

Course Information

Semester & Year: Fall 2019
Course ID & Section #: GS-1 Section # E8315
Instructor's name: Amy Berkowitz
Day/Time Monday/Wednesday 1:15-2:40PM
Location AT 106
Number of units: 3

Instructor Contact Information

Office location TBA
Office hours: by appointment (and MW 8-8:30am or TTH 5-5:30pm Downtown)
Phone number: N/A
Email address: amy-berkowitz@redwoods.edu

Required Materials

Textbook Title: Becoming A Master Student
Edition: 16
Author: Dave Ellis
ISBN: 978-1-337-09710-9
Other requirements: materials, equipment or technology skills

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 Curriculum Proposal: Revised 04.25.14; 09.09.14 Page 3 of 8 Academic Senate Approved: 05.02.14 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.

Evaluation & Grading Policy

I will provide grading rubrics when I introduce new assignments or before. You will always know how I will evaluate your work. I do not like to accept late work, but I will make exceptions for extraordinary life circumstances. There will be no extension on the Midterm paper. Quizzes may not be made up.

Assignment points:

There are 1000 points available as follows:

- Class Participation 10 points per class= 280
- Get Connected Journal Entries (campus activities)-3 (25 points each) =75
- 7 Journal Entries at up to 10 points each= 70
- Individual Presentation=30 points
- Group project, presentation & evaluation 100
- Midterm—Paper—200
- Tests (3 @ 50 points each) = 150
- Quizzes (points vary) = 105
- **Education Plan 100**
- **Final Essay**—in class 100

Grading Scale:

A	95-100 %	950-1000 Points
A-	90-94%	900-949 Points
B+	86-89%	860-899 Points
B	82-85%	820-859 Points
B-	78-81%	780-819 Points
C+	74-77%	740-779 Points
C	70-73%	700-739 Points
D	60-69%	699-669 Points
Fail	0-59%	599 Points or below

Assignments

Class Participation (10 possible points per class meeting) 28% of class and a possible 280 points. This is the easiest way for you to get points in this class. It is my intention to make use of class time for activities that promote active learning. These activities involve exercises and discussions. We will be working together as a learning community. **Your participation matters!** Please come to class with all reading and assignments completed. The assignments will prepare you to take part in class activities and discussions. Choose to be responsible in completing your work on time and coming to class prepared. On time attendance (not leaving early), prepared to work, participating in class activities will earn you full points of **up to 10 points per day**.

Get Connected (25 points each) —You will be attending or participating in 3 different campus activities and writing about it. You can turn this in early, but not late. I will give you the rubric when I explain the assignment in week 1.

Journal Entries (up to 10 points each) will be assigned. You are allowed 3 late journal entries, but they must be completed within 1 week of the due date.

I will not comment on every journal entry, but I will score them as follows:

10 Points—Question has been answered thoroughly with examples and analysis of the issue.

5 Points—Question has been partially answered and/or examples or analysis are missing or are weak.

2 Point—Question has been minimally answered and/or is illegible.

If you have any questions about this rubric or if you disagree with my grade on an entry, please let me know; we can discuss the issue and review the rubric.

Individual Presentation (30 points) : Each person will make a short presentation. (Don't worry; nearly everyone gets full credit). Making oral or multi-media presentations is an important set of skills for college success. We will start nice and easy.

Group Project (100 points): You will participate in a group project that will include learning and applying group rolls and dynamics, effective communication and organization. Each person in the group will participate in the presentation. Every person will evaluate the process and the dynamics of the situation, and you will write thoughtfully about other teams work.

Midterm Paper—200 Points This will be a written assignment. I will provide the details and the rubric when I assign it. (Approximately 4 typed pages) Due: November 22 by 11:59pm

Tests: There will be 3 short tests (50 points each). You will practice strategies and systems for test success and overcoming test anxiety.

Quizzes—I am planning on having several pop quizzes this semester. You will not know when to expect one. If you attend class and do the assignments (including the reading) you will be prepared to do well. Total points available: 105

Education Plan 100 points You will meet with a counselor or advisor and develop a formal Student Education Plan (SEP). This is an easy 100 points! Due before week 15

Final Exam-100 points—This will be in the form of an essay you will write in class. I will give you details and the rubric when I explain the assignment.

Homework is due by next class unless otherwise noted

Extra Credit will be given occasionally at the instructor's discretion.

Note: this is a college level class, and I expect college level writing and thinking. If you need additional support with your writing skills, there are several options available on campus including but not limited to: the writing center (in the LRC), the Light Center (in the SS building), and tutoring. Please see me if you would like help connecting to these services

[Student feedback policy](#)

I will provide feedback in a timely fashion. Generally, students can expect a response to email questions within 48 hours (may be longer on weekends and holidays). I am available during office hours and by appointment to discuss questions and concerns. Most assignments will be graded by next class or next week. Midterm papers will take longer to return. I will let you know what to expect when we discuss that assignment.

Institutional Policies

[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

[Student Access](#)

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](#).

Policies for this Class

[Class participation and Attendance policy](#)

This is an experiential class—most of what we do in class will NOT be covered in the book. You will benefit from regular attendance and participation. You will earn points for being in class on time and prepared to work. If you miss class, you

will not receive participation points for that day. If you are late, the points will reflect the extent to which you have missed class. If you come in more than 30 minutes late, you will not receive credit for that day. Participation means that you are actively engaged in class in a positive and cooperative manner. Disruptive students will be asked to leave and will not receive points for that day.

