

Syllabus for GS 1 College Success – Del Norte Education Center

Semester & Year	Fall 2019	
Course ID and Section #	GS-1-D8311 (048311)	
Instructor's Name	Kelly Carbone	
Day/Time	T/TH 8:30 – 9:55	
Location	RM 23	
Number of Credits/Units	3.0	
Contact Information	<i>Office location</i>	DN Counseling Office
	<i>Office hours</i>	See front desk for available appointments
	<i>Phone number</i>	(707) 464-2323
	<i>Email address</i>	Kelly-carbone@redwoods.edu
	<i>Title & Edition</i>	On Course, 8th Edition
	<i>Author</i>	Skip Downing
	<i>ISBN</i>	978-1-305-397-47-7
Course Description		
<p>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.</p>		
Student Learning Outcomes		
<ol style="list-style-type: none"> 1) Demonstrate learning study skills. 2) Display self and academic awareness. 3) Develop a career and academic plan. 		
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 lastminute 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 707-465-2352.</p>		
Academic Support		
<p>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.</p>		

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

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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:

<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.

Emergency Procedures for the Del Norte campus:

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). The Crescent City campus emergency map is available at (<http://www.redwoods.edu/delnorte/Maps-and-Directions; scroll down to the Safety Map>). For more information on Public Safety, go to <http://redwoods.edu/publicsafety> 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.

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, 707-476-4112, security@redwoods.edu, if you have any questions.

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.

Planned Absence

Attendance will be taken by collecting in-class Journal Assignments and in-class Quizzes throughout the semester. These are a major part of your grade and **will be collected at random times and graded incomplete/complete.** Therefore, if you know you will be absent from a future class due to an **extenuating circumstance**, please email me ahead of time. This email will be accepted in place of the Journal/Quiz from that day. You can reach me at: Kelly-Carbone@redwoods.edu prior to the beginning of class. You may not receive credit for any quiz/journal by emailing me after the class meeting.

Late Work Policy

Late work will not be accepted unless documentation of an extenuating circumstance is provided before the next class meeting.

Course Assignments/Grading

Grading	
In Class Journals (Collected)	15
In Class Quizzes (Collected)	15
Academic Routine Journal	5
Career Planning Workshop Journal	5
Exam 1 & 2 (Best Score)	10
Exam 3	10
Group Project	10
Individual Presentation	20
Final Essay	10
Total	100

In-Class Journals/Quizzes (30 pts)

Almost every class will begin with a Journal/free-write and end with a Quiz. Journals and Quizzes will amount to a total of 30 points – almost half your entire grade. Although Attendance will not be taken at the beginning of class, these Journals and Quizzes will be collected at random times throughout the semester and count for your participation that day. The purpose of the Journals are to help you practice writing and help you identify your perspective, values, and interests. The purpose of Quizzes are to help you practice test-taking as well as to help me assess your understanding of the material throughout the class – not just during an Exam! These will be graded on completion, not content.

Academic Routine Journal & Career Planning Workshop Journal (10 pts)

Journals are out-of-class writing assignments. Journals should be 3-5+ sentences and include some insightful evidence of self-reflection and critical thinking.

Journal Rubric			
0	1 to 2	3 to 4	5
Assignment is not turned in.	Assignment is submitted with incomplete sentences and lacks reflection or depth in thoughtful response. 1-3 sentences.	Assignment is submitted with complete sentences, and somewhat insightful thought is evident in response. 3-5 sentences.	Response includes advanced insightful thought, shows evidence of critical thinking & self-reflection. 3-5+ Sentences.

Group Project (10 pts)

Assignment Summary

You will work in small groups to develop and present a “Study Plan”. You will detail:

1. **When/How Often** you plan to study – why is this effective? (1 pt)
2. Which **Learning Style/Multiple Intelligence** this plan works great with (Visual, Hands On...etc.) (1 pt)
3. Your Plan must include at least 3 different ways you plan to use **specific Study Strategies** and explain how they will be used and why they are effective. (1 pt)

You will create a concept map and a short PowerPoint/Google Slides presentation to present this plan to the class.

- Please be sure that your presentation is at least 3-5 minutes. You may reflect upon your own Concept Maps from the past few classes
- You may use the OnCourse Textbook (**HINT:** Pgs. 261 -268 & Pgs. 290-296)
- You may use the PowerPoints from class & any notes you have

Concept Map (3 pts)

You will include a concept map of the study plan, which outlines when these strategies will be used/when. You may also want to include why it is effective, and the learning style/multiple intelligence that would be compatible with each of these strategies.

