

COLL 0171: Strategies for Success
Course Syllabus
Fall 2012



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Course Description

COLL 0171 – Strategies for Success is a one credit, ten week course designed to provide students with the tools needed to persist and succeed at Odessa College. Topics covered in the course include: learning styles, study techniques, note-taking, test-taking, personal wellness, effective writing and reading, time management, career and educational planning, and interpersonal skill development. We will be using *Scratch Beginnings by Adam Shepard* as our reader for this course. Please familiarize yourself with all of the Google applications available to you through your student [Gmail account](#) ([Calendar](#), [Voice](#), [Drive](#), etc); we will be using many of these applications these ten weeks. We will also be using [Blackboard](#) to supplement course material. Journals, discussions and quizzes will be administered through Blackboard and your grades will be regularly updated in the [Grade book](#) (accessible through the Odessa College Portal). New and current Odessa College students with fewer than 12 hours are required to pass COLL 0171. The course does not satisfy requirements for any degree plan at Odessa College, has no prerequisites, is non-transferable, and satisfies one credit toward your total semester credit hours.

Supplies

You are expected to bring the binder and planner package and your copy of *Scratch Beginnings* (all available in the [Odessa College Bookstore](#)) to each class meeting.

Final Project

You will be responsible for organizing and presenting a final culminating project to your classmates at the end of the ten weeks. More detailed project instructions will be provided to you by October 9th.

Option 1 – Show off a well-organized flash drive or Google Drive. Demonstrate the efficacy of your organization to your classmates.

Option 2 – Show off your well-organized course binder/planner to your classmates. A more detailed rubric will be provided to you.

Option 3 – Create and present a comprehensive [Prezi](#) on the ways in which *Scratch Beginnings* challenged/affirmed your worldview.

Methods of Evaluation

Your final grade will be determined by scores awarded on your active attendance and engagement in the course as well as you homework and in-class assignments, Blackboard journal entries, binder and planner checks, and your final project. Many Campus Activity assignments may also be completed online through Tegrity – tutors at the Student Success Center can help you access these recordings.

Attendance & Participation	Assignments & Journals	Organization (Binder/Planner)	Campus Activities	Final Project
30%	15%	20%	15%	20%

I will return all graded work back to you within one calendar week and will follow the following standard score ranges:

90-100 = A

80-89 = B

70-79 = C

69 and under = retake course

Your grades should be available to you in real time through the OC Portal – meet with a tutor in the Student Success Center if you have any trouble with access.

Core Course Objectives

COLL 0171 is specifically designed to improve academic skills, empower positive decision-making, and assist with educational and career planning. All courses at Odessa College seek to foster the following six values and skills in our students:

1 – **CRITICAL THINKING SKILLS:** To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

2 – **COMMUNICATION SKILLS:** To include effective development, interpretation and expression of ideas through written, oral and visual communication.

3 – **EMPIRICAL & QUANTITATIVE SKILLS:** To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

4 – **TEAMWORK:** To include the ability to consider different points of view and to work effectively with others to support a shared purpose of goal.

5 – **PERSONAL RESPONSIBILITY:** To include the ability to connect choice, actions and consequences to ethical decision-making.

6 – **SOCIAL RESPONSIBILITY:** To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Course Schedule

Daily lessons are numbered with the corresponding *Core Course Objective* below

Week 1 / August 28 & 30

Class 1 – Welcome to Coll 0171 + Social Contract (1,2,4,6)

Homework – Return your completed biographic note card to me, with a photo, by Thursday, August 28th. Purchase your copy of *Scratch Beginnings* by the end of this week to start bringing to class next week, September 4th.

Class 2 – Campus Tour (3)

Week 2 / September 4 & 6

Class 3 – Marking Your Texts (1, 3)

Journal Entry– Respond to my “COLL 0171 Course Expectations” prompt via the Google Document invite I send you (in your OC email) by Thursday, September 6th.

Class 4 – Binder Organization Demonstration + Academic Responsibility Overview (5)

Homework – Read the foreword, prologue, and chapters 1-3 of *Scratch Beginnings* this weekend. Be prepared to discuss it in class on Tuesday next week.

Week 3 / September 11 & September 13

*Meet today on the second floor of the LRC / Library

*Class 5 – Odessa College Online (3) + Student Success Center Tutoring

Binder Check – Show me your well-organized binder this Thursday in-class.

Class 6 – The Cornell Note-Taking Method (1,2,3)

Homework – Show me a copy of lecture notes from another class done in Cornell Notes style next Tuesday.

Course Reader– Read chapters 4-7 of *Scratch Beginnings* this weekend. Be prepared to discuss it in class next week.

Week 4 / September 18 & 20

Class 7– Marking Texts (1,3) and Cornell Notes Review (2)

Homework – Take the syllabus quiz through Blackboard by midnight this Thursday, September 20th.

