

## Syllabus GS 1 College Success

Semester & Year : Spring, 2020

Course ID & Section #: D8324

Instructor's name : Bernadette Johnson

Day/Time : M/W 1:15-2:40 pm

Location : DN Art Building RM 1

Number of units: 3

### ***Instructor Contact Information***

Office location: Del Norte Counseling Office

Office hours: By appointment (Front office can assist with making an appointment)

Office Phone number: (707) 465-2332

Personal Cell Phone: (707) 460-0957 Text Messages Preferred

Email address: [Bernadette-johnson@redwoods.edu](mailto:Bernadette-johnson@redwoods.edu)

### ***Communication Guidelines***

Students are encouraged to communicate with me via Canvas email at [bernadette-johnson@redwoods.edu](mailto:bernadette-johnson@redwoods.edu). In addition, students may contact me on my office phone (707) 465-2332 or my personal cell phone (707) 460-0957. Text messages to my personal cell phone are preferred to voice mails. I will attempt to return calls and emails within 48 hours, unless on a Holiday or school break as I may be "unplugged" during breaks. Individual appointments are available. You can make an appointment by visiting the Admissions or Counseling Office or by requesting via email.

### ***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. Recommended prep: ENG 150

### ***Course Student Learning Outcomes***

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

### ***Required Materials***

Textbook title: On Course, Strategies for Success in College, Career and Life Edition: 9<sup>th</sup>

Author : Skip Downing, Jonathan Brennan ISBN: 978-0-357-02268-9

Other requirement: Pen/Pencil, Highlighter, Journal (Composition Book)

# Coursework

## Class participation (55 points)

This class is a “hands on” experience. Student participation is required. There will be individual and group activities, writing assignments, videos, presentations and guest speakers each week. Students will earn up to 2 points each class (3 points on the first day) for fully participating in all activities, including “Warm Up” writing assignments completed during class. In class activities are not able to be made up outside of class.

## Journal (100 points)

Journaling is a great way to reflect on one’s learning, and set personal and academic goals. Students will complete a journal with at least 10 (1 page each) journal entries. A composition book is recommended for this assignment. Students may choose any of the journal prompts provided in the textbook for this assignment. They do NOT need to be in any specific order. Each journal must be labeled with the pg. of corresponding prompt and the date. (example: Pg. 14 Journal #1 Jan 1, 2020). Bring your journal to class. Grading of journals will take place in class. Personalize your journal with pictures, color, charts, lists; whatever works for you!

## Reading Quizzes (90 points)

Students will complete one reading quiz per chapter (up to 10 points each). These quizzes are to be completed in Canvas per deadlines provided.

## Mid Term (20 points)

Students will complete a mid-term in Canvas. It will cover Chapters 1-4 plus content from class lectures and presentations. The Mid Term is due March 11.

## Final Exam (40 points)

Students will complete a final exam in Canvas. It will be comprehensive including topics for all textbook chapters as well as lectures and presentations. The Final Exam is due May 13.

## Class schedule

Assignment	Due Date	Possible Points	Points Earned	Notes
Participation	Weekly	55		Must be in class
Journal	See Canvas	100		10 journals total
Personal Reflection Paper	May 4	10		MLA format (2 pages)
Group Project/Presentation	TBD	35		MLA format (2-3 pages) PowerPoint Audience Participation/Activity
Mid Term	March 11	20		Chapters 1-4 plus lectures/presentations
Final Exam	May 13	40		Comprehensive – all coursework
Quizzes	See Canvas	90		One per chapter
<b>Total Points</b>		<b>350</b>		

Your instructor reserves the right to make changes to the above schedule, as needed. **There will be no class on the following days: Jan 20, Feb 26, March 16, and March 18.**

## Personal Reflection Paper (10 points)

Students will complete a 2 page (double spaced, size 12 font, MLA format) reflection paper to be submitted on Canvas by May 4.

The paper should answer the following questions:

1. What did you learn about yourself after completing the initial assessment for this class pg. 25-27?
2. What are your strengths? Weaknesses?
3. How have your strengths and weaknesses have affected your semester?
4. What did you do to address your weaknesses?
5. How did your strengths help you?
6. How will you use this information about yourself in the future?
7. What has been the most beneficial part of this class for you?

Include an introduction and conclusion. Use complete sentences and correct grammar and punctuation. No external sources are required.

Personal Reflection Paper Rubric

Criteria	Ratings		Pts
<p><b>Paper Format</b> Paper is 2 pages, uses MLA format and has correct grammar and punctuation, and complete sentences.</p>	<p><b>2 pts Full Marks</b></p>	<p><b>0 pts No Marks</b></p>	2 pts
<p><b>Paper Content</b> All questions are answered and there is a clear introduction and conclusion.</p>	<p><b>2 pts Full Marks</b></p>	<p><b>0 pts No Marks</b></p>	2 pts
<p><b>Paper Style</b> Paper shows deep reflection and contains interesting and relevant personal insights. The paper is easy to read and interesting.</p>	<p><b>6 pts Full Marks</b></p>	<p><b>0 pts No Marks</b></p>	6 pts
<p>Total Points: 10</p>			

## **Group Project/Presentation (35 points)**

Working in a group of 3 -5 students, you will research and present on one of the following college/career pathways:

1. Health Occupations (Nursing, Dental, EMT etc.)
2. STEM (Science, Technology, Engineering, Math)
3. Arts & Humanities (Professional Artist, College Professor etc.)
4. Physical Education/Sports (Physical Therapy, Athletes etc.)
5. Government/Public Safety (Law Enforcement, Politics etc.)
6. Career Tech (Construction, Agriculture, Automotive etc.)
7. Social/Behavioral Sciences (Social Work, Addiction Studies etc.)

