

Coll 0171: Strategies for Success
Course Syllabus
Spring 2013



Course Instructor: Karla Ortiz
Office: SUB 204H (OC Help Center)

Email: kortiz@odessa.edu

Office Phone: (432) 335-6745

Cell/Text: (432) 934-4580

Office Hours: Available on a walk-in basis or just call or e-mail me to set up an appointment.

Course Description

Coll 0171 —Strategies for Success is a one credit, 10 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. Familiarize yourself with all of the Google applications available to you through your student Gmail account (Calendar, Voice, Documents, etc); we will be using many of these applications throughout this course. Journals, quizzes, and Discussions will be administered through Blackboard and your grades will be regularly updated in the Gradebook (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 will be expected to bring your COLL 0171 three-ring binder/paper and pencils, a planner or scheduling system; as well as whatever handouts and articles you are responsible for downloading from Blackboard.

Service Project

You will be responsible for organizing and presenting on a service project to your classmates at the end of these ten weeks. More detailed project instructions will be provided to you on February 4th. Group work and the use of technology will be encouraged.

Method of Evaluation:

Your final grade will be determined by scores in the following categories:

Attendance/ Participation	Homework/Journals/ Discussion Boards	Organization	Campus Involvement	Course Project	Final Exam
25%	15%	20%	10%	10%	20%

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.

IMPORTANT!

Attendance Policy: If you miss class, please refer to our course syllabus as it is your responsibility to catch up. Some assignments will occur in class and may be difficult to make up outside of class. ANY absences (excused or unexcused) will result in a loss of points and will affect your final course grade.

Late Work Policy: Acceptance of late or missing work is on a case by case basis. Please make arrangements with me prior to your absence OR make an appointment with me upon your return to discuss your personal situation.

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 (Library): The Learning Resources Center provides research assistance via the LRC's catalog and databases. Research guides, tutorials, and the "Ask a Librarian" service offers 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

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.

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
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; and
 - appropriately communicate any changes to assignments and/or to the course calendar
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 WiFi, computer labs, and library resources during regular campus hours; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work.
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 in a way that affects my ability to attend class meetings.
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, my Accountability Partner, and from tutors;
 - ask questions when I have them; and,
 - attend class regularly to keep up with assignments and announcements.

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

***Journal Entries:** All Journal Entries are available through Blackboard. You have until Midnight the 28th of March to ensure ALL entries have been submitted for grading*

Course Schedule

Week 1

Class 1 – Monday: January 28th: Welcome to Strategies for Success + Social Contract + Introduce our Course Reader (ICO's: 1, 2, 4, 5)

Review our course syllabus; complete syllabus scavenger hunt; create our class social contract

Let's get familiar with the Campus: Group Self-Lead Campus Tour (ICO's: 1, 2, 4, 5)

Graded Assignments – Submit the Syllabus Quiz and complete any unfinished part of the Campus Tour with your group. Turn in both of these by Monday; February 4th. Bring your course binder and a academic planner with you to class next Monday.

Reading: Ch. 12 from Community College Success

Week 2

Class 2 – Monday: February 4th: OC Online, SSC, and Library Research (ICO's: 1, 2, 3, 4, 5, 6) (We are meeting in the LRC Bib lab – 2nd floor of the LRC) During this class, we will hear from the LRC (Learning Resource Center) and SSC (Student Success Center) staff regarding the various resources each has to offer in terms of student success.

Academic Responsibility "The Late Paper" Activity + Binder/Planner Organization (ICO's: 1, 2, 4, 5, 6)

Graded Assignment – LRC scavenger hunt due on Monday, February 11th.

Week 3

Class 3 – Monday: February 11th: Goal Setting, Time Management + intro to the Odessa College Transfer Center (ICO's: 1, 2, 3, 4, 5)

Service Project – Review the project instructions I give you and be prepared to share your plan during our upcoming 1-1 meeting.

Graded Assignment: Goal setting packet (due at the end of class) & Time audit packet (due Monday Feb. 18).

