

Syllabus for First Year Experience – Online

Semester/Year Course ID/Section # Course Dates Location Number of Units Recommended Prep. Instructor's Name	Fall 2017 GS 6 V2680 Sept. 18 – Dec. 15 Distance Education 3 READ 360 April Klingonsmith	
Instructor Contact Information	<i>Office hours</i>	Tuesdays 10:00-11:00 by cell phone Phone or text message 10:00-5:00 Email or message in Canvas inbox
	<i>Email address</i>	april-klingonsmith@redwoods.edu
Textbook Information	<i>Textbook</i>	On Course by Skip Downing, 8 th edition
	<i>Access</i>	<ul style="list-style-type: none"> ○ CR bookstore ○ Online bookstore ○ EOPS (textbook voucher) ○ 2-hr check-out in CR Eureka & Del Norte library ○ Veteran's Resource Center
	<i>ISBN</i>	978-1-305-39747-7
Course Description GS 6 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.		
Student Learning Outcomes <ol style="list-style-type: none"> 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 		

Getting Started in the Course

Before the course begins,

1. Log into [Canvas](#).
2. Read the first announcement.
3. Acquaint yourself with Canvas. Review this for assistance: [Canvas Getting Started](#)
4. Get the textbook right away.
5. Write due dates on a calendar.
6. Make sure your CR email is working.
7. Take the [CR online orientation](#).
8. Consider getting the [Canvas app on your phone](#).
9. Get technical support, if you need help.

When the course begins,

1. Post to the “Student Introductions” Discussion 1 by the due date. You will not be able to see classmate posts until you submit your introduction.
2. Reply to 2 student’s posts according to the directions and grading rubric.
3. Respond to 3 students instead of 2 and earn an extra credit point.
4. Begin working on the next assignment.

Contact the Instructor - April KlingonSmith

The Canvas Inbox is the best method for contacting the instructor. Email is also an efficient contact method. There is a “Q&A” discussion forum where you can ask a question. Try these electronic ways first. The instructor’s phone office hours are on Tuesdays 10-11. You may also leave a message on my cell phone any day of the week 10-5. I will get back to you either electronically or by phone. When leaving a voice mail, please make sure to leave your name, phone number, and which class you are in.

Student Commitment

This three-unit class requires about 9+ hours per week of your time. You will regularly log in and post to the discussion forums, carefully read textbook chapters and required/recommended preparation, write and submit journal entries and study plans, and complete a student education plan. Class attendance, conscientiousness, attention to details, reading, writing, and study skills are critical for success.

Withdrawing From This Course

Students may withdraw themselves and instructors (AP 5075) are allowed to withdraw students from class for non-participation or excessive absences through the 10th week of class. The instructor will drop students on census date (Oct. 5) who do not have a passing grade at that point. There are no exceptions. I highly recommend that you drop yourself before the census date or before the final drop date to avoid having a non-passing grade on your transcripts and on your GPA. The final drop date is Nov. 9. If you choose to drop this course, use [Web Advisor](#) or [Admissions & Records](#). Be sure to check with admissions if you are considering withdrawing after census so that you will possibly receive a refund.

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.

Regular Instructor Contact

I dedicate as much or more time to this class compared to a traditional face-to-face class. I will access the class website regularly and respond to email and the Canvas inbox typically within 48 hours. Should a situation arise when I cannot access Canvas or reply to email within that time frame, I will notify the class in an announcement, then will announce when I've returned.

General questions (analogous to raising a hand in class) are posted in the Discussions section in the "Q & A" forum. I read every discussion forum post and occasionally participate. There are weekly announcements, lectures, emails/messages to students who fall behind, and instructor/publisher created materials to create a virtual equivalent of face-to-face classes.

Using the Canvas Inbox

The Canvas Inbox is best way to contact the instructor. Click on the "Inbox" link on the left dark grey bar to view your Canvas email. Click on the person icon in the "To:" address bar. Choose the course, student or teacher, and then the person that you would like to email. Click on this course, and for teacher choose my name, April Klingonsmith. Type a message in the message area and click send.

Student Resources

[Academic Support Center](#)

[Counseling Services](#)

[CR-Online Resources](#)

[CR Orientation](#)

[DSPS](#)

[EOPS](#)

[Library](#)

[Online Hand Book](#)

[Veterans' Resource Center](#)

[Writing Center](#)

Technology Support

[CR tech support office](#) can help you with questions regarding *technology*.

