

<b>Syllabus – GS 1 College Success</b>	
<b>College of the Redwoods</b>	
<b>Semester &amp; Year:</b>	Fall 2017
<b>Course ID &amp; Section #:</b>	GS 1 – V2679 Online
<b>Instructor’s Name:</b>	April Klingonsmith
<b># Of Credits/Units:</b>	3
<b>Recommended Prep:</b>	ENGL 150
<b>Instructor Office Hours:</b>	April available via phone - Every Tues 10-11
<b>Instructor Contact Info:</b>	Leave phone message: Every day 10-5 (see below) <a href="mailto:april-klingonsmith@redwoods.edu">april-klingonsmith@redwoods.edu</a> or Canvas Inbox
<b>Course Catalog Description</b>	
This course is 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, text book 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.	
<b>Student Learning Outcomes</b>	
<ol style="list-style-type: none"> <li>1. Demonstrate learning study skills.</li> <li>2. Display self and academic awareness.</li> <li>3. Develop a career and academic plan.</li> </ol>	
<b>Special Accommodations</b>	
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>	
<b>Academic Misconduct</b>	
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. 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>	

# GS 1 College Success

**Course Title:** College Success

**Location:** Online

**Instructor:** April Klingonsmith

**Semester:** Fall 2017

**# Units:** 3

**Course Dates:** 8/26-12/15

## Course Overview

GS 1 is a 3-unit course is 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, text book 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.

### Notable Dates:

Aug. 26 - First day of class

Sept. 11 - Instructor will drop students who have below a 60%

Nov. 3 - Last day to drop

Dec. 15 - Last day of class

## Student Learning Outcomes

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

1. Demonstrate learning study skills.
2. Display self and academic awareness.
3. Develop a career and academic plan.

## Textbook

**Becoming a Master Student** by Dave Ellis. 15th ed. Cengage Learning ISBN#: 978-1-285-19389-2

- A free 2-hour check out copy is available in CR Eureka and Del Norte libraries.
- EOPS students receive a free GS 1 textbook voucher in the EOPS office.  
<https://www.redwoods.edu/eops>
- The Veteran's Resource Center has this book in their bookshare program.

## 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)

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

**Cell Phone:** Leave me a voice or text message with your name, class name, and your question. 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. 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 for course notifications.

<https://redwoods.instructure.com/login/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 for an extra point.

### **Submitting Work**

All work is submitted in Canvas. Type your work first in a word processing program (like Microsoft Word), then copy and paste your work into the text box in Canvas to submit your assignments. Do not submit attachments, except for Student Education Plan.

### **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 three 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**

Disabled Student Programs and Services (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. DSPS notifies the instructors about any student DSPS accommodations.

<https://www.redwoods.edu/dsps>

### **Course Changes**

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

<b>Due Date</b>	<b>Assignments Due</b>	<b>Topics</b>
9/3	Discussion 1	Introductions
9/10	Journal 1	College & Student Expectations
9/10	Study Plan 1	Memory
9/17	Journal 2	Your Learning Style
9/17	Discussion 2	Money
9/24	Study Plan 2	Reading
10/1	Journal 3	Your Academic & Career Obstacles
10/8	Discussion 3	Diversity
10/15	Study Plan 3	Notes
10/22	Journal 4	Your Personal Health
10/29	Discussion 4	Master Student Self Assessment Analysis
11/5	Study Plan 4	Tests
11/12	Journal 5	Your Communication Style
12/3	Study Plan 5	Thinking
12/3	Career & Academic Plan Presentation	Career and academic planning
12/10	Lifestyle & Personal Choices Paper	Lifestyle & Personal Choices
12/10	Student Education Plan	Student Education plan

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.

4 Discussion Forums	10 pts each	40
5 Journals	10 pts each	50
5 Study Plans	10 pts each	50
Student Education Plan	20 pts	20
Your Lifestyle & Personal Choices Paper	20 pts	20
Your Career & Academic Plan Presentation	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

### **Discussions**

Discussions allow for student interaction and thought-provoking conversation. They are worth 10 points each. For full credit, you are required to respond to the prompt and to respond to two classmates. Earn extra credit by responding to 3 students instead of 2 in discussions. Your discussion response needs to show that you read the required textbook pages, completed the required preparation, and did the required work for the assignment. Discussion directions and grading criteria are posted in Canvas under ‘Assignments’.

**\*Confidentiality** – In discussions, please respect the privacy of your classmates. Treat comments as confidential that people may make about themselves or others.

**\*\*Etiquette** – In discussions, please do not use curse words, talk about someone or their culture in a negative way., or use terms that could make people uncomfortable. My intention is that this is a safe space to share and learn from each other. Please be respectful and kind. ☺

### **Journals**

Journals provide opportunities to make self-discoveries about yourself to reach your educational and personal goals. They must be at least 150 words. 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 try different study methods and to deepen your learning. 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 and can be done in-person with a counselor or advisor or online on Web Advisor. It is recommended to do the SEP in-person with an advisor or counselor. There are counselors at all CR sites. In Canvas, SEP details and grading criteria are listed

### **Career & Academic Plan Presentation**

This 20-point presentation offers a chance to create a career and academic plan and present it in a creative way. Extensive career-planning research will be performed and your presentation will show your process and possible career and educational outcomes. Self-assessments will provide valuable information about yourself to assess your transferrable skills and determine your career interests. Your network of people who can help you achieve your goals will be established. It can be any presentation format you choose, PowerPoint, video, choice is yours.

### **Lifestyle & Personal Choices Paper**

This paper is an opportunity to examine your current lifestyle and the choices you are making to identify specific changes needed. You will set long-term, midterm, and long-term goals and explore your communication style and habits. The paper is worth 20 points and must be at least 500 words. Assignment details and grading rubric are located in Canvas under assignment.