Class 8 – Academic Inquiry + Critical Thinking (1,2)

Planner Check– Show me you are effectively using your planner in class this Tuesday.

Course Reader– Read chapters 8-10 of *Scratch Beginnings* this weekend. Be prepared to discuss it in class on Tuesday.

Week 5 / September 25 & 27

Class 9 – Research and the Learning Resource Center (2)

In-Class Assignment- Turn in your LRC Scavenger Hunt activity packet at the end of class today.

Class 10 – Studying and Test-Taking at the Collegiate Level (1,3)

Course Reader – Read chapters 11-13 of *Scratch Beginnings* this weekend. Be prepared to discuss it in class on Tuesday.

Week 6 / October 2 & 4

Class 11 – Fearless Writing (1,2)

Homework – Interview one of your other instructors during his/her office hours by this Thursday (October 11th)

Binder Check– Show me your well-organized binder (again) in class this Thursday.

Class 12 – Learning Groups (4) + Time Management (5)

Homework – Finish reading *Scratch Beginnings* this weekend and take the quiz through Blackboard by Sunday (Oct 7) at midnight.

Planner Check– Show me you are effectively using a planner or scheduling system (again) in class on Tuesday.

Week 7 / October 9 & October 11

Class 13 – College Survival: Learning Styles & Personality Styles (2,4,6)

Final Project- Review the Final Project guidelines I provide and select your Final Project Option.

Class 14 – Goal Setting (1,5) + the Transfer Process (2,5,6)

In-Class Assignment- Complete the *Life Wheel* and Goal-Setting assignments in class.

Week 8 / October 16 & 18

Class 15 –Degree Planning (5) + OC 411 (5)

Class 16 – Financial Literacy (1,3,5)

Degree Planning – Schedule a 10 minute, one-on-one meeting with me by November 1st using email or text message. We'll talk in-depth about your plan of study here at OC and about your final course project.

Week 9 / October 23 & October 25

Class 17 – Personal Wellness (3,5)

Class 18 – Career Exploration (1,3)

Homework –Write a half-page, single-spaced reflection on a career or plan of study you are interested in pursuing after OC. Relate your plan to what you learned from ***Scratch Beginnings***. Tell me, specifically, how you’re going to break into that academic program or career field. *Share the document with me on Google Drive by midnight this Sunday*

Week 10 / October 30 & November 1

Class 19 – Final Project (1-6)

In-Class Assignment- Half of the class will present their Final Projects today. Non-presenters will help grade the presenters.

Final – Take your comprehensive course exam on Blackboard by this Thursday at midnight. This should take no more than 20 minutes to complete.

Class 20 – Final Project (1-6) + Course Survey (6)

In-Class Assignment –The remainder of the class will present their Final Projects. Final course surveys will be administered at the end of class.

Important

Attendance / Late Work Policy: If you miss class it is solely your responsibility to catch up. Though there is no differentiation made between excused or unexcused absences, late work will only be accepted the class period after an absence and only if I have been notified (by phone or email) prior to the absence. Some assignments occur in class and cannot be made up as homework. In some instances, you may make up course work by attending another section’s meeting of COLL 0171.

Drop Policy: Students cannot drop COLL 0171 because it is an institutional requirement.

Academic Dishonesty: You are expected to do your individually-assigned work independently. Serious academic dishonesty will result in a failing grade for the course. When you submit a piece of writing that bears your name as author, you are claiming that all the words and ideas in that work are yours unless otherwise noted. Failure to identify and document outside sources of information constitutes academic dishonesty.

Special Accommodations: Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please contact me to discuss your accommodation options. You may also call or email the Office of Disability Services at 432-335-6861 or email Becky at brivera@odessa.edu

Helpful Resources

Learning Resource Center: The Learning Resources Center (the OC Library) provides research assistance via the LRC’s catalog and databases. Research guides, tutorials, and the “Ask a Librarian” service offer students a wealth of academic resources.

Student Success Center: Free group and one-to-one tutoring, use of the computer lab, help with online courses, and more is available at 432-335-MORE (6673).

Crisis Intervention: Odessa College cares about the health and safety of all members of our campus community. Contact me directly or contact Student Success Coach Katherine Phillips, member of our Behavior Intervention Team, at 432-335-6478 if you are concerned about your own well-being or the well-being of a fellow student.

Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - respond to all messages in a timely manner through text message, email, or next classroom contact; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information in case of emergencies.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - appropriately communicate any changes to assignments and/or to the course calendar to students.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - return all graded work within one week of the due date.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
 - recognize that the college provides free Wi-Fi, computer labs, and library resources during regular campus hours to help me complete my assignments; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
 - missing class when a major test is planned or a major assignment is due;
 - having trouble submitting assignments;
 - dealing with a traumatic personal event; and,
 - having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
 - seek out help from my instructor and/or from tutors;
 - ask questions if I don't understand; and,
 - attend class regularly to keep up with assignments and announcements.

