Syllabus for: GS 6 First Year Experience

 Fall 2020 Aug. 22 2020

Section Number: 049454 Credits/Units: 3

Instructors Name: DaVita Fraser

Office hours: Wednesday’s 11am to 1Pm on Zoom

**Course Communication**: [Canvas inbox](https://community.canvaslms.com/docs/DOC-10573-4212710324) to email me , Also see [how to find me as the teacher](https://community.canvaslms.com/docs/DOC-10504-4212716756) to send or start an email. You can also email other students in your class.

## Required Text: Required Text: On Course; By Skip Downing, 8ed Edition 2015. Wadsworth-Boston, MA.

## Canvas Information

Log into Canvas at [https://redwoods.instructure.com](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 (Links to an external site.)](https://www.redwoods.edu/online/Help-Student)

#### ****Technology skills****

*Online courses require adequate computer skills. If you are worried about your computer skills, please let me know, because I can help. But to check yourself before we get started, you should be able to:*

* + - *navigate a class in Canvas*
		- *receive and respond to messages sent to your CR email account (dudes- this means you need to CHECK your CR email!)*
		- *download and upload files in Canvas assignments*
		- *use a phone or digital camera (or webcam?) to upload “selfies” to your online lab notebook*
		- *use a word processor program (such as Microsoft Word or Google Docs)*
		- *use a graphing program (such as Microsoft Excel or Google Sheets)*
		- *use a webcam or a phone to record and upload videos in Canvas*

It is your responsibility to meet the technological demands of the course, which may often include troubleshooting technological adventures.

**Computer and Hardware Requirements**

* + - *Computers: You should plan on doing the majority of your work (especially exams and assignments) from a reasonably recent model notebook or desktop computer (Mac or PC). We don’t recommend that you plan on participating in this class solely from a portable device (phone or tablet). That said- if you can complete the assignments in the Orientation Module using your portable device, you will probably be fine with it. Please let me know if this will be an issue for you, and we can try to help.*
		- *Portable Devices: You can use recent model portable devices (such as Android or iOS phones & tablets) for some things in this class. If you do decide to use your portable device for some of your class work, use the free Canvas app (called “Canvas by Instructure”) available in iTunes (for iOS) and the Google Play Store (for Android). This app is much better than trying to connect to Canvas using a web browser on a portable device.*
		- *Webcam: You will need to be able to record videos of yourself for this class. Many computers have a built in webcam. If yours does not, you will need to purchase (or borrow) a webcam. There are inexpensive options available that plug into a USB port. (You may also be able to use your phone for this.)*
		- *Smartphone camera or other digital camera: You will need to be able to document your lab work through digital “selfies,” then upload those images to your online lab notebook.*

**Connection and Software Requirement**

*It is important that you set yourself up for success by making sure that you have the necessary internet connection and software in order to participate fully in the course. Please make sure that you have the following set up by the first week of class:*

* + - *High-speed internet: You should have high-speed internet (such as broadband) service from cable, DSL, or satellite providers as there are video lectures as part of this course, and they require this speed. You need to have reliable access to the internet for the duration of the course. Anticipate problems with your computer and internet access (including power outages) by not waiting until the last minute to submit assignments. It is your responsibility to meet the class deadlines.*
		- *Browsers - You will need to use the most recent version of one of the following browsers in order to best access the course and activities; Mozilla Firefox (10 or higher), Chrome (54.0.2840.99 m or higher), or Safari (1.2 or higher). We don’t recommend using Internet Explorer as it doesn’t seem to play well with Canvas.*
		- *Word Processing and Graphing Software - You may need Microsoft Word (or a compatible word processing program) for writing assignments in the class. You might also need Microsoft Excel (or a compatible spreadsheet program) to create graphs in this class. But we have good news! All students at CR have access to Office 365 (Word, PowerPoint, Excel, and OneNote) free with a valid @mycr.redwoods.edu email account. Go to* [*https://office.com/getoffice365 (Links to an external site.)*](https://office.com/getoffice365) *to get started. (There are also free options for tools like this, such as* [*Google docs (Links to an external site.)*](https://www.google.com/docs/about/) *or* [*OfficeLibre. (Links to an external site.)*](https://www.libreoffice.org/) *Google docs requires a gmail account, which your mycr email actually IS.)*
		- *Acrobat Reader –* [*Adobe Acrobat Reader DC (Links to an external site.)*](https://get.adobe.com/reader/) *is a free program that will allow you to read and download pdf files.*

**Tech Support**

**On the left side bar in canvas is a help Icon you may access for additional help or click here** [**https://www.redwoods.edu/online/Help/FAQ**](https://www.redwoods.edu/online/Help/FAQ)

**Course 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.

 **Student Learning Outcomes:**

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**.

