

# College of the Redwoods

## Syllabus for GS 1 College Success – Online

<b>Semester/Year</b>	Summer 2018
<b>Course ID/Section #</b>	GS 1 V6324
<b>Course Dates</b>	6/4 – 7/26
<b>Location</b>	Distance Education
<b>Number of Units</b>	3
<b>Recommended Prep.</b>	ENGL 150
<b>Instructor's Name</b>	April Klingonsmith

<b>Instructor Contact Information</b>	<i>Office hours</i>	Tuesdays 9:00-11:00 via phone Email or message in Canvas inbox - anytime Phone or text message
	<i>Email address</i>	<a href="mailto:april-klingonsmith@redwoods.edu">april-klingonsmith@redwoods.edu</a>

<b>Textbook</b>	<p><b>Becoming a Master Student</b> by Dave Ellis. 16th ed. Cengage Learning ISBN#: 978-1-337-09710-9</p> <ul style="list-style-type: none"> <li>• <a href="#">CR bookstore</a></li> <li>• Online</li> <li>• <a href="#">EOPS</a> (textbook voucher)</li> <li>• <a href="#">CR Eureka &amp; Del Norte library</a> (2-hr check-out)</li> <li>• <a href="#">Veteran's Resource Center</a></li> </ul>
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### Course Description

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.

### Student Learning Outcomes

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

## Getting Started in the Course

*Before the course begins,*

1. Get the textbook right away.
2. Log into [Canvas](#).
3. Read the first announcement.
4. Acquaint yourself with Canvas. Review this for assistance: [Canvas Getting Started](#)
5. Write due dates on a calendar.
6. Make sure your CR email is working.
7. Take the [CR online orientation](#).
8. Consider getting the [Canvas app on your phone](#).
9. Get [technical support](#), if you need help.

*When the course begins,*

1. Post to the “Student Introductions” Discussion 1 by the due date. You will not be able to see classmate posts until you submit your introduction.
2. Reply to 2 student’s posts according to the directions and grading rubric.
3. Respond to 3 students instead of 2 and earn an extra credit point.
4. Begin working on the next assignment.

## Getting Help

Most questions can be answered by looking closely in Canvas. If you can’t find your answer in Canvas, then the Canvas Inbox is the best method for contacting the instructor. Email works too, but Canvas Inbox is preferred. There is a “Q&A” discussion forum where you can ask (and answer) a question. You may also leave a message on the instructor’s cell phone or on office hours, Tuesdays 9-11. I will get back to you either electronically or by phone as soon as I can. When leaving a voice mail, please leave your name, message, phone number, and which class you are in.

## Student Commitment

This three-unit class requires about 9+ hours per week of your time. You will regularly log in and post to the discussion forums, carefully read textbook chapters and complete the required/recommended preparation. You will view TedTalks and various websites, write and submit journal entries and study plans, and complete a student education plan. Class attendance, conscientiousness, attention to details, reading, writing, and study skills are critical for success.

## Withdrawing From This Course

Students may withdraw themselves and instructors (AP 5075) are allowed to withdraw students from class for non-participation or excessive absences through the 10<sup>th</sup> week of class. The instructor will drop students on census date who do not have a passing grade at that point. There are no exceptions. I highly recommend that you drop yourself before the census date or before the final drop date to avoid having a non-passing grade on your transcripts and on your GPA. If you choose to drop this course, use [Web Advisor](#) or [Admissions & Records](#). Be sure to check with admissions if you are considering withdrawing after census so that you will possibly receive a refund.

## Regular Instructor Contact

The instructor dedicates as much or more time to this class compared to a traditional face-to-face class. She will access the class website regularly and respond to email and the Canvas inbox typically within 48 hours. Should a situation arise when she cannot access Canvas or reply to email within that time frame, she will notify the class in an announcement, then will announce when she's returned.

General questions (analogous to raising a hand in class) are posted in the Discussions section in the "Q & A" forum. I read every discussion forum post and occasionally participate. There are weekly announcements, lectures, emails/messages to students who fall behind, and instructor/publisher created materials to create a virtual equivalent of face-to-face classes.

## Using the Canvas Inbox

The Canvas Inbox is best way to contact the instructor. Click on the "Inbox" link on the left dark grey bar to view your Canvas email. Click on the person icon in the "To:" address bar. Choose the course, student or teacher, and then the person that you would like to email. Click on this course, and for teacher choose my name, April Klingonsmith. Type a message in the message area and click send.

## Student Resources

[Academic Support Center](#)

[Counseling Services](#)

[CR-Online Resources](#)

[CR Orientation](#)

[DSPS](#)

[EOPS](#)

[Library](#)

[Online Hand Book](#)

[Veterans' Resource Center](#)

[Writing Center](#)

## Technology Support

[CR tech support office](#) can help you with questions regarding *technology*.