You will turn in a 2-3 page typed, MLA formatted, college level paper with at least 2 sources.

The paper will address the following questions:

1. What career opportunities exist for someone pursuing this pathway?
2. What education is required?
3. What type of skills are needed to be successful?
4. What personalities are best suited to this work?
5. What professional associations, credentialing or licensing agencies are important to people interested in this field?
6. What degrees does C/R offer that relate to this pathway?

In addition to your paper, your group will create a 15-minute presentation. The presentation must include the use of presentation slides (PowerPoint, Prezi etc.) and all group members must have a "speaking role" during the presentation. The presentation should include an activity/discussion that involves the audience (class). All presenters should introduce themselves and the group should take questions at the end of the presentation. Feedback from the audience on the strengths and areas for improvement will be given immediately following the presentation.

Working in groups is an essential skill in today's workplace. This project is a chance for you to practice working in a team. Refer to Chapter 5 in the textbook for more information on the importance of learning to work with others in college, career and life.

### **Tips for working in groups:**

- 1) Make sure everyone has everyone else's contact information (email and phone).
- 2) Establish a time and place to meet outside of class.
- 3) Work together to decide who will do what and when.
- 4) Be sure to complete your part of the project on time. If you have any problems, communicate with your team. Over communicating is better than under communicating!
- 5) If you need assistance with group dynamics, talk with me and I will be happy to meet with your group outside of class.

Group Project Rubric

Criteria	Ratings		Pts
<p><b>Paper Length</b> Paper is 2-3 pages, double spaced and typed.</p>	<b>5.0 pts Full Marks</b>	<b>0.0 pts No Marks</b>	5.0 pts
<p><b>Paper Format</b> Paper uses MLA format.</p>	<b>5.0 pts Full Marks</b>	<b>0.0 pts No Marks</b>	5.0 pts
<p><b>Paper Content</b> Paper answers all 6 required questions and has an introduction and conclusion.</p>	<b>5.0 pts Full Marks</b>	<b>0.0 pts No Marks</b>	5.0 pts
<p><b>Presentation Content</b> The presentation answers all 6 required questions.</p>	<b>5.0 pts Full Marks</b>	<b>0.0 pts No Marks</b>	5.0 pts
<p><b>Presentation Style</b> Presenters introduce themselves, speak clearly and appear to have adequately prepared for the presentation.</p>	<b>5.0 pts Full Marks</b>	<b>0.0 pts No Marks</b>	5.0 pts
<p><b>Presentation Visual Aid</b> Presentation includes visually interesting, readable and relevant electronic slides.</p>	<b>5.0 pts Full Marks</b>	<b>0.0 pts No Marks</b>	5.0 pts
<p><b>Presentation Activity/Audience Participation</b> The presentation includes at least one activity or discussion that involves the audience. The group takes questions at the end.</p>	<b>5.0 pts Full Marks</b>	<b>0.0 pts No Marks</b>	5.0 pts  <b>Total Points 35</b>

## **Evaluation & Grading Policy**

95-100% = A  
90-94% = A-  
86-89% = B+  
82-85% = B  
78-81% = B-  
74-77% = C+  
70-73% = C  
60-69% = D  
0-59% = F

## **Canvas Gradebook**

Students are expected to regularly review the Canvas gradebook to ensure they are aware of their progress in the class. If there are any problems with graded work, the student must inform the instructor, in writing, before the end of the semester.

## **Late Work**

Assignments are due on the dates provided in this syllabus and/or on Canvas. Late work may be subject to a 20% point reduction. If you have a medical or family emergency and need additional time to complete an assignment, please inform your instructor in writing. Reasonable accommodations for unplanned emergencies will be made. Participation points can ONLY be earned during regular class meetings. You must be present to earn participation points. Any student who does not present for their group's presentation will not receive credit for the presentation portion of the assignment. The instructor reserves the right to adjust dates and assignments as needed. Adjustments will be announced in class, on Canvas and provided in writing, when possible.

## **Institutional Policies**

**Excused Withdrawal** 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.

## **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:

- Del Norte: 707-465-2324, main building near library

## ***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.

## ***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](#).

## ***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***

We will be using Canvas to complete several assignments for this class. Make sure you log in regularly. Log into Canvas at <https://redwoods.instructure.com>  
Password is your 8 digit birth date  
For tech help, email [its@redwoods.edu](mailto: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-Resource>

### ***Technology skills, requirements, and support***

We will be learning to use the electronic tools available to College of the Redwoods students. Students can obtain a free [Office 365 license](#) (includes Word, Excel, PowerPoint and more) with a valid CR email. Students will need to use a computer to complete quizzes and tests and to submit some assignments. Smart phones are not a substitution for a computer. There are computers available for use in the library and some loaner laptops may be available at the Admissions Office. For Technical Support visit the [Online Support Page](#). For password issues with Canvas, Web Advisor or your mycr.redwoods.edu email, contact [its@redwoods.edu](mailto: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](mailto: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.



## ***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](#). Primary phone: 707.465.2311 On campus: x2111

## **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.
- The [Honors Program](#) helps students succeed in transferring to a competitive four-year school.