

Course Semester/Year Section # Course Dates Location Transfers to Instructor Number of Units	GS 1 College Success Spring 2021 V9463 Jan. 16-May 14 Online California State University – Area E April Klingonsmith 3	
Instructor Contact Information	Office Hours	Tuesdays 9:00-11:00 by cell phone
	Contact Info.	Message in Canvas inbox – anytime Email april-klingsmith@redwoods.edu Phone or text message 10:00-5:00pm
Catalog Description	This course is 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 Learning Outcomes	<ol style="list-style-type: none"> 1. Demonstrate learning study skills. 2. Display self and academic awareness. 3. Develop a career and academic plan. 	
Textbook Information	Becoming a Master Student by Dave Ellis. 15 th /16 th ed. Cengage Learning ISBN#: 978-1-337-09710-9 Get a standalone paperback or e-textbook with no access card/code. <ul style="list-style-type: none"> • CR bookstore • Online • EOPS (textbook voucher) • CR Eureka & Del Norte library (2-hr check-out) • Veteran’s Resource Center • Black Student Union • HumCo Library 	

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.

Points

There are 850 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. All work is graded as it submitted with the exception of Discussions, which are graded after the due date. Grading criteria for assignments are posted in Canvas at the bottom of each assignment description.

15 Journal Entries	25 pts each	44%	375
5 Study Plans	25 pts each	15%	125
4 Discussion Forums	25 pts each	12%	100
Student Education Plan	100 pts	12%	100
Career/Academic Plan	100 pts	12%	100
5 Quizzes	10 pts each	<u>5%</u>	<u>50</u>
		100%	850 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*

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.

Assignments

Journal Entries:

The journals provide opportunities to learn more about yourself and improving your success in college and life. Students apply the techniques and strategies they have learned to enhance their academic and personal success in their own life. Journal responses must be at least 250 words. Grading rubrics are posted in Canvas.

Discussion Forums:

The discussions are a chance to self-reflect on things you have learned so far in the course. It is a time to share your experiences with your classmates at the end of each module. You are asked to post an original 250-word discussion thread 2 days before the discussion is due. Two 100-word classmate responses must be turned in by the due date. Extra credit points are available for responding to an additional classmate. The grading rubrics are posted in each discussion.

Study Plans:

The study plans are an opportunity to practice study skills learned in Module 3 – Study Skills. Students will self-assess their personal study skill strategies and develop plans for improving. Study Plans must be at least 250 words. Study Plan directions and grading criteria are posted in each study plan.

Quizzes:

The 5 quizzes are designed to show what you have learned in each module regarding study strategies and the learning process. There are 5 untimed, multiple-choice questions in each quiz. The quizzes must be completed by the due date. There are no late quizzes accepted.

Student Education Plan (SEP):

A Student Education Plan 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.

Career & Academic Plan:

In this 800-word paper, the focus is on analyzing your career self-assessments, deciding on 2-3 careers/jobs that interest you, and researching the education needed for these careers/jobs. Canvas has a detailed grading rubric and instructions for completing the paper.

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.

Course Organization

This course is organized into four modules focused on college and life success 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 and a Career and Academic Plan Essay.

Inclusive Language in the Classroom

College of the Redwoods aspires to create an in-person and online 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, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

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.

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 or call 707-476-4160 or 800-641-0400 ext. 4160 between 8:00 A.M. and 4:00 P.M., Monday through Friday.

Institutional Policies

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

Spring 2021 Dates

- 1/15 Last day to add a class
- 1/16 Classes begin
- 1/22 Last day to add a class
- 1/29 Last day to drop without a W and receive a refund
- 1/31 Census
- 2/12 Last day to petition to file P/NP option
- 3/4 Last day to petition to graduate or apply for certificate
- 4/2 Last day for student-initiated W (no refund)
- 4/2 Last day for faculty-initiated W (no refund)
- 3/15-3/20 Spring Break (no classes)
- 5/8-5/14 Final examinations
- 5/14 Semester ends
- Grades available for transcript release: approximately 5/31

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.

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](#).

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 10th week of class. The instructor will drop students who do not have at least a 60% in the Gradebook on the 10th week of class. There are no exceptions. If you choose to drop this course, use [Web Advisor](#) or [Admissions & Records](#).

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 or call 707-476-4160

Canvas Help for students: <https://www.redwoods.edu/online/Help-Student>

[Canvas online orientation workshop](#)

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](#).

Student Support

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.

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

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 if you have any questions. For more information see the [Redwoods Public Safety Page](#).

Course Calendar

Date	Module	Assignments Due
1/24	Module 1–The Learning Brain	Discussion 1–Introductions Quiz 1–College Policies/Programs
1/31	Module 1–The Learning Brain	Journal 1–Brain Function & Learning Journal 2–Memory Techniques
2/7	Module 1–The Learning Brain	Journal 3–Critical Thinking Quiz 2–The Learning Brain
2/14	Module 2 –Lifelong Learning	Journal 4–Self-Awareness Journal 5–Communication
2/21	Module 2 –Lifelong Learning	Journal 6–Money Management Journal 7–Learning Styles
2/28	Module 2 –Lifelong Learning	Journal 8–Stress Management Journal 9–Wellness
3/7	Module 2 –Lifelong Learning	Journal 10–Social Connections Journal 11–Grit
3/14	Module 2 –Lifelong Learning	Journal 12–Emotional Intelligence Journal 13–Self-Advocacy
3/21	Spring Break	Nothing due
3/28	Module 2 –Lifelong Learning	Quiz 3–Lifelong Learning Discussion 2– Reflection
4/4	Module 3–Study Skills	Study Plan 1– Presentations Study Plan 2– Time Management
4/11	Module 3–Study Skills	Study Plan 3– Note Taking Study Plan 4– Reading Strategies
4/18	Module 3–Study Skills	Study Plan 5 – Tests Quiz 4–Study Skills Discussion 3–Study Skills Pres.
4/25	Module 4–Academic/Career Planning	Journal 14–Goal Setting Journal 15–Career/Majors
5/2	Module 4–Academic/Career Planning	Quiz 5–Academic/Career Planning Discussion 4– Reflection
5/9	Module 4–Academic/Career Planning	Student Education Plan Career/Academic Plan
5/14	Class ends	