

Syllabus for GS-1 – Del Norte Education Center

Semester & Year	Spring 2017	
Course ID and Section #	GS-1 D1238	
Instructor's Name	Jyoti Rawal	
Day/Time	MW 3:40PM-5:00PM	
Location	DM15	
Number of Credits/Units	3.00	
Contact Information	<i>Office location</i>	DM15
	<i>Office hours</i>	Wednesdays 2:30PM-3:30PM
	<i>Phone number</i>	707-498-9911
	<i>Email address</i>	jyoti-rawal@redwoods.edu
Textbook Information	<i>Title & Edition</i>	Becoming a Master Student (15 th ed.)
	<i>Author</i>	Dave Ellis
	<i>ISBN</i>	978-1-285-43717-0
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, textbook 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>		
Student Learning Outcomes		
<ol style="list-style-type: none"> 1. Demonstrate learning study skills. 2. Display self and academic awareness. 3. Develop a career and academic plan. 		
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 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</p>		

Syllabus for GS-1 – Del Norte Education Center

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.

Syllabus for GS-1 – Del Norte Education Center

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.

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 (30%)
 - 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.
- Quizzes (5pts/5%)
- Homework (5pts/5%)
- Journal Entries and in class Assignments (5 pts/5%)
 - Students can earn up to 5 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).
 - 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.
- Group Presentation (10 points/20%)
 - 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 Submissions and Individual Presentations - (30 points/35%)
 - You will prepare and submit a final portfolio which will include the following:
 - 1) Reflection essay
 - 2) Education/Career Plan
 - 3) Revised resume
 - 4) An assessment of your participation

Syllabus for GS-1 – Del Norte Education Center

- During Finals time, you will also present, to me and your peers, your important take away ideas from the semester and your goals and plans for the following term.

Week 1 (Jan-16-20)

Day1: MLK Day (campus closed)

Day 2:

- Intro to Course and Text
- Intro to Reading

Week 2 (Jan 23-27)

Day 1:

- Speed Acquainting Activity
- Ground Rules Activity
- Introduction to Memory and Hard & Soft Skills
- Introduction to Time Management

Day 2:

- Sample syllabus items
- Expectations of Higher Education (Iceberg)
- CANVAS & WebAdvisor issues

HW: Semester on a page; start reading Chap. 1

Week 3 (Jan 30-Feb 3) Discovering Yourself

Day 1:

- DSPS presentation
- Chap.1 pgs. 31-54

Day 2:

- Chap.1 pgs. 54-60

HW:

Week 4 (Feb 6-10) Time

Day 1:

- Chap. 2 pgs. 61-80

Day 2:

Chap. 2 pgs. 81-98

HW:

Week 5 (Feb 13-17) Memory

Day 1:

- Chap. 3 pgs. 99-113

Day 2:

- Chap. 3 pgs. 114-122

HW:

Week 6 (Feb 20-24)

Day 1:

- President's Day – Campus closed

Day 2:

- Review Challenge (chap. 1 – 3)

HW:

Week7 (Feb 27-March 3) Reading

Day1:

- Chap. 4 pgs. 123-136

Syllabus for GS-1 – Del Norte Education Center

Day 2:

- Chap. 4 pgs. 137-148

Week 8 (March 6-10) Notes

Day 1:

- Chap. 5 pgs. 149-161

Day 2:

- Chap. 5 pgs. 162-174

HW:

Week 9 (March (13-17) Spring Break Week

Week 10 (March 20-24) Tests

Day 1:

- Chap. 6 pgs. 175-187

Day 2:

- Chap. 6 pgs. 188-200

HW:

Week 11 Thinking

Day 1:

- Chap. 7 pgs. 201-212

Day 2:

- Chap. 7 pgs. 213-232

HW:

Week 12

Day 1:

- Interdependent Learning

Day 2:

- Group Assignments (Chap.8, 9, 10, 11, 12)
- 3 in a group

HW:

Week 13 Communication

Day 1:

- Chap. 8 Group Presentation and Discussion

Day 2:

- Chap. 8 Discussion and quiz

HW:

Week 14 Diversity

Day 1:

- Chap. 9 Group Presentation

Day 2:

- TBA

Week 15

Day 1:

- Chap. 10 Group Presentation and Discussion

Day 2:

- Chap. 11 Group Presentation

HW

Week 16 (May 1-5)

Day 1:

- Chap. 12 Group Presentation and Discussion

Syllabus for GS-1 – Del Norte Education Center

Day 2:

- TBA

Week 17 (May 8-12)

Finals Week

***Career and education Planning are TBA because these presentations are dependent on Counselor availability in regards to date and time. This is, thus, a tentative schedule.**