

GS 1 COLLEGE SUCCESS SYLLABUS

<p>Course Semester/Year</p> <p>Section #</p> <p>Course Dates</p> <p>Location</p> <p>Transfers to</p> <p>Instructor's Name</p> <p>Number of Units</p>	<p>GS 1 College Success</p> <p>Summer 2020</p> <p>V1156</p> <p>June 1-25</p> <p>Distance Education</p> <p>California State University</p> <p>April Klingonsmith</p> <p>3</p>	
<p>Instructor Contact Information</p>	<p><i>Office hours</i></p>	<p>Tuesdays 9:00-11:00 by cell phone</p>
	<p><i>Contact Info</i></p>	<p>Message in Canvas inbox – anytime or email april-klingonsmith@redwoods.edu</p> <p>Phone or text message 10:00-5:00</p>
<p>Catalog Description</p>	<p>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, 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.</p>	
<p>Course Learning Outcomes</p>	<ol style="list-style-type: none"> 1. Demonstrate learning study skills. 2. Display self and academic awareness. 3. Develop a career and academic plan. 	
<p>Textbook Information</p>	<p>Becoming a Master Student by Dave Ellis. 15th/16th ed. Cengage Learning ISBN#: 978-1-337-09710-9 Get a standalone paperback or e-textbook with no access card/code.</p> <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 	

Student Contact

Regular Effective Instructor Contact

The instructor initiates frequent interactions with all students, both individually and collectively, and students have frequent opportunities to regularly interact with each other. April works hard to be accessible. She 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. 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.

Using the Canvas Inbox

The Canvas Inbox is best way to contact the instructor. 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 message and click send.

Evaluation & Grading Policy

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. 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.

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	5%	50
		100%	850 points

Late Work

Late work is accepted until the last day of class. See grading rubrics for point deduction details.

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*

Academic Requirements

Student Commitment

This three-unit 25-day summer class requires about 2+ hours daily of your time. You will need to log into Canvas daily and turn assignments in daily. To earn a passing grade, you will need to regularly participate in the course. Class attendance, conscientiousness, attention to details, reading, writing, and study skills are critical for success.

Assignments

Journal Entries:

The journal entries provide opportunities to learn more about college success. Students apply the techniques and strategies learned to enhance their academic and personal success in their own life. Responses must be at least 250 words. Journal directions and grading criteria are posted in Canvas under “Modules.”

Discussion Forums:

The discussions are a chance to self-reflect on things you have learned 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 discussion thread 2 days before the discussion is due. Then respond to 2 other classmate’s posts by the due date. Original post should be minimally 250 words. Response to a classmate posts should be minimally 100 words. Extra credit points are available for responding to an additional classmate in 100 words. The grading rubrics are posted in each discussion.

Study Plans:

The study plans are an opportunity to practice skills learned in Module 3 – Study Skills. Students will analyze 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 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 taking career assessments, deciding on 2-3 careers/jobs that interest you, and researching the education needed. Canvas has a detailed grading rubric and instructions for completing the paper.

Institutional Policies

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 CR 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 course materials will be understandable without the use of color. Students who discover access issues should contact the instructor.

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 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 DSPPS 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

Plagiarism

Do not copy lesson or lecture notes, information from the textbook, other student's work, or cut and paste from a website and claim it as your own. Your contributions in the discussion forum, the activities, assignments, and quizzes must be your own work. If you incorporate the work of others into your writing, you need to cite their work. Students that plagiarize information will at minimum will receive a failing grade on the plagiarized assignment, will be turned in to the dean, and will be at risk of failing the course.

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](#).

Gender Inclusive Language

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.

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 a passing grade on the 10th week of class. There are no exceptions. I highly recommend that you drop yourself before the census date or before the final drop date to avoid having a non-passing grade on your transcripts and on your GPA. If you choose to drop this course, use [Web Advisor](#) or [Admissions & Records](#). Be sure to check with admissions if you are considering withdrawing after census so that you will possibly receive a refund.

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.

Online Considerations

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.

Promoting Respectful Relationships In Our Virtual Classroom

College of the Redwoods expressly prohibits online aggression, harassment, bullying, etc., and treats such violations according to the [Student Code of Conduct](#). Please treat your communications (especially posts to discussion forums) the same as if speaking in public – be mindful, courteous, constructive and accepting of diversity. Review the websites below to gain awareness of online classes etiquette.

[Online Etiquette-Univ. of WI](#)

[Netiquette for Discussion Boards-Touro Univ.](#)

Student Support

Getting Help

Most questions can be answered by looking closely in Canvas. If you can't find your answer in Canvas, then the Canvas Inbox is the best method for contacting the instructor. Email works too, but Canvas Inbox is preferred. There is a "Q&A" discussion forum where you can ask (and answer) a question. You may also leave a message on the instructor's cell phone or on office hours, Tuesdays 9-11. I will get back to you either electronically or by phone as soon as I can. When leaving a voice mail, please leave your name, message, phone number, and which class you are in.

Student Support Services

[Counseling and Advising](#): Academic support/academic advising and educational planning.

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](#)

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.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821
- The [Honors Program](#) helps students succeed in transferring to a competitive four-year school.

Course Calendar

Day	Date	Module	Assignments Due
1	6/1	Module 1–The Learning Brain	None
2	6/2	Module 1	None
3	6/3	Module 1	Discussion 1–Introductions
4	6/4	Module 1	Quiz 1–College Policies/Programs Journal 1–Brain Function & Learning
5	6/5	Module 1	Journal 2-Memory Techniques
6	6/6	Module 1	Journal 3-Critical Thinking Quiz 2–The Learning Brain
7	6/7	Module 2 –Lifelong Learning	Journal 4-Self-Awareness Journal 5-Communication
8	6/8	Module 2	Journal 6-Money Management Journal 7-Learning Styles
9	6/9	Module 2	Journal 8-Stress Management
10	6/10	Module 2	Journal 9-Wellness
11	6/11	Module 2	Journal 10-Social Connections
12	6/12	Module 2	Journal 11-Grit
13	6/13	Module 2	Journal 12-Emotional Intelligence
14	6/14	Module 2	Journal 13-Self-Advocacy
15	6/15	Module 2	Quiz 3-Lifelong Learning Discussion 2- Reflection
16	6/16	Module 3-Study Skills	Study Plan 1-Time Management
17	6/17	Module 3	Study Plan 2-Note Taking
18	6/18	Module 3	Study Plan 3-Reading Strategies
19	6/19	Module 3	Study Plan 4-Test Taking
20	6/20	Module 3	Study Plan 5-Presentations
21	6/21	Module 3	Quiz 4-Study Skills Discussion 3-Study Skills Reflection
22	6/22	Module 4-Academic/Career Planning	Journal 14-Goal Setting
23	6/23	Module 4	Journal 15-Career/Majors
24	6/24	Module 4	Quiz 5-Acdemic/Career Planning Discussion 4- Reflection
25	6/25	Module 4 ends Class Ends	Student Education Plan Career/Academic Plan