

Syllabus for College Success

Semester & Year	Summer 2017	
Course ID and Section #	GS 1	
Instructor's Name	Shemya Vaughn	
Dates	June 26-July 20	
Location	Online	
Number of Credits/Units	3	
Contact Information	<i>Office location</i>	Student Services Administration SS102D
	<i>Office hours</i>	By appointment only
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Textbook Information	<i>Title & Edition</i>	Becoming a master student (15 th edition)
	<i>Author</i>	Dave Ellis
	<i>ISBN</i>	ISBN-13: 978-1-285-43717-0 ISBN-10: 1-285-43717-9
Course Description		
<p>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.</p>		
Student Learning Outcomes		
<ol style="list-style-type: none"> 1. Demonstrate learning study skills. 2. Display self and academic awareness. 3. Develop a career and academic plan. 		
Special Accommodations		
<p>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 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.</p>		
Academic Support		
<p>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.</p>		
Academic Honesty		
<p>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: http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services, and scroll to AP 5500. Additional information about the rights and responsibilities of students, Board policies,</p>		

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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 online instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; 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, she or he 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> and scroll to AP 5500.

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/aboutcr/Eureka-Map>; choose the evacuation map option). For more information on Public Safety, go to <http://www.redwoods.edu/publicsafety>. 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 if you have any questions.

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.

Computer Skills Necessary

Online courses required adequate computer skills and access to the Internet. You should be able to navigate the Canvas site, open and download files, type using a PC or Mac, convert files to PDF, and upload PDFs to the Canvas site. If you are unfamiliar with any of these terms or requirements, please contact me so that we can help you get the support you need to succeed in this course.

Computer Requirements

Students prefer to take online classes because they can complete their work from home. Please consider your resources – you must have a tablet, desktop or laptop computer. Taking this course from a Smart phone. There are computers and laptops available at the LRC on all three campuses. You must also have access to the Internet. I would recommend broadband services from cable, DSL, or satellite providers when you have multimedia assignments. To successfully pass this course, you must be able to log on to Canvas at least twice each week over the course of this semester. Please avoid procrastinating on assignments as power outages can occur and delay your assignment being submitted on time.

Instructor Expectations of Students

This course requires you to interact with peers and the instructor in a respectful and professional manner. This class will require extension time online as well as require you to do work on your own off line. A typical three-credit course requires about nine hours per week of your time. Please read the course materials carefully, participate in discussion activities, watch videos, and submit written work.

Netiquette

Please remember to interact respectfully with the instructor, classmates, and online guest speakers. Particularly in discussion forums, I expect you to be kind, considerate, and empathic with peers as counselors are with clients. Before you submit a post, please review it for mechanical errors, decorum, and understandability.

Student Expectations of the Instructor

What can you expect from me? I will be available to you as your instructor as if we were in a face-to-face course. Although I expect you to access Canvas at least three times each week, I will be on Canvas quite regularly throughout the week, responding to assignments and comments. I also post weekly announcements about the upcoming assignments. I check email Monday through Friday and respond during those days. If you email me over the weekend, I will respond on Monday.

Course Communication

Please use Canvas for all of our communication: email, messaging, and submitting assignments. Sometimes students have questions about assignments, and I strongly encourage you to use the Q & A forum to post those questions in the event your peers have the same question. I will respond to these questions Monday through Friday.

Course Participation Policy

Students must submit assignments and post in discussion forums as required. Students who do not post assignments within the first 10 days will be dropped from the course. Students who do not submit work for two consecutive weeks will also be dropped from the course.

Course Assignments

Four reflective journal submissions – 30%

- Students must submit a journal every **Friday by 11:59pm**. Students may choose from specific journal entries in the textbook. You may submit a 300-word essay, an audio recording, or video recording.

Online discussion forums – 30%

- Throughout the semester, you will receive instructions to complete an assignment, read an article, or watch a video and participate in an online discussion.
- Please note the deadlines for posting and responding to your peers' posts.

In-Class activities – 40%

- A variety of activities have been selected to assess how much you understand the material you are assigned to read.

Grading criteria

Please see Canvas for the grading rubric for each assignment. The course grades are weighted. Your grades will be updated regularly in Canvas using the following grading scale:

A	100%-93%
A-	92%-90%
B+	89%-86%
B	85%
B-	84%-80%
C+	79%-76%
C	75%-70%
D	69%-60%
F	59% and below

Drop/Withdrawal

You may drop this course on or before Tuesday, July 11th. *Administrative Procedure 5075 (AP 5075)* allows instructors to drop students who have not participated for two weeks of assignments.

Late work

All assignments are due on the posted due date at **11:59pm** unless otherwise noted. It is best to note deadlines today and make plans to submit assignments early rather than turning in a late assignment. The submission boxes for journals and discussion posts will be locked after the deadline and no late submissions will be accepted.

Tech Support

Before contacting Technical Support, please visit the Online Support page at <http://www.redwoods.edu/online/Help> . For password issues with Canvas, Web Advisor, or your CR email account, contact Technical Support at its@redwoods.edu or via phone 707-476-4160 or 800-641-0400 extension 4160 between 8:00am and 4:00pm Monday through Friday.

On-campus Student Resources

- CR-Online (Resource for online students): <http://www.redwoods.edu/online>
- Academic Support Center (and testing center): <http://www.redwoods.edu/asc>
- Counseling Services: <http://www.redwoods.edu/counseling/>
- CR Orientation: <http://www.redwoods.edu/orientation/>
- DSPTS (Disabled Students Programs and Services):
<http://www.redwoods.edu/dsps>
- Library (including online databases): <http://www.redwoods.edu/library/>
- Veterans' Resource Center: <http://www.redwoods.edu/vets>
- Writing Center: <http://www.redwoods.edu/writingcenter>
- Canvas help and tutorials: <http://www.redwoods.edu/online/Canvas>
- Student Online Hand Book:
<http://www.redwoods.edu/Portals/72/Documents/Students/CR-OnlineStudentHandbook.pdf>

Weekly Modules

Every Monday, I will post the week's assignments in the Announcements and in the Modules Section. The weekly assignments require you to read from the textbook, read other material posted on Canvas, watch videos, or participate in discussions.

Course Schedule

**All activities subject to change at the discretion of the instructor as needed.*

Week	Topics	Assignments
June 26	Introduction and course overview Module 1: Time Management and Memory	Introduction discussion post Read chapters 1-3 Discovery Inventory Learning Style Inventory App activity Journal 1
July 3	Module 2: Reading and Note Taking Module 3: Exams and Critical Thinking	Read chapters 4,5,6,7 Book discussion post TED Talk activity Assessment discussion post Worldview activity Journal 2
July 10	Module 4: Communication and Diversity Module 5: Money and Health	Read chapters 8, 9, 10,11 Audio or visual recording Social Identity activity Discussion board Journal 3
July 17	Module 6: Career and Academic Planning Final Project	Read chapter 12 Discovery Inventory review Student Education Plan Career Project Journal 4 *Final assignments due Thursday, July 20 at 11:59pm.