

### Course Information

Semester & Year: Spring 2021

Course ID & Section #: GS 1 V1606

Instructor's name: Elizabeth Leach

Course units: 3.0

### Instructor Contact Information

Office: Online

Office hours: To be announced

Message me through the canvas app or email anytime

Email address: elizabeth-leach@redwoods.edu

### 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, textbook 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.

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

1. Examine and communicate personal decisions regarding issues typically faced by college students: academic & career choices, study skills, health-related practices, and lifestyle choices.
2. Demonstrate a variety of effective study methods: time management, memory, note taking, textbook reading, and test taking.
3. List and describe college policies and procedures including: student rights and responsibilities, scheduling courses, and developing a Student Educational Plan (SEP).
4. List and describe a variety of resources, services, and activities available to students.

### Prerequisites/co-requisites/ recommended preparation

#### Advisory

ENGL150 - Precollegiate Reading and Writing

Students will be more likely to succeed with college-level reading and critical thinking skills.

### 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). 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

During COVID19, approved accommodations for distance education classes will be emailed to the instructor by DSPS. In the case of face to face instruction, please present your written accommodation request to your instructor at least one week before the first test so that necessary arrangements can be made. Last-minute arrangements or post-test adjustments cannot usually be accommodated.

## 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.

## Admissions deadlines & enrollment policies

Spring 2021 Dates

- *Classes begin: 1/16/21*
- *MLK Jr. Birthday (all campuses closed): 1/18/21*
- *Last day to add a class: 1/22/21*
- *Last day to drop without a W and receive a refund: 1/29/21*
- *Census date: 2/01/21 or 20% into class duration*
- *Last day to petition to file P/NP option: 2/12/21*
- *Lincoln's Birthday (all campuses closed): 2/12/21*
- *President's Day (all campuses closed): 2/15/21*
- *Last day to petition to graduate or apply for certificate: 3/04/21*
- *Spring Break (no classes): 3/15/21 – 3/20/21*
- *Last day for student-initiated W (no refund): 4/02/21*
- *Last day for faculty-initiated W (no refund): 4/02/21*
- *Final examinations: 5/08/21 – 5/14/21*
- *Semester ends: 5/14/21*
- *Grades available for transcript release: approximately 5/31/21*

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.

## 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](#).

## 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.

## 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](#).

## 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](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-Resources>

## 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 and 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 advising or general counseling can email [counseling@redwoods.edu](mailto:counseling@redwoods.edu).

## 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](#).

### Eureka 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 has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.
- 8.

### Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
  - a. Dial 911, to notify local agency support such as law enforcement or fire services.
  - b. If safe to do so, notify key administrators, departments, and personnel.
  - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
  - d. Contact Juliet Maestas 530-625-4821 to notify of situation.
  - e. Contact Hoopa Tribal Education Administration office 530-625-4413
  - f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
  - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
  - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
  - c. Close all window curtains.
  - d. Get all inside to safe location Kitchen area is best internal location.
  - e. If a police officer or higher official arrives, they will assume command.
  - f. Wait until notice of all is clear before unlocking doors.
  - g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
  - h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

## 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 such as crisis counseling.

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

## Required Materials

Textbook title: **Becoming a Master Student**

Edition: 16<sup>th</sup> edition

Author: Dave Ellis

ISBN: 978-1-337-09710-9

## Evaluation & Grading Policy

**Course Grades** will be based on:

Discussions: posts and responses to other students' posts	30%
Journal exercises	15%
Practicing Critical Thinking exercises	15%
Midterm Exam	10%
Final Exam	10%
SEP (Student Education Plan)	5%
Problem Paper	5%
Health Topic Paper/Presentation	5%
Interview	5%

Assignment descriptions will be given 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

One of my goals for this course is to create a structure and general routine for our weekly assignments, so we generally know what to expect:

Our textbook is **Becoming a Master Student** by Dave Ellis, 16<sup>th</sup> edition ISBN: 978-1-337-09710-9

For each chapter, I will assign one Journal Entry **AND** one "Practice Critical Thinking" exercise.

