Syllabus for GS 1 College Success

Course Information

Semester & Year: Fall 2019
Course ID & Section #: GS 1 K8316
Instructor's name: Elizabeth Leach
Day/Time: Tuesdays and Thursdays, 8:30-9:55AM
Location: HTEC Classroom 1
Number of units: 3.0

Instructor Contact Information

Office location: Classroom 1; HTEC Computer Lab
Office hours: 8:00-8:30AM; 11:30AM-12:00PM
Phone number: (530) 625-4846
Email address: elizabeth-leach@redwoods.edu

Required Materials

Textbook Title: Becoming a Master Student
Edition: Sixteenth
Author: Dave Ellis
ISBN: 10: 1337097101; 13: 9781337097109
Other requirements: materials, equipment or technology skills: None

Catalog 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.

Course Student Learning Outcomes *(from course outline of record)*

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

GRADES will be based on:

Participation Assignments 20%
Paper #1 20%
Interview Project 20%
Group Oral Presentation 10%
Student Education Plan 10%
Midterm Exam 10%
Final Exam 10%

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

Prerequisites/co-requisites/ recommended preparation

None

Special accommodations statement:

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 accommodations, please

see me or contact [Disability Services and Programs for Students](#). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

Student feedback policy

> All oral and written completed assignments will be graded and returned by the instructor within one week of being turned in/completed. Please feel free to ask if you have further questions regarding your completed work/my grading/comments/suggestions for future improvement. Grades for each assignment will also be posted in Canvas.

Proctored Exams

Jonathan Masten is now our **College of the Redwoods Instructional Support Specialist II** and will be able to provide support in the following areas:

- Academic tutorial support for all KTIS students;
- Instructional support for all KTIS faculty;
- Computer log-ins, P-counter and copy machine accounts;
- Lending library for laptop loans for all KTIS students;
- Test proctoring; and
- Technology support for faculty and KTIS students.
- Technology support for faculty and KTIS students.

Matthew McKindley is now our **Hoopa Career and Technical Education Program (HCATEP) Support Specialist** . He is available to help in the following areas:

- Instructor mailbox keys and support;
- Classroom presentations;
- Assist students in applying for the Extended Opportunity Program and Services (EOPS) Program;
- Textbook and Calculator Loan Program;

Melissa Ruiz is **Interim KTIS Manager, HCATEP Director** and **Director of Student Services.** Please follow-up with her regarding any of the following:

- Faculty office hours;
- Disability Services and Programs for Students (DSPS);
- Classroom Management and behavioral issues, class syllabus, census and general faculty resources questions.

Student Accessibility Statement and Academic Support Information

These standards are required by federal regulation. Students will have access to this course that complies with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Course materials will include a text equivalent for all non-text elements; videos will include closed captioning, images will include alt-tags, hyperlinks will use descriptive/meaningful phrases instead of URLs and audio files will include transcripts. All text will be formatted for use with screen readers and all course materials will be understandable without the use of color.

Students who discover access issues with this class should contact the instructor.

Admissions deadlines & enrollment policies

Fall 2019 Dates

- *Last day to add a class: 8/23/19*
- *Last day to drop without a W and receive a refund:9/6/19*
- *Census date:9/9/19*
- *Last day to petition to graduate or apply for certificate:10/31/19*
- *Last day for student-initiated W (no refund):11/1/19*
- *Last day for faculty initiated W (no refund): 11/1/19*
- *Veteran's Day (all campuses closed):11/11/19*
- *Fall break (no classes):11/25/19 – 11/30/19*
- *Thanksgiving (all campuses closed):11/28/19 – 11/29/19*
- *Final examinations:12/14/19 – 12/20/19*
- *Semester ends:12/20/19*
- *Grades available for transcript release: approximately 1/6/20*

Students who have experienced extenuating circumstances can complete & submit the ***Excused Withdrawal Petition*** to request an Excused Withdrawal (EW) grade instead of the current Withdrawal (W) or non-passing (D, F & NP) grades. The EW Petition is available from the Admissions and Records Forms Webpage. Supporting documentation is required.

Academic dishonesty

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. 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 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; and 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, the student 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. 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.

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.

