

| Syllabus for GS 1 College Success – Klamath Trinity Instructional Site | | |
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| Semester & Year | Fall 2018 | |
| Course ID and Section # | GS 1 K4846 | |
| Instructor's Name | Elizabeth Leach | |
| Day/Time | Tuesdays and Thursdays; 8:30-9:55AM | |
| Location | Classroom 3 | |
| Number of Credits/Units | 3.0 units | |
| Contact Information | <i>Office location</i> | Classroom 3, Computer Lab |
| | <i>Office hours</i> | TTh: 8-8:30AM; 11:30AM-12PM |
| | <i>Phone number</i> | (530) 625-4846 |
| | <i>Email address</i> | elizabeth-leach@redwoods.edu |
| Textbook Information | <i>Title & Edition</i> | Becoming a Master Student, 15 th edition |
| | <i>Author</i> | Dave Ellis |
| | <i>ISBN</i> | 978-1-285-19389-2 |
| Course Description | | |
| <p>Academic success preparation for the university-bound student. Students will learn how to navigate the challenges of higher education by practicing advanced reading, note and test-taking skills, higher-order thinking, and academic research, while establishing college and career paths and accessing the resources to support their goals.</p> | | |
| Student Learning Outcomes | | |
| <ol style="list-style-type: none"> 1. Analyze and question complex problems using techniques such as idea generation and varying decision making models. 2. Develop a transfer focused action plan through inventories, research and critical assessment of personal values. 3. Demonstrate information literacy with the ability to find, evaluate, and use college level material. 4. Engage in cooperative learning through questioning and articulating clearly framed ideas regarding diversity issues. | | |
| 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 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 530-625-4821 Ext 23.</p> | | |

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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. Contact the CR KT Office for specific information at (530) 625-4821.

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 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>. 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; 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 she may be reported the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at:

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Emergency Procedures for the Klamath Trinity Instructional Site:

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

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1. In the event of an emergency, communication shall be the responsibility of the district employees on scene. Dial 911, to notify local agency support such as law enforcement or fire services.
 - a. If safe to do so, notify key administrators, departments, and personnel.
 - b. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
 - c. Contact Jolene Gates 530-625-4821 to notify of situation.
 - d. Contact Hoopa Tribal Education Administration office 530-625-4413
 - e. Notify Public Safety 707-476-4111.

2. In the event of an emergency, the responsible district employee on scene will:
 - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
 - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
 - c. Close all window curtains.
 - d. Get all inside to safe location Kitchen area is best internal location.
 - e. If a police officer or higher official arrives, they will assume command..
 - f. Wait until notice of all is clear before unlocking doors.
 - g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
 - h. Do not leave site, unless it has been deemed safe by the person in command.

COURSE OUTLINE (CHANGES ARE POSSIBLE)

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|-----------------------------------|--|
| 1. August 21 August 23 | Introduction: The Master Student Chapter 1 Discovering Yourself |
| 2. August 28, 30 | Chapter 2 Time |
| 3. September 4, 6 | Chapter 2 continued |
| 4. September 11, 13 | Chapter 10 Money Financial Aid Workshop |

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| 5. September 18 September 20 No class meeting | Chapter 3 Memory |
| 6. September 25, 27 | Chapter 4 Reading |
| 7. October 2, 4 | Student Education Plans |
| 8. October 9 ,11 | Interviews Due |
| 9. October 16, 18 | Chapter 6 Tests Midterm Exam |
| 10. October 23, 25 | Chapter 5 Notes |
| 11. October 30, November 1 | Chapter 7 Thinking |
| 12. November 6, 8 | Chapter 8 Communication Paper due |
| 13. November 13, 15 | Chapter 9 Diversity |
| 23 November 20, 22 | No classes—Fall Break/ Thanksgiving holiday |
| 14. November 27, 29 | Chapter 11 Health Group Oral Presentations due |
| 15. December 4, 6 | Chapter 12 What’s Next? |
| 16. December 11 | Final Exam 8:30-10:30AM |

Required Materials:

1. Text: Becoming a Master Student by Dave Ellis, 15th edition. Cengage Learning

2. 3-ring Binder

3. HCATEP Planner.

GRADES will be based on:

| | |
|---|-------------------|
| <i>Participation Assignments</i> | <i>20%</i> |
| <i>Paper #1</i> | <i>20%</i> |
| <i>Interview Project</i> | <i>20%</i> |
| <i>Group Oral Presentation</i> | <i>10%</i> |
| <i>Student Education Plan</i> | <i>10%</i> |
| <i>Midterm Exam</i> | <i>10%</i> |
| <i>Final Exam</i> | <i>10%</i> |

Assignment descriptions will be given to students in class.

- 93-100% A***
- 90-92% A-***
- 88-89% B+***
- 83-87% B***
- 80-82% B-***
- 78-79% C+***
- 70-77% C***
- 60-69% D***
- Below 59% F***

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General Guidelines for my Classes:

PLEASE BE RESPECTFUL TO YOURSELF AND TO THE CLASS:

- Don't use cell phones in class. Phone use during class is a big distraction. It is also detrimental to your learning. Class time is limited so focus while you're here.
- Please arrive to class on time. Do not come to class more than 15 minute late. Stay to enjoy and learn for the whole class period. Try not to leave and enter the room more than you need to. It can be disruptive to the class.
- Please be prepared by reading the current assignment for that class. If you were absent, do all the exercises in the chapter to make sure you master the course material.
- Do not come to class under the influence of drugs or alcohol. It is an impediment to your learning, as well as the learning atmosphere and safety of the class.
- If you need to drop this course for any reason, you are responsible for doing so yourself. If you stop attending class and don't drop it, you will receive a grade of "F" at the end of the semester, which can mess up your financial aid as well as your GPA. The last day to drop this course with a grade of "W" is November 2, 2018.
- Be tolerant when others express views you don't agree with. It is important to be able to openly exchange ideas, and also essential for learning that classmates feel safe discussing concepts and perspectives. In many cases, we can agree to disagree. The class is fuller when people can discuss diverse viewpoints openly.
- Enjoy the class and do your best. Learning is fun, even though it is also challenging.
- Plan your writing assignments with lots of time in advance. Feel free to talk to me about your ideas for topics. Perhaps I can give you suggestions. It is obvious to me when people do their assignments at the last minute; generally, they are of lower quality than writing done with plenty of time for revisions.
- Each one of us has an individual way of learning. Please let me know if you have learning differences that I can assist with or help you to accommodate.
- If you are absent and miss assignments and/or information, please first ask a classmate to fill you in on what happened in class. It is a good idea to exchange phone numbers with a classmate for this reason.
- All late work will be marked down one letter grade for every week after the due date.
- In the event of a physical emergency, KTIS staff will direct us.

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