**Course Expectations**

 As your instructor I will be available by email which is provided in canvas. I will check this minimum of once a day and respond to you. ( I can’t promise to be consistent on weekends)

I will also make it a priority to have your assignments posted in a timely manner to allow ample time to complete assignments by perspective due dates. I will correct, send appropriate feedback and post grades as soon as possible after receiving posted work.

 As a Student I expect work to be completed to the best of your ability and submitted by due dates. Be respectful of fellow students works submitted for class viewing and discussions. When asked to critique a fellow students work make sure you always use helpful positive commits. For every unit you take there is three hours of class time lectures and out of class you should allow 2-3 hours of work per week. This is a 3 unit class so you should allow yourself 6-9 hours each week to complete assignments and readings (homework) this is besides the three hours of lecture class time.

**Admissions deadlines & enrollment policies**

Fall 2020 Dates

* Classes begin: 1/18/20
* Sept. 7th Labor day (All College holiday)
* Last day to add a class: 8/28/20
* Last day to drop without a W and receive a refund: 9/04/20
* Census date: Sept. 8th or 20% into class duration
* Veteran’s Day ( All college holiday 11/11/20
* Last day to petition to graduate or apply for certificate: 10/29/20
* Last day for student-initiated W (no refund): 10/30/20
* Last day for faculty initiated W (no refund): 10/30/20
* Final examinations: 12/12/20-12/17/20
* Fall semester ends: 12/18/20
* Grades available for transcript release: approximately 01/08/21

**Special accommodations:** College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodations document to me as promptly as possible so that necessary arrangements can 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 Support Programs and Services.

**Academic Misconduct:** Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/ or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. Students caught plagiarizing or cheating on exams will receive an “F” in the course.

The student code of conduct is available on the College of the Redwoods website at:

<http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf> 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 homepage*.*

 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.

**Policy on Anticipated Absences**

Attendance is important! This is your Job. If you miss work you lose money, if you miss class you miss work that cannot be made up. Most of your assignments will be completed in class therefore you will miss all points when absent. All excused absences will need a note from your Dr/or a legal agent, parole officer, etc. Excessive unexcused absences of 5 or more will be grounds for dismissal from the class.

Student Email Policy: Each of you was given a “My CR” email address when you enrolled and/or registered for classes. Your “My CR” email address is the one and only email address that I will be using when I communicate with students. Therefore, it is a course requirement that you activate your “My CR” email account and check it regularly. You can log in to your account directly at: http://www.google.com/a/mycr.redwoods.edu/. You will login using your CR User ID, and the initial password is your six-digit birth date. College of the Redwoods recommends that you change your password. To learn more about your account and other CR online services, visit http://www.redwoods.edu/CR-Online/mycr-email.ASAP.

Special Notes:

* + If at any point you personally decide to no longer attend the class it is **your sole responsibility to officially withdraw from the course. This can be done through Web Advisor or in person on Campus.**

If you need help with technology there is a help button on the left side bar of canvas. Or you can reach the online learning <https://www.redwoods.edu/online>

**Student Services**

Here are just a few services that you may want to check out. More can be found on the CR main web page under [Student Services](https://www.redwoods.edu/)

[Counseling and Advising](https://www.redwoods.edu/counseling)

[DSPS](https://www.redwoods.edu/dsps)

[EOPS](https://www.redwoods.edu/eops)

[TRIO](https://www.redwoods.edu/trio)

[Calworks](https://www.redwoods.edu/calworks)

[Library](https://www.redwoods.edu/library)

**Grading**

Journal Entries/Other Assignments.………………………………….30%

Quizzes ………………………………………………………………….25%

Midterm Presentation/Final Paper ……………………………………30%

Class Discussions ……………………………………………………...15%

90-100%.................................................A

80-89%....................................................B

70-79%....................................................C

60-69%....................................................D

0-59%.....................................................Fail

All Assignments will be available on the home page of Canvas in Modules for each chapter.

