

Syllabus – GS 1 College Success College of the Redwoods	
Semester & Year:	Summer 2017
Course ID & Section #:	GS 1 – V4308 Online
Instructor's Name:	April Klingonsmith
# Of Credits/Units:	3
Recommended Prep:	ENGL 150
Instructor Office Hours:	Fridays 4:00-5:00 by cell phone
Instructor Contact Info:	1. Message in Canvas: Preferred contact method 2. Email: april-klingonsmith@redwoods.edu 3. Cell Phone: (707) 498-0596
Course Catalog 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. Examine and communicate personal decisions regarding issues typically faced by college students: academic & career choices, study skills, health-related practices, and lifestyle choices. 2. Demonstrate a variety of effective study methods: time management, memory, note taking, textbook reading, and test taking. 3. List and describe college policies and procedures including: student rights and responsibilities, scheduling courses, and developing a Student Educational Plan (SEP). 4. List and describe a variety of resources, services, and activities available to students. 	
Special Accommodations	
<p>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. http://www.redwoods.edu/district/dsps/</p>	
Academic Misconduct	
<p>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.</p> <p>The student code of conduct is available on the College of the Redwoods website at: http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf</p>	

GS 1 College Success

Course Title: College Success

Location: Online

Instructor: April Klingonsmith

Semester: Summer 2017

Units: 3

Course Dates: 6/26-7/20

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:

June 26 - First day of class

June 30 - Instructor will drop students who have below a 60%

July 11 - Last day to drop

July 20 - Last day of class

Student Learning Outcomes

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

1. Examine and communicate personal decisions regarding issues typically faced by college students: academic & career choices, study skills, health-related practices, and lifestyle choices.
2. Demonstrate a variety of effective study methods: time management, memory, note taking, textbook reading, and test taking.
3. List and describe college policies and procedures including: student rights and responsibilities, scheduling courses, and developing a Student Educational Plan (SEP).
4. List and describe a variety of resources, services, and activities available to students.

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>

Instructor Contact Information

April Klingonsmith, MS Educational Counseling & MS Elementary Education

Best Way to Contact: "Message" in Canvas

Email: april-klingonsmith@redwoods.edu

Office Hours: Fridays 4-5 pm by cell phone

Cell Phone: (707) 498-0596 text me with your name, class name, and your question

Contact me if you can't find the answer to your question in our class syllabus or Canvas. 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 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 one to two 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.

Due Date	Assignments Due	Topics
6/27	Discussion 1	Introductions
6/28	Journal 1	College & Student Expectations
6/29	Study Plan 1	Memory
6/30	Journal 2	Your Learning Style
7/2	Discussion 2	Money
7/6	Study Plan 2	Reading
7/7	Journal 3	Your Academic & Career Obstacles
7/9	Discussion 3	Diversity
7/10	Study Plan 3	Notes
7/11	Journal 4	Your Personal Health
7/13	Lifestyle & Personal Choices Paper	Lifestyle & Personal Choices
7/14	Study Plan 4	Tests
7/15	Journal 5	Your Communication Style
7/16	Discussion 4	Master Student Self Assessment Analysis
7/17	Study Plan 5	Thinking
7/18	Career & Academic Plan Presentation	Career and academic planning
7/19	Student Education Plan	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

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.

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’.

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 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 on 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.