



## Syllabus for GS 6 First Year Experience

<b>Course Semester/Year</b> <b>Section #</b> <b>Course Dates</b> <b>Location</b> <b>Transfers to</b> <b>Instructor</b> <b>Number of Units</b>	GS 6 First Year Experience Fall 2020 V9453 Sept. 7 – Dec. 18 Online California State University April Klingonsmith 3	
<b>Instructor Contact Information</b>	Office Hours	Tuesdays 9:00-11:00 by cell phone
	Contact Info.	Message in Canvas inbox – anytime Email <a href="mailto:april-klingsmith@redwoods.edu">april-klingsmith@redwoods.edu</a> Phone or text message 10:00-5:00pm
<b>Catalog Description</b>	GS 6 is 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 notetaking 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.	
<b>Course Learning Outcomes</b>	<ol style="list-style-type: none"> <li>1. Assess individual learning preferences to be applied towards improving lifelong learning</li> <li>2. Identify college expectations &amp; demonstrate successful navigation within the college system</li> <li>3. Develop and complete a formal student education plan</li> <li>4. Analyze self-management systems &amp; persistence practices to increase self-motivation &amp; success</li> </ol>	
<b>Textbook Information</b>	<b>On Course</b> by Skip Downing, 8th edition Cengage Learning ISBN#: 978-1-305-39747-7 <ul style="list-style-type: none"> <li>• <a href="#">CR bookstore</a></li> <li>• Online</li> <li>• <a href="#">EOPS</a> (textbook voucher)</li> <li>• <a href="#">CR Eureka &amp; Del Norte library</a> (2-hr check-out)</li> <li>• <a href="#">Veteran's Resource Center</a></li> <li>• <a href="#">Black Student Union</a></li> <li>• <a href="#">HumCo Library</a></li> </ul>	

# Course Evaluation & Grading Policy

---

## **Student Academic Commitment**

This three-unit CSU transferrable course requires about 1.5+ hours of your time daily. You will need to log into Canvas, work on assignments, and turn things in each Sunday. Students need to regularly participate in the course and turn in assignments on time following the grading rubrics. Class attendance, conscientiousness, attention to details, reading, writing, and study skills are critical for success.

## **Assignments**

### *Journal Entries:*

The 15 journal entries (15 points each) provide opportunities to apply the success strategies you learn about to enhance your results in college and in life. Responses must be at least 250 words. Journal directions and grading criteria are posted in Canvas under “Assignments.”

### *Discussion Forums:*

The 4 discussions (25 points each) are a chance to self-reflect and share experiences with your classmates at the end of each module. You are asked to post an original discussion thread by Thursday. Then respond to 2 other classmate’s posts by Sunday. Original post should be minimally 200 words. Response to a classmate posts should be minimally 100 words. One extra credit point is available for responding to an additional classmate. Grading rubrics are posted for each discussion.

### *Quizzes:*

The 4 quizzes (5 points each) are completed at the end of each module after the lesson is completed. The quizzes are untimed and can be repeated.

### *Study Plans:*

There is a module dedicated to learning about study skills. The 6 study plans (15 points each) involve learning about new study strategies and trying out new strategies in classes you are currently taking. Responses must be at least 150 words.

### *Student Education Plan (SEP):*

A Student Education Plan (100 points) is an individualized plan that provides a “master list” of the courses required to achieve your educational/career goals. Check Canvas for SEP details, grading criteria, and a list of documents that count towards fulfilling the SEP requirement.

## **Late Work**

All assignments may be turned in late for a point deduction until the last day of class, except for quizzes which cannot be submitted late. See grading rubrics for point deduction details.

## **Proctored Exams**

There are no proctored exams for this course.

## Points

There are 755 points available to earn in this course. You can access your grade in the Canvas “Gradebook” at any point. Grades are based on the points that you earn and will be assigned based on a traditional percentage scale. Grading criteria is posted for each assignment in Canvas at the bottom of each assignment description. All work is graded as it submitted with the exception of Discussions, which are graded after the due date to allow ample time for students to post responses.

15 Journal Entries	15 pts	41%	225
4 Discussion Forums	25 pts	20%	100
6 Study Plans	15 pts	20%	90
4 Quizzes	10 pts	1%	40
Student Education Plan	100 pts	<u>20%</u>	<u>100</u>
		100%	555 points

## Grading Scale

*A=93% and above, A-=90-92%, B+=88-89%, B=83-87, B-=80-82%,  
C+=78-79%, C=65-77%, D=60-64%, F=59% and below*

# Online Considerations

---

## Instructor Accessibility

The instructor works hard to be accessible and available to her students. April accesses the class website regularly and responds to email and the Canvas inbox typically within 48 hours. If she cannot access Canvas or reply to email within that time frame, she will notify the class in an announcement, then will announce when she’s returned. The instructor initiates frequent interactions with all students, both individually and collectively, and students have frequent opportunities to regularly interact with each other. She sends regular announcements and Canvas messages to students who fall behind or need support. April reads the discussion posts and participates when appropriate. To offer support, general questions (like raising a hand in class) are posted in Discussions in “Q & A” forum. Reach out to her anytime with a message in the Canvas Inbox for support.