Email: its@redwoods.edu ~ response is within one business day

Phone: (707) 476-4160 or (800) 641-0400 ext. 4160 Mon-Fri. 8:00-4:00

[CR Email Help](#).

[Canvas Help Videos](#)

[Canvas Help/Tech Support](#)

Necessary Computer Skills

Online courses require adequate computer skills. You should be able to navigate the course websites, open and download files, use a word processor with Microsoft word (.docx) or be able to convert files to rich text format (.rtf) or portable document format (.pdf), and submit files to the class website. It is your responsibility to meet the technological demands of the course.

Technology Requirements (computer, other hardware, and software)

You should be able to navigate Canvas, course websites, open and download files, use a word processor with Microsoft word (.docx) or be able to convert files to rich text format (.rtf) or portable document format (.pdf), and submit files to Canvas. It is your responsibility to meet the technological demands.

Course Organization

This course is organized around seven college and life success topics. Lessons are delivered in **modules** in the form of written lectures, text-based pages with links to videos, Power Point slides, etc. Modules range in length from one week to three weeks. There is one module for each topic, totaling seven modules for you to work through during this course.

In each module, there are many things to do. You will read and view lessons, participate in discussions, write journal entries, complete study plans, take quizzes, and turn in a student education plan. At the end of each module, there will be a five question untimed quiz (worth 5 points) consisting of multiple choice, true-false, or matching items based on readings from the textbook, instructor's online lessons, and required preparation. Modules can be accessed in Canvas under "Modules" tab.

Assignment Descriptions

Journal Entries

The 11 journal entries (15 points each) provide opportunities to apply the success strategies you learn about to enhance your results in college and in life. Responses must be at least 200 words. Journal directions and grading criteria are posted in Canvas under "Assignments."

Discussion Forums

There are 5 discussions worth 25 points each. Discussions are a chance to self-reflect and share experiences with your classmates. You will be asked to post an original discussion thread and then respond to 2 other classmate's posts. Original post should be minimally 200 words. Response to a classmate posts should be minimally 100 words. One extra credit point is available for responding to an additional classmate following the same grading rubric.

Quizzes

The 6 quizzes (5 questions at 5 points each) are completed at the end of each module after the lesson is completed. Four correct answers (out of 5) is a passing score. The quiz is untimed and can be repeated until you pass.

Study Plans

The 7 study plans (15 points each) involve trying out new study strategies in classes you are currently taking. Responses must be at least 150 words. 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 future class. Try checking the [textbook out on reserve in the library](#).

Student Education Plan (SEP)

A Student Education Plan (75 points) is an individualized plan that provides a "master list" of the courses required to achieve your educational/career goals. The SEP can be done [in-person/phone with a CR advisor or counselor](#) or completed online on [Web Advisor](#). I recommend that the SEP be done in person, if possible. Check Canvas for SEP details, grading criteria, and a list of documents that count towards a SEP.

Course Grading

There are 500 points available to earn in this course. You can access your grade in the Canvas “Gradebook” at any point. Grades are based on the points that you earn, and will be assigned based on a traditional percentage scale. Grading criteria is posted for each assignment in Canvas at the bottom of each assignment description. All work is graded as it submitted with the exception of Discussions, which are graded after the due date to allow ample time for students to post classmate or self-responses.

11 Journal Entries	15 pts each	30%	165
7 Study Plans	15 pts each	19%	105
6 Quizzes	5 pts each	11%	30
5 Discussion Forums	25 pts each	23%	125
1 SEP	20 pts	<u>17%</u>	<u>75</u>
		100%	500 points

Grading Scale

*A=93% and above, A-=90-92%, B+=88-89%, B=83-87, B-=80-82%,
C+=78-79%, C=65-77%, D=60-64%, F=59% and below*

Late Work

Late work is accepted for a 3-point deduction until the last day of class, with the exception of discussions. No late work is accepted for discussions.