Email: [its@redwoods.edu](mailto:its@redwoods.edu) ~ response is within one business day

Phone: (707) 476-4160 or (800) 641-0400 ext. 4160 Mon-Fri. 8:00-4:00

[CR Email Help.](#)

[Canvas Help Videos](#)

[Canvas Help/Tech Support](#)

## Necessary Computer Skills

Online courses require adequate computer skills. You should be able to navigate the course websites, open and download files, use a word processor with Microsoft word (.docx) or be able to convert files to rich text format (.rtf) or portable document format (.pdf), and submit files to the class website. It is your responsibility to meet the technological demands of the course.

## **Technology Requirements**

You should be able to navigate Canvas, course websites, open and download files, use a word processor with Microsoft word (.docx) or be able to convert files to rich text format (.rtf) or portable document format (.pdf), and submit files to Canvas. It is your responsibility to meet the technological demands.

## **Promoting Respectful Relationships In Our Virtual Classroom**

College of the Redwoods expressly prohibits online aggression, harassment, bullying, etc., and treats such violations according to the [Student Code of Conduct](#). Please treat your communications (especially posts to discussion forums) the same as if speaking in public – be mindful, courteous, constructive and accepting of diversity. Review the websites below to gain awareness of online classes etiquette.

[Online Etiquette-Univ. of WI](#)

[Netiquette for Discussion Boards-Touro Univ.](#)

## **Plagiarism**

Your contributions in the discussion forum, the activities, assignments, and exams must be your own work. If you incorporate the work of others into your writing, you need to cite their work. Do not copy lesson or lecture notes, information from the textbook, other student's work, or cut and paste from a website and claim it as your own. Students that plagiarize information will at minimum will receive a failing grade on the plagiarized assignment, will be turned in to the dean, and will be at risk of failing the course.

## **Academic Honesty**

In cases involving academic dishonesty, determination of the grade and 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 assignment and/or exam. Review the [Student Code of Conduct](#), scroll to AP 5500.

## **Special Accommodations**

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 and may need accommodations, contact [Disabled Students Programs and Services](#).

## **Equal Opportunity**

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.

## **Extenuating Circumstances**

This course is subject to change in the event of extenuating circumstances. All changes will be announced in Canvas through an announcement.

Modules	Due Date	Assignments Due	Topics
Module 1: Foundation	6/6	Discussion 1	Introductions
Module 1: Foundation	6/10	Journal 1	CR Online Tour
Module 1: Foundation	6/10	Journal 2	CR Policies & Procedures
Module 1: Foundation	6/10	Journal 3	Motivation to Succeed
Module 1: Foundation	6/13	Journal 4	Emotional Intelligence
Module 1: Foundation	6/13	Journal 5	Self-Discovery: How You See Yourself As A Student
Module 1: Foundation	6/13	Quiz 1	Module 1 Quiz
Module 2: Study Methods	6/17	Study Plan 1	Active Learning
Module 2: Study Methods	6/17	Study Plan 2	Learning Styles
Module 2: Study Methods	6/20	Study Plan 3	Time Management
Module 2: Study Methods	6/20	Study Plan 4	Memory
Module 2: Study Methods	6/24	Study Plan 5	Note Taking
Module 2: Study Methods	6/24	Study Plan 6	Textbook Reading
Module 2: Study Methods	6/27	Study Plan 7	Test Taking
Module 2: Study Methods	6/27	Discussion 2	Module 2 Review
Module 2: Study Methods	6/27	Quiz 2	Module 2 Quiz
Module 3: Decision-Making	7/1	Journal 6	Decision-Making
Module 3: Decision-Making	7/1	Journal 7	Communication
Module 3: Decision-Making	7/8	Journal 8	Stress Management
Module 3: Decision-Making	7/8	Journal 9	Healthy Living Practices
Module 3: Decision-Making	7/11	Journal 10	Academic & Career Choices
Module 3: Decision-Making	7/11	Journal 11	Money Management
Module 3: Decision-Making	7/15	Discussion 3	Module 3 Review
Module 3: Decision-Making	7/15	Quiz 3	Module 3 Quiz
Module 4: Next Steps	7/18	Journal 12	Resources Available to You
Module 4: Next Steps	7/18	Journal 13	Self-Discovery: Now How You See Yourself As A Student
Module 4: Next Steps	7/22	Discussion 4	Module 4 Review
Module 4: Next Steps	7/22	Quiz 4	Module 4 Quiz
Module 4: Next Steps	7/22	SEP	Student 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	20
		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

## **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'.

## **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 or 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

## **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.

## **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 assignment.