

<b>Syllabus for GS-1 – Eureka Campus</b>		
<b>Semester &amp; Year</b>	Spring 2018	
<b>Course ID and Section #</b>	<a href="#">GS-1-E3508-2018S – College Success</a>	
<b>Instructor's Name</b>	Funke, Benjamin	
<b>Day/Time</b>	T / Th 8:30 AM – 9:55 AM	
<b>Location</b>	PE100K	
<b>Number of Credits/Units</b>	3	
<b>Contact Information</b>	<i>Office location</i>	CA135
	<i>Office hours</i>	M / W 2:20–2:50 PM = 6-6:30PM
	<i>Phone number</i>	
	<i>Email address</i>	<a href="mailto:Benjamin-funke@redwoods.edu">Benjamin-funke@redwoods.edu</a> or through Canvas
<b>Textbook Information</b>	<i>Title &amp; Edition</i>	Ellis
	<i>Author</i>	
	<i>ISBN</i>	
<b>Course Description</b>		
<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, 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.</p>		
<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>		

## Syllabus for GS-1 – Eureka Campus

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 707-476-4280.

### Academic Support

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.

### Academic Honesty

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/or exam 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: [www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.pdf](http://www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.pdf) 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; and 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

## Syllabus for GS-1 – Eureka Campus

she 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:

[www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.pdf](http://www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.pdf)

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 Eureka campus:**

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). The Eureka **campus emergency map** is available at: ([http://www.redwoods.edu/Eureka/campus-maps/EurekaMap\\_emergency.pdf](http://www.redwoods.edu/Eureka/campus-maps/EurekaMap_emergency.pdf)). For more information on Public Safety, go to <http://redwoods.edu/safety/> 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 Incident Commander or campus authorities. (CR's lower parking lot and Tompkins Hill Rd are within the Tsunami Zone.)

**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 at 707-476-4112 or [security@redwoods.edu](mailto:security@redwoods.edu) if you have any questions.

**Important Dates:**

Semester Begins 01/13/18  
 Census Day 01/29/18  
 Final Exams – 5/5-11  
 Semester Ends 5/11. No work is accepted after that day.

**Holidays (No work due dates)**

Lincoln’s Birthday - 2/16  
 President’s Day - 2/19  
 Spring Break – 3/12-17

**Attendance**

Attendance will be taken for every class meeting. Regular and prompt class attendance is expected of every student. A student’s absence means that the student is not able to participate in the class.

- \_Attendance will be taken *each* class period and may be taken at any point during class.
- \_To be counted as present, students must be in class when attendance is taken.
- \_Instructors *will* drop all students who do not attend prior to the Official Record Date (ORD).
- \_Students who miss class are responsible for all material discussed and any assignments or announcements made that relate to the course.

<b>Number of absences</b>	<b>Dates</b>	<b>Consequence</b>
2	Overall	None
3	Overall	30% reduction in participation grade
4	Prior to March 31	Drop from class
4	Overall	60 % reduction in participation grade
5	Overall	80% reduction in participation grade
6	Overall	“F” for the course
<b>Tardies or Walk-outs</b>	<b>Dates</b>	<b>Consequence</b>
3 Tardies or walk-outs	Overall	Equal 1 absence

Tardie = showing up 10+ min after class begins.

March 31 is the last day you can withdraw from this class. After that date, you will receive a letter grade for the course at the end of the semester even if you've stopped coming in, based upon whatever points/scores you've accumulated during the semester.

**Due Dates/ Missed Assignments:**

Late assignments are generally not accepted. Occasionally, circumstances arise which are truly extenuating and completely beyond your control. Should such circumstances occur and cause you to miss a due date you should speak with me ahead of time. Your grade for a late assignment (that I agree to accept) drops a full letter grade for each class it is overdue.

**Discussions:**

Your verbal participation is essential. If you are absent from a critique for any one of class projects, the points received for that project will be automatically reduced by one letter grade.

**Conduct:**

I expect a professional and focused atmosphere during class time. If you consistently arrive late or leave early, take long breaks, use your phone to send sms, chat with neighbors, distract other students, or somehow lower the concentration level of the classroom—your grade will suffer accordingly.

Cell phones, iPods and other electronic devices are not allowed to be used in the classroom except by special permission from the instructor. If you are expecting an urgent call, let me know first, put your phone on silent, then step out to take it and come right back. Failure to comply with this policy will result in dismissal from class and being marked absent.

Conversations with classmates are not encouraged during class time, save for class discussions. You may also not use class time to wander around the room or the premises, eat food, distract your neighbors, or take unreasonably long bathroom breaks. Failure to observe time cues will result in your being marked absent for the day.

**Grading:**

<b>Final Grade Calculation</b>	
Quizzes and Journal (one each per week)	150

Midterm and Final	200
Career Project Report	100
Participation	50

100-90% - A  
89-80% - B  
79-70% - C  
69-60% - D  
Below 59% - F

## Plan

### Week 1

Introductions to course.  
Hw: Read Introduction and complete chapter objectives  
Quiz #1 and Journal #1

### Week 2

Introduction: The Master Student  
IC—Master Student Qualities  
HW: Read Chapter 1 and complete chapter objectives  
QUIZ #2 and Journal #2

### Week 3

Chapter 1: Discovering Yourself  
IC—Discovery Wheel and LSI  
HW: Log time for week 4  
QUIZ #3 and Journal #3

Week 4	<p>Chapter 1: Discovering Yourself</p> <p>IC—VARK and Gardner’s Multiple Intelligences</p> <p>HW: Read Chapter 2 and complete chapter objectives</p> <p>QUIZ #4 and Journal #4</p>
Week 5	<p>Chapter 2: Time</p> <p>IC—Analyze time-log data, long-term planning/calendars, to-do lists</p> <p>HW: Read Chapter 3 and complete chapter objectives</p> <p>QUIZ #5 and Journal #5</p>
Week 6	<p>Chapter 3: Memory</p> <p>HW: Read Chapter 6 and complete chapter objectives</p> <p>QUIZ #6 and Journal #6</p>
Week 7	<p>Chapter 6: Tests</p> <p>IC—Review for mid-term exam</p> <p>HW: Create a study checklist</p> <p>QUIZ #7 and Journal #7</p>
Week 8	<p>Mid-term exam and debrief</p> <p>HW: Read Chapter 4 and complete chapter objectives</p> <p>QUIZ #8 and Journal #8</p>

Week 9	<p>Chapter 4: Reading          IC—Muscle Reading          *Schedule visit to library          HW: Read Chapter 5 and complete chapter objectives          HW: Begin Money Monitor Plan          QUIZ #9 and Journal #9</p>
Week 10	<p>Chapter 5: Notes          HW: Read Chapter 7 and complete chapter objectives          QUIZ #10 and Journal #10</p>
Week 11	<p>Chapter 7: Thinking          HW: Read Chapter 8 and complete chapter objectives          QUIZ #11 and Journal #11</p>
Week 12	<p>Chapter 8: Communicating          HW: Read Chapter 9 and complete objectives          QUIZ #12 and Journal #12</p>
Week 13	<p>Chapter 9: Money          *Schedule financial aid visit          HW: Read Chapter 10 and complete objectives          QUIZ #13 and Journal #13</p>



Week 14

Chapter 10: Next Steps  
QUIZ #14 and Journal #14

Week 15

Review for final exam  
Showcase projects/items learned  
QUIZ #15 and Journal #15

Week 16

Final exam