Discussion Forum Grading

The discussion posts are graded using a rubric similar to the following:

Primary Post -- 15 points possible

In order to receive full points your primary post will:

- React analytically, not a summary or just a personal example (3 pts)
- Relate and apply topic to your own personal experience (3 pts)
- Use correct grammar, spelling, punctuation, and complete sentences (3 pts)
- Be posted before the Thursday deadline (3 pts)
- Meet the 200 word minimum length (3 pts)

Two Reply Posts -- 10 points possible (5 pts each)

In order to receive full points reply posts will:

- React thoughtfully to the content of two classmate’s primary posts. Focus your reply on your classmate’s post, not on your personal experiences (2 pts)
- Meet the 100 word minimum length (2 pts)
- Use correct grammar, spelling, punctuation, and complete sentences (1 point)

Plagiarism

Do not copy lesson or lecture notes, information from the textbook, other student’s work, or cut and paste from a website and claim it as your own. Your contributions in the discussion forum, the activities, assignments, and exams must be your own work. If you incorporate the work of others into your writing, you need to cite their work. Students that plagiarize information will at minimum will receive a failing grade on the plagiarized assignment, will be turned in to the dean, and will be at risk of failing the course.

Academic Honesty

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/or exam. Review the [Student Code of Conduct](#) scroll to AP 5500.

Online Etiquette

Please treat your communications (especially posts to discussion forums) the same as if speaking in public – be mindful, courteous, constructive and accepting of diversity. I expressly prohibit online aggression, harassment, bullying, etc., and treat such violations according to the [Student Code of Conduct](#). Review the websites below to gain awareness of online classes etiquette. Ask April if you have any questions. Thank you in advance for your cooperation.

[Online Etiquette-Univ. of WI](#)

[Netiquette for Discussion Boards-Touro Univ.](#)

Special Accommodations

College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit and may need accommodations, contact [Disabled Students Programs and Services](#).

Emergency Procedures for College of the Redwoods

RAVE – College of the Redwoods has implemented an emergency alert system. In the event of an emergency at the college 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.

Course Calendar

This course calendar is posted in Canvas. It is subject to change in the event of extenuating circumstances. All changes will be announced in Canvas through an announcement.

Learning Units/Modules	Due Date	Assignment Due	Topics
1: Course Introduction	9/21	Discussion 1	Introductions
1: Course Introduction	9/24	Journal 1	Assess your Soft Skills
1: Course Introduction	9/24	Study Plan 1	Assess your Study Skills
1: Course Introduction	9/24	Quiz	Module 1 Quiz
2: Getting On Course to Your Success	10/1	Journal 2	College Expectations
2: Getting On Course to Your Success	10/1	Journal 3	CR Online Tour
2: Getting On Course to Your Success	10/8	Journal 4	Emotional Intelligence
2: Getting On Course to Your Success	10/8	Journal 5	Self-Awareness
2: Getting On Course to Your Success	10/8	Quiz	Module 2 Quiz
3: Discovering Self-Motivation	10/15	Journal 6	Motivation
3: Discovering Self-Motivation	10/15	Study Plan 2	Reading
3: Discovering Self-Motivation	10/22	Journal 7	Creating Your Success
3: Discovering Self-Motivation	10/22	Discussion 2	Career Planning
3: Discovering Self-Motivation	10/29	Discussion 3	Goal Setting
3: Discovering Self-Motivation	10/29	Study Plan 3	Writing
3: Discovering Self-Motivation	10/29	Quiz	Module 3 Quiz
4: Study Skills	11/5	Journal 8	Active Learning
4: Study Skills	11/5	Study Plan 4	Note Taking
4: Study Skills	11/12	Discussion 4	Memorization
4: Study Skills	11/12	Study Plan 5	Money Matters
4: Study Skills	11/12	Quiz	Module 4 Quiz
5: Adopting Lifelong Learning	11/19	Journal 9	Your Learning Style
5: Adopting Lifelong Learning	11/19	Discussion 5	Organization
5: Adopting Lifelong Learning	11/26	Journal 10	Critical Thinking
5: Adopting Lifelong Learning	11/26	Study Plan 6	Test Taking
5: Adopting Lifelong Learning	11/26	Quiz	Module 5 Quiz
6: Mastering Self-Management	12/3	Discussion 5	Time Management
6: Mastering Self-Management	12/3	Journal 11	Your Support System
6: Mastering Self-Management	12/10	Quiz	Module 6 Quiz
7: Staying On Course	12/10	Study Plan 7	Assess study skills - again
7: Staying On Course	12/15	Journal 11	Assess soft skills - again
7: Staying On Course	12/15	Quiz	Module 7 Quiz
7: Staying On Course	12/15	SEP	Student Education Plan