## Support for Online Learners During COVID-19

In response to COVID-19, College of the Redwoods moved the majority of its courses online to protect health and safety. As the faculty and students adjust to this change, clear communication about student needs will help everyone be successful. Please let me know about any specific challenges or technology limitations that might affect your participation in class. I want every student to thrive.

## 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 inclusive and respectful.

## Course Accessibility

Students will have access to online course materials that comply with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Students who discover access issues with this class should contact the instructor. College of the Redwoods is also committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS) During COVID-19, approved accommodations for distance education classes will be emailed to the instructor by DSPS. Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1<sup>st</sup> floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

## Technology: Equipment, Skills, Requirements, and Support

Technology Equipment - Technology equipment is 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.

Technology Skills - Online courses require adequate computer skills. You should be able to navigate the course websites, open and download files, use a word processor with Microsoft word (.docx) or be able to convert files to rich text format (.rtf) or portable document format (.pdf), and submit files to the class website. It is your responsibility to meet the technological demands of the course.

Technology Requirements - You should be able to navigate Canvas, course websites, open and download files, use a word processor with Microsoft word (.docx) or be able to convert files to rich text format (.rtf) or portable document format (.pdf), and submit files to Canvas. It is your responsibility to meet the technological demands.

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](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.

# Canvas Assistance

---

## Canvas Login Directions

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](#)

## Canvas Organization

This course is organized into four modules focused on first year college experience topics. Students work their way through the modules and turn in work by the deadlines. There is lots to do in each module. You will need to read from the textbook and online readings, watch Ted Talks, review relevant websites, participate in discussions, take self-assessments, complete thought provoking assignments, and take quizzes. At the end of the course, you will complete a Student Education Plan.

## Using the Canvas Inbox

The Canvas Inbox is best way to contact April. In Canvas, click on the “Inbox” link on the left dark grey bar to view your Canvas email. Click on the person icon in the “To:” address bar. Choose the course, student or teacher, and then the person that you would like to email. Click on this course, and for teacher choose, April Klingonsmith. Type in a subject and message and click send.

## Setting Your 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](#).

# Institutional Policies

---

## 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 is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

## 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](#).

## Admissions Deadlines

### Fall 2020 Dates

- Classes begin: 8/22/20
- Last day to add a class: 8/28/20
- Last day to drop without a W and receive a refund: 9/4/20
- Labor Day (all-college holiday): 9/7/20
- Census date: 9/8/20 or 20% into class duration
- Last day to petition to file P/NP option: 9/18/20
- 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
- Veteran's Day (all-college holiday): 11/11/20
- Fall break (no classes): 11/23/20-11/28/20
- Thanksgiving (all-college holiday): 11/25/20-11/27/20
- Final examinations: 12/12/20-12/18/20
- Semester ends: 12/18/20
- Grades available for transcript release: approximately 1/8/21

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.

## Withdrawing from This Course

Students may withdraw themselves and instructors (AP 5075) are allowed to withdraw students from class for non-participation or excessive absences through the 10<sup>th</sup> week of class. The instructor will drop students who do not have at least a 60% in the Gradebook on the 10<sup>th</sup> week of class. There are no exceptions. If you choose to drop this course, use [Web Advisor](#) or [Admissions & Records](#).

# Student Support

---

## 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](#) offers assistance to students in need of professional counseling services in a crisis.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity 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

## Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty, staff are available on the California Community Colleges [Health & Wellness website](#). [Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace. Students seeking to request a counseling appointment for academic or general counseling can email [counseling@redwoods.edu](mailto:counseling@redwoods.edu).

## CR Emergency Alert System

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 Web Advisor <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). For more information: [Redwoods Public Safety Page](#).

# Course Calendar

---

<b>Due Date</b>	<b>Module</b>	<b>Assignments Due</b>
9/13	Module 1–Foundation	Discussion 1–Introductions
9/20	Module 1–Foundation	Journal 1-CR Navigation Journal 2-College Graduate Interview
9/27	Module 1–Foundation	Journal 3-Emotional Intelligence Quiz 1-Module 1
10/4	Module 2–Study Skills	Journal 4-Active Learning Study Plan 1-Reading
10/11	Module 2–Study Skills	Study Plan 2-Taking Notes Study Plan 3-Organizing Study Materials
10/18	Module 2–Study Skills	Study Plan 4-Study Materials Study Plan 5-Taking Tests
10/25	Module 2–Study Skills	Study Plan 6-Writing Discussion 2–Module 2 Overview Quiz 2-Module 2
11/1	Module 3–Self-Management	Journal 5-Time-Management
11/8	Module 3–Self-Management	Journal 6-Money Management Journal 7-Self-Motivation
11/15	Module 3–Self-Management	Journal 8-Support System Journal 9-Critical Thinking
11/22	Module 3–Self-Management	Discussion 3-Module 3 Overview Quiz 3-Module 3
11/29	Thanksgiving Break	Nothing due
12/6	Module 4–Lifelong Learning	Journal 10-Learning Preferences Journal 11-Career-Planning
12/13	Module 4–Lifelong Learning	Student Education Plan Quiz 4-Module 4 Discussion 4-Module 4 Overview
12/18	Class Ends	



