

## Syllabus for: GS 1 Master Student

Fall 2018 August 21 –December 13

Section Number: 044843 Credits/Units: 3 Day/Time: TTH 11:40-1.05 P.M.

Location; A.T. Rm. 106

Instructors Name: DaVita Fraser

Contact information: Email: [davita-fraser@redwoods.edu](mailto:davita-fraser@redwoods.edu)

Required Text: Becoming a Master Student 15e by Dave Ellis .

Other Required Materials: 3<sup>1/2</sup>" x6" index cards, a composition book.

### Course Description:

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.

### **Student Learning Outcomes**

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

**Special accommodations:** College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodations document to me as promptly as possible 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 see me or contact Disabled Students Programs and Services.

**Academic Misconduct:** 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 on exams will receive an "F" in the course.

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> 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 homepage.

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.

### Policy on Anticipated Absences

Attendance is important! This is your Job. Most of your assignments will be completed in class therefore you will miss all points when absent. The first day of class you will receive a Get "Three Absence Cards" that can be redeemed for half the points missed in class the day you were absent (excluding test points) up to three unexcused absences. Excused Absences must be documented by a professional related to the absence (Dr, Attorney, Dentist, parole officer) before absences.

### Classroom Etiquette

If we all adhere to the following common sense guidelines our class time together should be a pleasant experience for everyone:

- **Be on time.** If you need to leave early, please let me know before class begins. **Avoid leaving class,** (Please try to take care of your biological needs before class).
- **TURN OFF PHONE and put them in your back pack or purse.** If you use your phone during class I will request you to bring it to my desk until class is over. If you can not comply with this then you will be asked to leave the class for the day and forfeit your points for the day. If this becomes a problem repeatedly (3 times) then you will be asked to drop the class.
- **Do not begin packing your belongings until I have dismissed the class for the day.**
- **Avoid interrupting people when they are talking,** and please do not hold separate conversations during lecture, small-group, or large-group discussion, or when someone else has the floor. Those who continue to violate this norm will be asked to leave the classroom for the remainder of the session and will forfeit any credit for in-class work on that day.
- **Address your fellow classmates respectfully,** whether or not you agree with their particular viewpoints

Refrain from disputing a score you received on an assignment or an exam during Class. If you have a complaint, wish to dispute your score, or want to discuss a returned assignment, please make an appointment to meet with me.

Electronic learning equipment (laptops, notebooks, smart pads, smart phones, etc.) can only be used after gaining your instructor's permission and then, only after agreeing to my Rules of Conduct. If you are pre-authorized by Disabled Students Programs & Services (DSPS) to use such devices in class, you may have certain rights of use, but you still must adhere to my Rules of Conduct regarding such use.

## **Communication and the Course Website**

If you have questions about anything pertaining to the class please come chat with me before class or by appointment. If you need to contact me, the best way to reach me is via email. If/when you email me, please write "GS 1" in the subject heading. Email is always the best way to contact me. I don't respond to email over the weekend. There is a companion website for this course on the College of the Redwoods virtual educational environment called "Canvas". You can access it by pointing your browser to the top of the CR website page, logging in, and then clicking on the link for this course. The course website for this class on Canvas contains important resources for the class and a grade book for keeping track of your progress.

**Student Email Policy** Each of you was given a MyCR email address when you enrolled and/or registered for classes. You're MyCR email address is the one and only email address that I will be using when I communicate with students. Therefore, it is a course requirement that you activate your MyCR email account and check it regularly. You can log in to your account directly at: <http://www.google.com/a/mycr.redwoods.edu/>. You will login using your Web Advisor User ID, and the initial password is your six-digit birth date. College of the Redwoods recommends that you change your password. To learn more about your account and other CR online services, visit <http://www.redwoods.edu/CR-Online/mycr-email.asp>.

### **Special Notes:**

- If at any point you personally decide to no longer attend the class it is your sole responsibility to officially withdraw from the course.

The procedures in this course are subject to change at the instructor's discretion

## Grading

Journal Entries.....	25%
Assignments.....	25%
Midterm Paper.....	25%
Final Paper/Binder.....	25%

95-100%.....	A
90-94%.....	A-
86-89%.....	B+
82-85%.....	B
78-81%.....	B-
74-77%.....	C+
70-73%.....	C
60-69%.....	D
0-59%.....	Fail

Due Dates are Final and there will be no makeup work. When you miss a day at work you lose pay for that day. Same in class you miss class you miss the day of work therefore you miss points to improve your grade. So make sure you attend class regularly.