Communication Guidelines

I prefer contact either via email (either through Canvas or directly via my CR email) or in person during office hours or by appointment. Generally during the week, you can expect me to return an email within 48 hours (I may not look at my email much Friday-Sunday and holidays). It is your responsibility to get information from your peers BEFORE contacting me for clarification if you have missed a class. I will endeavor to work with you to resolve any reasonable issues.

Policies - additional

You are welcome to use personal electronic devices during my class IF they support your learning and IF they do not disturb your classmates or our class. You are allowed to record classes if you like. However, please keep our discussions confidential. It is the nature of these classes to be very personal; please respect our privacy and protect our ability to be vulnerable with one another. If you are using a device for a non-class purpose; I will ask you to put it away. (Examples of inappropriate use include, but are not limited to: social media, texting for non-emergencies, listening to music during discussions/activities, doing work for other classes, etc.) If you do not comply, you will lose points for the day and may be asked to leave.

Information for this Class

Welcome to GS 1 College Success. I am delighted to be teaching this course; it's been one of my favorite courses to teach here at College of the Redwoods. The work we do in this class could be the most important time in your life, but it's up to you to make it significant. I am looking forward to our journey together!

Please get your book right away. There is homework and reading assigned the first day. There is a copy on 2-hour reserve in the LRC (library). Our book is one of the most used on campus, so plan ahead in case someone else has it first. If you are in EOPS, they may be able to help you get a book. We will be using a variety of supplemental materials that I will either post on Canvas and/or bring to class.

In addition to our text, please have the following and bring to class:

- A Journal (composition book) for your journal entries only
- A separate notebook (any kind you prefer) for taking class notes
- An eagerness to learn
- An open mind

My classroom rule is simple: we shall treat one another with respect. If you are engaging in disrespectful behavior I will caution you first. If you would like to discuss my reasons, we can do so after class. In order for us to have the most productive experience possible, we need everyone to feel safe and valued in our classroom. Please keep this in mind when dealing with others.

It is my intention to make use of class time for activities that promote active learning. These activities involve exercises and discussions. We will be working together as a learning community. Your participation matters! Please come to class with all reading and assignments completed. The assignments will prepare you to take part in class activities and discussions. Choose to be responsible in completing your work on time and coming to class prepared.

Calendar:

Week 1—Introductions

8/26—Introductions, Syllabi, Expectations

Homework: Read 15-16 Motivation, 17-19, (look at 21-22—it's useful)

8/26—Mattering & Marginalizing

Getting to Know Us, Get Connected

Discovery Wheel (pages 28-32 (due 9/9)

Week 2—Campus Resources

9/2--(no class on Monday—Labor Day)

9/4 Campus Walking Tour **meet our regular classroom**

Week 3—Time Management & Note Taking

9/9 Time Management, Study Blocking, Covey's Quadrant

Homework: Study Block, Read 96-105, Health Journal (104-105)

9/11 Addressing Texts & Active Reading

Week 4—Test Preparation & Mindset, Test Anxiety

9/18 Test Strategies, Mindset

Homework: Journal 12 (175)

9/20 Essays, Writing for College, Introduce Midterm

Homework: see 188 for citation information

Week 5—Active Learning & Motivation

9/23 Active Learning,

Homework: Read 6 Kinds of Thinking (236-237)

9/25 Motivation

Homework: Read 238-244, Journal 15

*Get Connected #1 Due

Week 6—Goals, Persistence, Visualization, Procrastination

9/30 the power of visualization

Homework: Read 245-250, Affirmations

10/2 Emotional Intelligence

Week 7—Group Roles and Dynamics

10/7 Intro the Group Project,

Homework: Write 3 ideas, carefully explained for a group project

10/9 Active Listening & Effective Communication

Choose topics and teams for group project, first team meetings

Homework: Read 283-289, Journal 18

Week 8—Inclusivity & Discrimination

10/14 Ladder of Prejudice, Micro-Aggressions

Homework: group project

10/16 Support, Kindness, Communication

Homework: group project

Week 9—Money & School & Life

10/21 Budgets & Finance

Homework: Budget

10/23 Paying for School

Homework: Cost/Benefit Analysis

Week 10—Group Presentations

10/28 First Half Presentations

Homework: Evaluation notes

10/30 Second Half Presentations

Homework: Evaluation notes, Reflection paper

*Get Connected #2 Due

Week 11—Writing for College

11/4 Intro Midterm (**due 11/22**), choosing a major, choosing a career,

Homework: Worksheet on career options & analysis

11/6 Belonging, Doing what makes you Happy, Visualization

Homework: midterm paper worksheet

Week 12—Logical Arguments

11/11 No Class Veteran's Day

11/13 Logic, Fallacies, & Arguments

Week 13—Stress & Self Care

11/18 Stress, toxic stress, empathy

Homework: Stress Journal

11/20 Self-Acceptance & Core Beliefs

Homework: Self Care

Midterm due 11/22

No class Thanksgiving week

Week 14—Emotional Intelligence

12/2 Emotional Intelligence: Thought-Feeling-Behavior

12/4 Introduce the Final

* Get Connected #3 Due

Week 15—Wrapping it up & moving forward, Planning for the future

12/9 In-class final preparation

12/11 In-class final preparation

Final: Monday, December 16 1-3pm

Note: this is a tentative calendar—you will be notified in class and on Canvas of changes.

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.

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](#).

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.

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.
- succeed in transferring to a competitive four-year school.