PowerPoint/Slides (5 pts)

You will create a presentation through Google Slides or Microsoft PowerPoint to provide outline, detail, and images for your presentation.

Presentation Techniques (5pts)

You will be graded on your presentation techniques including eye-contact, posture, voice volume, and your engagement with the audience.

Group Project Rubric	
Requirements:	Possible Pts.
Presentation addresses WHEN & HOW OFTEN studying will happen and why these times/places are effective.	2
Presentation addresses WHICH LEARNING STYLE/MULTIPLE INTELLIGENCE this study plan works great with.	2
Presentation includes different ways you plan to use 3 SPECIFIC STUDY STRATEGIES including how they will be used & why they are effective	3
Concept Map is included, showing the overall plan.	3
PowerPoint/Slides are properly formatted to provide outline, detail, and images for your presentation. Slides have neat formatting, interesting & applicable images, and are not too “wordy”.	1
Presentation Techniques are used including acceptable eye-contact, confident posture, reasonable & clear communication/volume, and engages the audience.	1
Total	10

Final Essay (10 pts)

Assignment Summary

You will write a 2-5 page paper about your Student Education Plan. In this assignment, you will cover ALL of the following topics in a written essay format. (NOT Bulletpoints / Q&A)

- **What is your Academic Program? Why have you chosen this Academic Program?**
- **What are some interesting/important/challenging classes will you be planning to take in the future? Why are you taking these classes?**
- **What is your plan to be successful in these classes? How will you overcome challenges in these classes? (Please mention 2-3 specific study strategies you plan on using.)**
- **What keeps you focused and motivated to complete your education goals? What inspires you? How do you plan to take care of yourself?**

Education Plan (20 pts) DUE ASAP or 11:59pm December 17th

To get your Education Plan, you will need to meet with a Counselor or Advisor.

You will either hand in, upload to canvas, or email your Education Plan with your final submission of this assignment. You may upload your Education Plan in to canvas anytime you meet with a Counselor or Advisor. These are graded Complete = 20pts, Incomplete = 0pts.

To upload to Canvas, you will click “Print”, “PDF”, “Save As”, then upload this saved file to Canvas. You can also ask the Counselor/Advisor to email you a copy and upload that file.

Outline (10 pts) DUE 11:59pm November 14th

You will submit an Outline of your Essay. This may look like a Concept Map/Mind Map for what you plan to write about in your essay. It can be typed or hand-drawn, if you take a picture of your drawing and upload to canvas.

Citation (10 pts) DUE 11:59pm November 21st

You will submit a Works Cited page and one paragraph from your Final Essay that includes a citation. “Please use APA formatting.” (Carbone, 2019)

Written Component (10 pts) DUE 11:59pm December 10th

Your final Essay must be 12pt Font, Double Spaced. You must address all of the bulleted topics in the Assignment Summary.

Final Essay Rubric	
Requirements:	Possible Pts.
What is your Academic Program? Why have you chosen this Academic Program?	2
What are some interesting/important/challenging classes will you be planning to take in the future? Why are you taking these classes?	2
What is your plan to be successful in these classes? How will you overcome challenges in these classes? (Please mention 2-3 specific study strategies you plan on using.)	2
What keeps you focused and motivated to complete your education goals? What inspires you? How do you plan to take care of yourself?	2
Citation is included & proper formatting of paper and Works Cited is used.	2
Total	10

Individual Presentation (20 pts)

Assignment Summary

You will provide a 5 minute presentation that answers the following question from your Final Essay:

What keeps you focused and motivated to complete your education goals? What inspires you? How do you plan to take care of yourself?

You may cite a self-care strategy, a person/place/concept that inspires you, or any idea *behind* your education goals that keeps you focused. Think: *Why am I in college? Why do I want to graduate? What keeps me going during tough times? What is a good technique for staying calm, positive, and/or healthy?*

Remember, this must connect to how you stay focused on your Academic Goals.

PowerPoint/Slides (5 pts)

You will create a presentation through Google Slides or Microsoft PowerPoint to provide outline, detail, and images for your presentation.

Presentation Techniques (5pts)

You will be graded on your presentation techniques including eye-contact, posture, voice volume, and your engagement with the audience.