In addition, I will give one discussion question/prompt each week (which may be an additional Journal or Critical Thinking exercise). You will be asked to post an answer **AND** reply to 2 of your fellow students' posts.

The initial discussion question will be due on a **Tuesday, 11:59pm**, along with a Journal or Critical Thinking assignment.

For **Thursday, due at 11:59pm**, a “Practice Critical Thinking” or Journal Exercise will be due, along with one reply to one fellow student’s discussion post.

Each **Sunday, by 11:59pm**, one more reply to another student’s discussion post is due.

There will be additional assignments, a Midterm, and a Final Exam. Assignment specifics, rubrics, and added videos/lectures will also be posted as we go along. My intent is to keep the material fresh and tailored to your needs/interests.

I do my best to reply to students’ questions/messages/discussions promptly; and will grade work within 48 hours of the due date.

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

--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 2, 2021.

--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.

### **Class Schedule** (subject to change and revision)

Tues.—Tuesday

Thurs.-Thursday

Sun.-Sunday

J-Journal Exercise from our textbook

Cr. Th.- Critical Thinking Exercise from our textbook

D- Discussion post

DR1- Respond to one other student’s discussion post

All Assignments are due at 11:59pm

1. January 16- 24 (2/18-holiday: Dr. Martin Luther King Jr.'s Birthday) **Introduction: The Master Student**

**Tues: J #1; D: Cr. Th. #3**

**Thurs: Cr. Th. #2; DR1**

**Sun: DR2**

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2. January 25- 31 **Chapter 1 Discovering Yourself**  
**Tues: J #5 (Do the Discovery Wheel and Learning Style Inventory**

**One), D: J #4.**

**Thurs: Cr. Th. # 5; DR1**

**Sun: DR2**

3. February 1-7 **Chapter 2: Time**  
**Tues: J #6; D: Cr. Th. #11**  
**Thurs: Cr. Th. #8; DR1**  
**Sun: DR2**

4. February 8-14 (2/12-holiday: Lincoln's Birthday) **Chapter 9: Money**  
**Tues: Cr. Th. #28; D: J #21**  
**Thurs: J #20; DR1**  
**Sun: DR2**

5. February 15-21 (2/15-holiday: President's Day) **Chapter 3: Memory**  
**Tues: J # 8; D: Cr. Th. #13**  
**Thurs: Cr. Th #15; DR1**  
**Sun: DR2**

6. February 22-28 **Chapter 4: Reading**  
**Tues: J # 11; D: Writing excerpt—to be posted**  
**Thurs: DR1**  
**Sun: DR2**

7. March 1-7 **Interviews Due: Student Education Plans**  
**Tues: D: record yourself reporting on your experience and post**  
**Thurs: DR1**  
**Sun: DR2**

8. March 8-14 **Chapter 6 Tests**



**Tues: J #13; D: J #14**  
**Thurs: Cr. Th. #20; DR1**  
**Sun: DR2**

9. March 15-21                      Spring Break
10. March 22-28                    **Review for Midterm Exam; Midterm Exam**
11. March 29-April 4              **Chapter 5: Notes**  
**Tues: J #12; D: Cr. Th. #15; video will be attached**  
**Thurs: Cr. Th. #17; DR1**  
**Sun: DR2**
12. April 5-11                      **Chapter 7 Thinking**  
**Tues: J #15; D: J #16**  
**Thurs: Cr. Th. #22; DR1**  
**Sun: DR2**
13. April 12-18                    **Chapter 8 Communication; Paper due**  
**Tues: J #18; D: J #17**  
**Thurs: Cr. Th. #26; DR1**  
**Sun: DR2**
14. April 19-25                    **More about Diversity (2<sup>nd</sup> half of Chapter 8)**  
**Tues: Cr. Th. #27 D: Video**  
**Thurs: DR1**  
**Sun: DR2**
15. April 26-May 2                **Group Health Topic Oral Presentations due**
16. May 3-9                            **Chapter 10. Next Steps**  
**Tues: J #23; D: Cr. Th. #32**  
**Thurs: Cr. Th. #38; DR1**  
**Sun: DR2**
17. May 10-14                      Final Exam    May 14: last day to turn in work