

Syllabus for First Year Experience – Online

Semester/Year Course ID/Section # Course Dates Location Number of Units Recommended Prep. Instructor's Name	Spring 2018 GS 6 V3515 Feb. 5 – May 11 Distance Education 3 READ 360 April Klingonsmith	
Instructor Contact Information	<i>Office hours</i>	Email or message in Canvas inbox - anytime Tuesdays 9:00-11:00 by cell phone Phone or text message 10:00-5:00
	<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 ○ EOPS (textbook voucher) ○ 2-hr check-out in CR Eureka & Del Norte library ○ Veteran's Resource Center – Bookshare Program
	<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. Get the textbook right away.
2. Log into [Canvas](#).
3. Read the first announcement.
4. Acquaint yourself with Canvas. Review this for assistance: [Canvas Getting Started](#)
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.

Getting Help

Most questions can be answered by looking closely in Canvas. If you can’t find your answer in Canvas, then the Canvas Inbox is the best method for contacting the instructor. Email works too, but Canvas Inbox is preferred. There is a “Q&A” discussion forum where you can ask (and answer) a question. You may also leave a message on the instructor’s cell phone any day of the week 10-5 or on office hours-Tuesdays 9-11. I will get back to you either electronically or by phone as soon as I can. 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 (Feb. 23) 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 Apr. 5. 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 four 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 two weeks to four weeks. There is one module for each topic, totaling four 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 15 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 4 discussions (25 points each) are a chance to self-reflect and share experiences with your classmates at the end of each module. You are asked to post an original discussion thread by Thursday. Then respond to 2 other classmate's posts by Sunday. 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. The same grading rubric is posted for each discussion.

Quizzes

The 4 quizzes (5 points each) are completed at the end of each module after the lesson is completed. The quizzes are untimed and can be repeated.

Study Plans

There is a module dedicated to learning about study skills. The 6 study plans (15 points each) involve learning about new study strategies and trying out new strategies in classes you are currently taking. Responses must be at least 150 words.

Student Education Plan (SEP)

A Student Education Plan (65 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 fulfilling the SEP requirement.

Course Grading

There are 600 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.

15 Journal Entries	15 pts each	38%	225
6 Study Plans	15 pts each	15%	90
4 Quizzes	10 pts each	7%	40
4 Discussion Forums	25 pts each	16%	100
1 SEP	100 pts	<u>24%</u>	<u>145</u>
		100%	600 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 point deduction until the last day of class.

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)

Promoting Respectful Relationships In Our Virtual Classroom

College of the Redwoods expressly prohibits online aggression, harassment, bullying, etc., and treats such violations according to the [Student Code of Conduct](#). Please treat your communications (especially posts to discussion forums) the same as if speaking in public – be mindful, courteous, constructive and accepting of diversity. Review the websites below to gain awareness of online classes etiquette.

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

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

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.

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.

Modules	Due Date	Assignments Due	Topics
1: Foundation	2/11	Discussion 1	Introductions
1: Foundation	2/11	Journal 1	CR Navigation
1: Foundation	2/18	Journal 2	Assess Soft Skills
1: Foundation	2/18	Journal 3	Assess Study Skills
1: Foundation	2/25	Journal 4	College Expectations
1: Foundation	2/25	Journal 5	Emotional Intelligence
1: Foundation	2/25	Quiz 1	Module 1 Quiz
2: Study Skills	3/4	Journal 6	Active Learning
2: Study Skills	3/4	Study Plan 1	Reading
2: Study Skills	3/11	Study Plan 2	Taking Notes
2: Study Skills	3/11	Study Plan 3	Organizing Study Materials
2: Study Skills	3/25	Study Plan 4	Rehearsing & Memorizing Study Mater
2: Study Skills	3/25	Study Plan 5	Taking Tests
2: Study Skills	4/1	Study Plan 6	Writing
2: Study Skills	4/1	Discussion 2	Module 2 Overview
2: Study Skills	4/1	Quiz 2	Module 2 Quiz
3: Self-Management	4/8	Journal 7	Time-Management

3: Self-Management	4/8	Journal 8	Money Management
3: Self-Management	4/15	Journal 9	Self-Motivation
3: Self-Management	4/15	Journal 10	Support System
3: Self-Management	4/22	Journal 11	Critical Thinking
3: Self-Management	4/22	Discussion 3	Module 3 Overview
3: Self-Management	4/22	Quiz 3	Module 3 Quiz
4: Lifelong Learning	4/29	Journal 12	Learning Preferences
4: Lifelong Learning	4/29	Journal 13	Career-Planning
4: Lifelong Learning	5/6	Journal 14	Re-Assess Study Skills
4: Lifelong Learning	5/6	Journal 15	Re-Assess Soft Skills
4: Lifelong Learning	5/6	Discussion 4	Module 4 Overview
4: Lifelong Learning	5/6	Quiz 4	Module 4 Quiz
4: Lifelong Learning	5/6	SEP	Student Education Plan