

<b>Syllabus for GS 6 First Year Experience – Klamath Trinity Instructional Site</b>		
<b>Semester &amp; Year</b>	Spring 2017	
<b>Course ID and Section #</b>	GS 6 K1455	
<b>Instructor's Name</b>	Elizabeth Leach	
<b>Day/Time</b>	Tuesdays and Thursdays, 8:30-9:55AM	
<b>Location</b>	Classroom 3	
<b>Number of Credits/Units</b>	3.0	
<b>Contact Information</b>	<i>Office location</i>	Classroom 3; Computer Lab
	<i>Office hours</i>	8-8:30AM; 1-1:30PM
	<i>Phone number</i>	(530 )625-4846
	<i>Email address</i>	elizabeth-leach@redwoods.edu
<b>Textbook Information</b>	<i>Title &amp; Edition</i>	On Course: Strategies for Creating Success in College and in Life, 8 <sup>th</sup> edition
	<i>Author</i>	Skip Downing
	<i>ISBN</i>	978-1-305-39747-7
<b>Course Description</b>		
<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 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 which can be applied towards improving lifelong learning skills.</li> <li>2. Identify college expectations and demonstrate successful navigation within the college system.</li> <li>3. Develop and complete a formal student education plan.</li> </ol> <p>Analyze self-management systems and persistence practices to increase self-motivation and success.</p>		
<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 530-625-4821 Ext 23.</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. Contact the CR KT Office for specific information at (530) 625-4821.</p>		
<b>Academic Honesty</b>		

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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 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>.

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 Klamath Trinity Instructional Site:**

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
  - a. Dial 911, to notify local agency support such as law enforcement or fire services.
  - b. If safe to do so, notify key administrators, departments, and personnel.
  - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
  - d. Contact Jolene Gates 530-625-4821 to notify of situation.
  - e. Contact Hoopa Tribal Education Administration office 530-625-4413
  - f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
  - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
  - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
  - c. Close all window curtains.

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- d. Get all inside to safe location Kitchen area is best internal location.
- e. If a police officer or higher official arrives, they will assume command..
- f. Wait until notice of all is clear before unlocking doors.
- g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
- h. Do not leave site, unless it has been deemed safe by the person in command.

### Required Materials:

1. **Textbook: On Course: Strategies for Creating Success in College and in Life by Skip Downing, 8<sup>th</sup> edition. (O.C.)**
2. One single subject notebook for your journal
3. 2 different colored pens, one for questions, the other for answers.
4. Paper or electronic Planner.

### Grades will be based on:

Participation Assignments	20%
Journal Assignments	20%
Interview Project	10%
Student Education Plan	10%
Completed FAFSA Application	10%
Midterm Exam #1	10%
Midterm Exam #2	10%
Final Exam	10%

Assignment descriptions will be given to students in class and/or on Canvas.

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

Grades will also be posted on Canvas. Please also check there for any possible changes to our schedule, and for information regarding specific assignments.

Some 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. Three tardies add up to one absence. 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.

--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. Also consult Canvas. If you are absent for 2 or more consecutive classes, please let me know ahead of time if possible. Communication with me in person or by email or Canvas is imperative; otherwise, I may drop you from the course.

--If at any time I feel that you have not been attending class or turning in sufficient work to pass the course, I may drop you from the course. Please communicate with me regarding your grade, coursework, progress, and any relevant challenges you are facing. I am here to help you succeed. This policy reflects instructor practices at the C/R main campus, as well as HSU. I am thus preparing you for that next step, as well as the demands of the job world. At the same time, 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. Last day for student initiated drop is March 31

--Be tolerant when others express views you don't agree with. It is important to be able to openly exchange ideas. It is 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.

--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.

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

--Enjoy the class and do your best. Learning is fun, and challenging.

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### Course Schedule (subject to change and revision)

Date of Class:	Readings (On Course):
1. January 17 19	Chapter 1: Getting on Course to Your Success; syllabus C/R email, Canvas, Web Advisor
2. January 24, 26	Chapter 1 continued
3. January 31, February 2	Chapter 2: Accepting Personal Responsibility
4. February 7, 9	FAFSA Workshop
5. February 14, 16	Chapter 3: Discovering Self-Motivation
6. February 21, 23	Review and Midterm Exam #1
7. Feb. 28 March 2	Chapter 4: Mastering Self-Management SEP workshop
8. March 7, 9	Chapter 4 continued
9. March 14, 16	Spring Break
10. March 21, 23	Chapter 5: Employing Interdependence
11. March 28, 30	Chapter 6: Gaining Self-Awareness
12. April 4, 6	Review and Midterm Exam #2
12. April 11, 13	Chapter 7: Adopting Lifelong Learning
13. April 18, 20	Interviews Due
14. April 25, 27	Chapter 8: Developing Emotional Intelligence
15. May 2, 4	Chapter 9: Staying On Course to Your Success
16. May 9	Final Exam

Please have completed the readings by the date specified. Participation Quizzes will be given on the assigned reading. Come to class with a question or comment relating to the readings and/or course content. Discussion and lecture will be the main modes of instruction along with videos, student presentations, and guest speakers, depending on your interests.

*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.*

