = 140-158 pts. **D** = 120-138 pts. **F** = 118 pts. & below

## **Assignment Details**

### **Discussions**

Discussions allow for student interaction and conversation. They are worth 10 points each. For full credit, you are required to respond to the prompt and to respond to two classmates. Extra credit can be earned by responding to three students instead of the required two. Discussion directions and grading criteria are posted in Canvas under ‘Assignments’.

### **Journals**

Journals provide opportunities to make self-discoveries about yourself and your career planning. They are worth 10 points each. Journal directions and grading criteria are posted in Canvas under ‘Assignments’.

### **Study Plans**

Study Plans provide an opportunity to deepen your learning and raise your grades. 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 20 points. The SEP can be completed online on Web Advisor or in-person/phone with a CR advisor or counselor. In Canvas, SEP details, grading criteria, and a list of current CR counselors/advisors are posted.