Rubric	
Requirements:	Possible Pts.
Presentation Answers the question: <i>What keeps you focused and motivated to complete your education goals? What inspires you? How do you plan to take care of yourself?</i>	10
PowerPoint has neat formatting, interesting & applicable images, and are not too “wordy”.	5
Presentation Techniques are used including acceptable eye-contact, confident posture, reasonable & clear communication/volume, and engages the audience.	5
Total	20

COURSE OUTLINE	
27-Aug	24-Sep
Syllabus Review	Career Planning
R: Chapter 1, OnCourse, pg 15-31	R: Ch 6, Self Awareness, 163-186
HW: Do the Reading & Log In to Email & Canvas	HW: Career Planning Workshop Journal, Due 11:59pm Oct 1
29-Aug	26-Sep
Higher Ed Culture & Technology <i>(Class Begins in DM 23, Moves to Computer Lab)</i>	Notetaking
R: Chapter 1, OnCourse, pg 15-31	R: No reading.
HW: Read.	HW: Career Planning Workshop Journal, Due 11:59pm Oct 1
3-Sep	1-Oct
Personal Responsibility & Time Management	Exam 2 (In Computer Lab DM 2)
Reading: Chapter 4, Self Mgmt, pg101-134	R: Ch 5, Interdependence, pg 135-162
HW: Academic Routine Journal, Due 11:59pm Sep 9th	HW: Read.
5-Sep	3-Oct
Personal Responsibility & Time Management	Presentations
Reading: Chapter 4, Self Mgmt, pg101-134	R: Ch 5, Interdependence, pg 135-162
HW: Academic Routine Journal, Due 11:59pm Sep 9th	HW: Read.
10-Sep	8-Oct
Student Rights, Responsibilities, and Resources	Making a Presentation (In Computer Lab DM 2)
R: Study Skills Toolbox, pg257-306	R: No reading.
HW: Study for Exam 1	HW: Work on Presentations
12-Sep	10-Oct
Exam 1 (In Computer Lab DM 2)	Making a Presentation (COMP LAB)
R: Study Skills Toolbox, pg257-306	R: No reading.
HW: Read.	HW: Work on Presentations
17-Sep	15-Oct
Learning	Group Presentations
R: Study Skills Toolbox, pg257-306	R: Ch 8, EQ, page 218-246
HW: Read.	HW: Read.
19-Sep	17-Oct
Memory	Group Presentations
R: Ch 6, Self Awareness, 163-186	R: Ch 8, EQ, page 218-246

HW: Read.	HW: Read.
COURSE OUTLINE	
22-Oct	19-Nov
EQ/Communication	Library Resources, MLA/APA, Citation (In Library)
Reading: Ch 3, Motivation, pg 71-100	Read: MLA Guide (PDF)
HW: Read	HW: One Citation Due 11:59pm Nov 21
24-Oct	21-Nov
EQ/Communication	Gratitude & Self Care
Reading: Ch 3, Motivation, pg 71-100	Reading: No reading.
HW: Read	HW: One Citation Due 11:59pm Nov 21
29-Oct	Thanksgiving: Nov 26 & 28
Motivation	No Class Work on Final Essay
Reading: No reading.	
HW: Study for the Exam.	
31-Oct	3-Dec
Exam 3 (In Computer Lab DM 2)	Work on Papers & Presentations (In Computer Lab DM 2)
Read: Ch 7, Learning, pg 188-212	Reading: No reading.
HW: Read	HW: Essay Due 11:59pm Dec 10
5-Nov	5-Dec
Yesterday: Academic Integrity	Work on Papers & Presentations (COMP LAB)
Read: Ch 7, Learning, pg 188-212	Reading: No reading.
HW: Read	HW: Essay Due 11:59pm Dec 10
7-Nov	10-Dec
Yesterday: Academic Integrity	Individual Presentations
Read: Ch 7, Learning, pg 188-212	
HW: Read	HW: Essay Due 11:59pm Dec 10
12-Nov	12-Dec
How to Write the Paper	Individual Presentations
Read: Study Skills Toolbox, 307-313	
HW: Outline of Paper, Due 11:59 pm Nov 14	
14-Nov	17-Dec
Work on Papers & Presentations (In Computer Lab DM 2)	Individual Presentations
Read: Study Skills Toolbox, 307-313	

