

Coll 0171: Strategies for Success  
Course Syllabus  
Fall 2012



**Course Instructor:** Orlando Ontiveroz      **Phone:** 335-6568  
**Email:** [oontiveroz@odessa.edu](mailto:oontiveroz@odessa.edu)      **Office:** SUB 204E ([OC Help Center](#))  
**Office Hours:** Available most days by appointment – email or call to schedule

#### 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 *Community College Success: How to Finish with Friends, Scholarships, Internships and the Career of Your Dreams* by Isa Adney as our reader for the course. New and current degree-seeking 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.

This syllabus may be adjusted as needed to better serve the students in this class.

#### Supplies

*Community College Success: How to Finish with Friends, Scholarships, Internships and the Career of Your Dreams* by Isa Adney

#### Deadlines

All assignments, unless otherwise noted, are due Sunday before midnight the week it is posted. For example, Week 1 assignments are due Sunday 09/02 by 11:59 pm.

#### How to Submit Documents

When uploading documents to Blackboard or sending by email, all files **must** be in .PDF (Adobe), .DOC (Microsoft Word), or .RTF format for me to be able to receive them.

#### Final Project

You will be responsible for a final project at the end of the semester. More detailed project instructions will be provided to you week 5.

#### Methods of Evaluation

Assignments	Final Project
75%	25%

I will post grades 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\*

***\*Please review and sign the Student Success Agreement.***

---

#### 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



(Some campus activities are highlighted for those students who are on campus to take advantage of. Check your student email or swing by the Wifi Java Café for locations and details)

### **Week 1 / 08/27 – 09/02**

#### **Introductions (1, 2, 4, 5)**

Create profile in Starfish and post introductions in the discussion board. Journal 1, and the Student Success Agreement



Campus Activity – For Welcome Back Week, Student Activities has the following...8/27 – Blood Drive, Inflatables & Games (11am – 3 pm), 8/28 – Blood Drive, BattleBall (11am – 4 pm), Bingo, 8/29 – Picture Perfect (11am – 5 pm), Movie Night (8pm), 8/30 – Sports Center Late Night (6 – 10 pm), 8/31 – Ice Cream Social (12 - 2 pm)

### **Week 2 / 09/03 – 09/09**

#### **Time Management (5) and Goal Setting (1, 5)**

Planner, Goals Discussion Board, Life Wheel Goal Setting Activity and Outline, Read pgs. 27 – 40 in Community College Success, Journal 2



Campus Activity – Check out the “Wrangler Round-Up” and Fall Festival on Thursday, 9/6, from 11am-2pm in the Pavilion/WiFi area, with the Wrangler Round-Up athlete introductions happening at noon.  
Tammi Patni presents “Help I Don’t Like to Read!” – this Monday at LRC 302, 2-3pm

### **Week 3 / 09/10 – 09/16**

#### **Learning and Personality Styles (2, 4, 6)**

Learning Style Quiz, True Colors Test, True Colors group and blog assignment, Commitment to My Learning Style Discussion Board, Read pgs. 41-65 in your CCS book, Journal 3



Campus Activity – 09/12 Movie night (8pm)

### **Week 4 / 09/17 – 09/23**

#### **Marking the Text (1, 3) and Writing (1, 2)**

Marking the Text – House Story and House Discussion Board, Writing Prompts Assignment in Discussion Board, Read pgs. 66-89 in your CCS book, Journal 4 and Email me a shot of this week in your planner (or share google calendar, etc).



Campus Activity – 09/17 Hispanic Heritage Celebration (12 pm)

### **Week 5 / 09/24 – 09/30**

#### **Cornell Notes (2)**

Mark the Cornell Lecture page text and then convert that to Cornell notes, Interview one of your Instructors (due 10/7/12), read pgs. 90 -110 in the CCS book, Journal 5

LOOK at the choices for your Final Project this week. Email me which option you will be doing.



Campus Activity – 09/25 Bingo (7pm)

### **Week 6 / 10/01 – 10/07**

#### **Academic Inquiry and Critical Thinking (1,2)**

Milk experiment, Question Pass Around Discussion Board activity, Read pgs. 111-140 in the CCS book, Journal 6



Campus Activity – This Monday, learn from Dean Bower’s Grammar lesson at the LRC Bib Lab from 2-3pm  
10/3 Presidential Debate (tba)

### **Week 7 / 10/08 – 10/14**

#### **Studying and Test Taking (1, 3)**

SmarThinking Study Skills and Curve of Forgetting Study Skills quiz, OC Learning Resources assignment, Journal 7



Campus Activity – 10/08 Pay it Forward Kickoff (12pm), 10/11 Arrive Alive (11am – 5 pm) and Vice Presidential Debate (tba)

#### Week 8 / 10/15 – 10/21

#### Financial Literacy (1,3,5) and Wellness (3, 5)

Take Cornell Notes on the Financial Literacy presentation, Journal 8, All in Good Health Discussion Board, and review the ChooseMyPlate.org plan



Campus Activity – 10/16 Presidential Debate (tba)

#### Week 9 / 10/22 – 10/28

#### Career Exploration (1,3) and Education

Focus2 Career Exploration – Portfolio and Discussion Board, Journal 9



Campus Activity – 10/22 Presidential Debate (tba)

#### Week 10 / 10/29 – 11/02

#### OC411 and Final Project (1-6) & Course Survey (6)

Degree Planning Outline

Your final projects are due by 11:59 pm on Thursday, November 1<sup>st</sup>.

Complete the course survey.



Campus Activity – 10/30 Bingo (7 pm)

### 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](mailto: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 – Online Learning

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online 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
  - provided my contact information at the beginning of the syllabus;
  - respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,
  - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
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
  - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
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
  - post grades for discussion postings within one week of the discussion thread closing.
  - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

## 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
  - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
  - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
  - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or 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
  - getting "kicked off" of the system during tests or quizzes;
  - having trouble submitting assignments; and
  - dealing with a traumatic personal event.
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,
  - access my course several times during the week to keep up with assignments and announcements.

The SEI (Student Evaluation for Instruction) process for face-to-face and online courses is scheduled for the week of November 26<sup>th</sup>.