You will notice there is a module labeled “On course Videos” these are of previous student stories you may want to take a look at them.

**Assignment Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Week | Date | Chapter | Content | Objective to Empower Students to: |
| 1 | Aug. 22nd-28th  | Chapter 1 | Getting On Course to Your Success |  **1.** Understand the cultural norms of higher education.**2.** Begin thinking about what it means to them to be successful in college and in life. **3**. Understand the value you can create for yourself in the course. **4.** Assess your strengths and weaknesses. |
| 2 | Aug. 29th-Sept.4th | Chapter 2 | Accepting Personal Responsibility | **1.** Adopt a Creator mindset taking responsibility and reject a Victim mindset. 2. Master Creator Language.**3.** Live more consciously awareness of inner aspects. **4.** Make wise choices, Identifying all possible options**.** **5.** Make mature decisions.**6**. Replace outer authority with inner authority. **7**. Gain greater control over outcomes of your lives.  |
| 3 | Sept. 5th-11th | Study Skills  | Becoming an Active Learner/Reading  | **1.** Understanding of how the Brain learns.. **2.** Assessing your study skills to improve learning.**3.** Identifying strategies to become an active reader.**4**. Understanding challenges and strategies to improve your reading. |
| 4 | Sept. 12th -18th | Chapter 3 | Discovering Self-Motivation | **1**. Learning to create the outcomes and experiences for the life you have chosen by creating motivation, setting goals, dreams and life plan.  |
| 5 | Sept. 12th-18th | Chapter 4 | Mastering Self-Management | **1.** Understanding how purposeful actions, self-discipline and employing self-management tools help you turn your desires into reality that help you achieve your goals and dreams.  |
| 6 | Sept. 26th-Oct. 2nd | Study Skills | Notes & Organizing Study Materials | **1.** Create meaningful organized notes that will help to study for upcoming test. **2.** Understanding of what should you write in your notes and how should you write that information. **3**. Identify challenges with note taking, and the strategies to improve them.  |
| 7 | Oct. 3rd -9th | Mid-Term discussion  | Mid-Term prep | Discover possible majors and careers by learning and using research methods available to you through the use of the Library, internet and networking. Applying what you learn in a term paper and discussion post with your peers.  |
| 8 | Oct 10th-16th | Chapter 5 | Employing Interdependence | **1.** Identifying purposeful actions to achieve goals and dreams.**2**. Learning to develop mutually supportive relationships that make the journey easier and more enjoyable. |
| 9 | Oct. 17th-23rd | Mid Term | What is your Major? | **1.**Define and present your Major/Goals If undecided you will do research on possible Major or Goals |
| 10 | Oct.24th-30th | Study Skills | Rehearsing & Memory Skills/ Tests taking | 1. Identify strategies of rehearsal that strengthen neural networks (memory). **2.** Understanding of how organizing study materials will enhance this learning process. **3.**  Identifying strategies on how to become a good “test taker”. |
| 11 | Oct.31st -Nov. 6th | Chapter 6 | Gaining Self-Awareness | **1.** Identifying and revise the inner obstacles to your success. **2.** Identify self-defeating patterns of thought, emotion, and behavior. **3**. Rewrite outdated scripts.  |
| 12 | Nov. 7th- 13th | Chapter 7 | Adopting Life Long Learning | **1.** Develop a learning orientation to life. **2.** Discover your preferred ways of learning. **3**. Employ critical thinking.  |
| 13 | Nov. 14th-20th  | Study Skills | Writing & review of Study Skills | **1.**Identify the four components in the writing process and how they correspond to the CORE Learning System.**2** Experiment with various strategies to improve writing.  |
| 14 | Nov. 21st-27th  | Thanksgiving Break | Thanksgiving Break | Enjoy your time off relax and have fun, and stay safe.  |
| 15 | Nov. 28th-Dec. 4th  | Chapter 8 | Develop Emotional Intelligence  | **1.** Demonstrate emotional intelligence. **2**. Identify effective ways to reduce stress. **3**. Identify ways to create happiness.  |
| 16 | Dec. 5th-11th | Chapter 9 | Staying on Course to Your Success | **1.** Identify how well you have done in this course. **2**. Discover what changes you still want to make.  |
| 17 | Dec. 12th-18th  | Finals | Final Paper | Final Paper due by Friday 18th at 11:59 PM  |