CR COLLEGE OF THE REDWOODS

Syllabus for GS 6: First Year Experience

Course Information

Semester & Year: Spring 2020
Course ID & Section #: GS 6; K8330
Instructor's name: Elizabeth Leach
Day/Time: Tuesdays and Thursdays, 8:30-9:55AM
Location: HTEC Classroom 3
Number of units: 3.0

Instructor Contact Information

Office location: HTEC Classroom 3; Computer Lab
Office hours: Tuesdays and Thursdays, 8:00-8:30AM; 11:30AM-12:00PM
Phone number: (530) 625-4846
Email address: elizabeth-leach@redwoods.edu

Required Materials

Textbook title: On Course: Strategies for Creating Success in College and in Life
Edition: 8th edition
Author: Skip Downing
ISBN: 978-1-305-39747-7
Other requirements: materials, equipment or technology skills: None

Catalog Description

A first year experience course focusing on the development of academic and personal skills necessary to succeed in college and beyond. Students will learn how to manage time, understand classroom dynamics, and improve note-taking and test-taking skills. Students will be able to identify campus services and understand the technology used in higher education. Students will be directed towards specific educational goals and develop a comprehensive student education plan.

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

1. Assess individual learning preferences which can be applied towards improving lifelong learning skills.
2. Identify college expectations and demonstrate successful navigation within the college system.
3. Develop and complete a formal student education plan.
4. Analyze self-management systems and persistence practices to increase self-motivation and success.

Evaluation & Grading Policy

Grades will be based on:

Participation Assignments	20%
Journal Assignments	20%
Interview Project	10%
Student Education Plan	10%
Completed FAFSA	10%
Midterm Exam #1	10%
Midterm Exam #2	10%
Final Exam	10%

Assignment descriptions will be given to students in class and/or on Canvas.

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

Grades may be posted on Canvas. Please also check there for any possible changes to our schedule, and for information regarding specific assignments.

Prerequisites/co-requisites/ recommended preparation
None

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 further improvement. Grades for each assignment will also be posted on 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.

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

- Assist students in applying for the Extended Opportunity Program and Services (EOPS) Program;

- Textbook and Calculator Loan Program;

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
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

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

- *Classes begin: 1/18/20*
- *Martin Luther King Jr. Day (all-college holiday): 1/20/20*
- *Last day to add a class: 1/24/20*
- *Last day to drop without a W and receive a refund: 1/31/20*
- *Census date: 2/3/20 or 20% into class duration*
- *Lincoln's Birthday (no classes): 2/14/20*
- *Last day to petition to file P/NP option: 2/14/20*
- *President's Day (all-college holiday): 2/17/20*
- *Last day to petition to graduate or apply for certificate: 3/05/20*
- *Spring break (no classes): 3/16/20-3/21/20*
- *Last day for student-initiated W (no refund): 4/3/20*
- *Last day for faculty initiated W (no refund): 4/3/20*
- *Final examinations: 5/9/20-5/15/20*
- *Semester ends: 5/15/20*
- *Grades available for transcript release: approximately 6/1/20*

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.

Class participation and Attendance policy

Some 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. 1 point of extra credit can be earned for each class session that you keep your phone on a table in front of the room.

--Please arrive to class on time. Do not come to class more than 15 minute late. Three tardies add up to one absence. 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.

--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. Also consult Canvas. If you are absent for 2 or more consecutive classes, please let me know ahead of time if possible. Communication with me in person or by email or Canvas is imperative; otherwise, I may drop you from the course

--If at any time I feel that you have not been attending class or turning in sufficient work to pass the course, I may drop you from the course. Please communicate with me regarding your grade, coursework, progress, and any relevant challenges you are facing. I am here to help you succeed. This policy reflects

instructor practices at the C/R main campus, as well as HSU. I am thus preparing you for that next step, as well as the demands of the job world. At the same time, 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. Last day for student or faculty initiated drop is April 3, 2020.
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--Be tolerant when others express views you don't agree with. It is important to be able to openly exchange ideas. It is 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 are able to discuss diverse viewpoints openly.

--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.

--All late work will be marked down for every week after the due date.

Class Schedule (subject to change and revision)

Date of Class:	Readings (On Course):
1. January 21, 23	Chapter 1: Getting on Course to Your Success; syllabus
	C/R email, Canvas, Web Advisor
2. January 28, 30	Chapter 1 continued
3. February 4, 6	Chapter 2: Accepting Personal Responsibility
4. February 11, 13	FAFSA and scholarship Workshops
	with Graciela Ventura Hass and Sheila Hall
5. February 18, 20	Chapter 3: Discovering Self-Motivation
6. February 25, 27	Review and Midterm Exam #1
7. March 3, 5	Chapter 4: Mastering Self-Management
8. March 10, 12	SEP workshop with Graciela
9. March 17, 19	Spring Break
10. March 24, 26	Chapter 5: Employing Interdependence
11. March31, April 2	Chapter 6: Gaining Self-Awareness
12. April 7, 9	Review and Midterm Exam #2
13. April 14, 16	Chapter 7: Adopting Lifelong Learning
14. April 21, 23	Interviews Due
15. April 28, 30	Chapter 8: Developing Emotional Intelligence
16. May 5, 7	Chapter 9: Staying On Course to Your Success
17. May 12, Tuesday	Final Exam: 8:30-10:30AM

Please have completed the readings by the date specified. Come to class with a question or comment relating to the readings and/or course content. Discussion and lecture will be the main modes of instruction along with videos, student presentations, and guest speakers, depending on your interests

Required Materials:

1. Textbook: On Course: Strategies for Creating Success in College and in Life by Skip Downing, 8th edition. (O.C.)
2. One single subject notebook for your journal
3. 2 different colored pens, one for questions, the other for answers.
4. Paper or electronic Planner

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 8 digit birth date
For tech help, email its@redwoods.edu or call 707-476-4160
Canvas Help for students: https://www.redwoods.edu/online/Help-Student
Canvas online orientation workshop: https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources

Technology skills, requirements, and support

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

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 / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor https://webadvisor.redwoods.edu and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the Redwoods Public Safety Page.

In an emergency that requires an evacuation of the building anywhere in the District:
- 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.