-- Physical presence is a necessary component to class participation. If you miss more than 5 classes, we will need to discuss your commitment to learning in this course. It is essential to be present in order to participate in class discussions, and to be a part of our learning team. Please let me know if you have concerns regarding this.

--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 1, 2019.

--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.

SCHEDULE OF READINGS: (CHANGES ARE POSSIBLE)

1. August 27 Introduction: **The Master Student**
   August 29   **Chapter 1 Discovering Yourself**
2. September 3, 5   **Chapter 2 Time**
3. September 10,12   **Chapter 2 continued**
4. September 17, 19   **Chapter 9 Money**
                               Financial Aid Workshop

5. September 18, 20   **Chapter 3 Memory**

6. September 24, 26   **Chapter 4 Reading**

7. October 1, 3   **Student Education Plans**

8. October 8, 10   **Interviews Due**

9. October 15, 17   **Chapter 6 Tests;** Midterm Exam

10. October 22, 24   **Chapter 5 Notes**

11. October 29, 31   **Chapter 7 Thinking**

12. November 5, 7   **Chapter 8 Communicating;** Paper due

13. November 12, 14   **Chapter 9 Diversity**

14. November 26, 28   **No classes—Fall Break/ Thanksgiving holiday**

15. December 3, 5   Group Oral Presentations due
16. December 10, 12   **Chapter 11 What's Next?**
17. December 17   **Final Exam 8:30-10:30AM**

Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact Admissions & Records to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the Student Information Update form.

Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at https://redwoods.instructure.com

Password is your 6 digit birth date

For tech help, email its@redwoods.edu or call 707-476-4160

Technology skills, requirements, and support (required for online classes)

Tech equipment and skills are required for student success, and of equal importance as required textbooks and materials,

Students can obtain a free Office 365 license (includes Word, Excel, PowerPoint and more) with a valid CR email.

Necessary Computer Skills **-** [instructor: identify the computer skills necessary for students to succeed in your course.]

Technology Requirements (computer, other hardware, and software) **-** [instructor: identify the computer requirements and any hardware or software necessary for students to succeed in your class.]

Technology Support **-** [instructor: identify your role in providing technology support]

Before contacting Technical Support please visit the Online Support Page. For password issues with Canvas, Web Advisor or your mycr.redwoods.edu email, contact its@redwoods.edu or call 707-476-4160 or 800-641-0400 ext. 4160 between 8:00 A.M. and 4:00 P.M., Monday through Friday.

Gender-Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is gender-inclusive and non-sexist to affirm and respect how people describe, express, and experience their gender. Just as sexist language excludes women's experiences, non-gender-inclusive language excludes the experiences of individuals whose identities may not fit the gender binary, and/or who may not identify with the sex they were assigned at birth. Gender-inclusive/non-sexist language acknowledges people of any gender (for example, first year student versus freshman, humankind versus mankind, etc.), affirms non-binary gender identifications, and recognizes the difference between biological sex and gender expression.

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Emergency procedures / 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.

Del Norte Campus Emergency Procedures

Please review the Crescent City campus emergency map for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information see the Redwoods Public Safety Page. 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 campus authorities.

Klamath Trinity Campus Emergency Procedures

Please review the campus emergency map for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the Redwoods Public Safety Page It is the responsibility of College of the Redwoods to protect life and property from the effects of emergency situations within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
4. If safe to do so, notify key Klamath-Trinity Instructional Site administrators and personnel.
5. Do not leave site, unless it is necessary to preserve life and/or has been deemed safe by the person in command.
6. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.

Student Support Services

The following online resources are available to support your success as a student:
- CR-Online (Comprehensive information for online students)
- Library Articles & Databases
- Canvas help and tutorials
- Online Student Handbook

Counseling and Advising offers academic support and includes academic advising and educational planning

Learning Resource Center includes the following resources for students

- Academic Support Center for instructional support, tutoring, learning resources, and proctored exams.
- Library Services to promote information literacy and provide organized information resources.
- Multicultural & Diversity Center [waiting for hyperlink and Mission]
- Math Lab & Drop-in Writing Center

Special programs are also available for eligible students include

- Extended Opportunity Programs & Services (EOPS) provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in Eureka or in Del Norte
- The Veteran's Resource Center supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821
- The Honors Program helps students succeed in transferring to a competitive four-year school.