Readings: National Organization for Women (NOW) Women Deserve Equal Pay Factsheet & Women Deserve Equal Pay Articles (2)

Week 4

Class 4 – Monday: February 18th: Academic Inquiry: Inspiring Critical Thinking (ICO's: 1, 2, 3, 4) w/ Equal Pay Factsheet

Reading with a purpose + Marking the Text (ICO's: 1, 2, 4)

w/ Equal Pay Articles

Graded Assignment: Interview Instructor (due Monday Feb. 25).

Reading: Finland Education YouTube

Week 5

Class 5 – Monday: February 25th: The Cornell Note Taking System (ICO's: 1, 2, 3, 4) w/ Finland Education YouTube

Fearless Writing + Test Taking Study Skills (ICO's: 1, 2, 3, 4, 5)

Graded Assignments: Academic Inquiry, Marking the Text & Cornell Notes with assigned articles and YouTube (due today).

Homework: Continue working on your project.

Week 6

Class 6 - Monday: March 4th: Career Exploration (ICO's: 1, 2, 3, 4, 5) (We are meeting in the LRC Bib Lab-2nd floor of the Library)

Graded Assignment - When you're finished with your FOCUS 2 Career inventory, print out your career portfolio and write me a one half page reflection on what you've learned about yourself from this experience.

College Survival: Personality/Learning Styles (ICO's: 1, 2, 3, 4, 6)

Graded Assignment - Write a one half page reflection on your thoughts regarding your personality style and a half page reflection on your thoughts regarding your learning style.

Reading: The Roseto Mystery

Monday: March 11th: Spring Break! - NO SCHOOL

Week 7

Class 7 - Monday: March 18th: Financial Literacy (ICO's: 1, 2, 3, 4, 5) (We are meeting in the LRC Bib Lab- 2nd floor of the Library)

We will become familiar with the various Financial Aid terms; explore FREE National and local Scholarship options for students to apply for; and ensure your FAFSA for 2013-2014 school year is either started, ready to submit, or has already been submitted.

Personal Wellness & the College Transfer Process (ICO's: 1, 2, 3, 4, 5)

For the College Transfer process, we will collaboratively learn the different aspects of what students need to look for in colleges or universities they are planning to apply with.

Graded Assignment - College Exploration assignment: Research two different colleges and tell me about each of them (due Monday March 25th).

Week 8

Class 16 – Monday: March 25th: Odessa College Degree Planning (ICO's: 1,2,3,5,6)

You will need your Odessa College Degree Plan with you today; if you are undecided, please print out the General Studies Degree Plan

Fall Registration Prep / Group A (ICO's: 1,2,3,4,5,6)

Course Final – The course final opens on Blackboard Sunday morning (March 24th) and closes midnight on Saturday (March 30th).

PROJECT IS DUE NEXT MONDAY!

Week 9

Class 18 – Monday: April 1st: Fall Registration Prep / Group B (ICO's: 1,2,3,4,5,6)

Service Project Presentations

Course evaluations will also be administered during today's class.

Study Skills Workshops – SPRING 2013

Wednesday, January 30th: Time Management - Connie Nichols, LRC Options Gallery 102, 2pm-3pm

Wednesday, February 6th: Note Taking Skills–Odessa College Staff LRC Options Gallery 102, 2pm-3pm

Wednesday, February 13th: Developing Library, Research, and Information Skills

Patricia Quintero, LRC BibLab (200A), 3pm-4pm

Monday, February 18th: Learning and Personality Styles - Tracy Avery, LRC Bib Lab (200A), 2pm-3pm

Wednesday, February 20th: Test Taking Skills and Test Anxiety - Karla Ortiz, LRC Bib Lab (200A), 3pm-4pm

Monday, February 25th: How to Read Prompts Effectively- Karla Ortiz, LRC Bib Lab (200A), 3pm-4pm

Wednesday, February 27th: Critical Thinking - *Jordan O'Connell, LRC Bib Lab (200A), 2pm-3pm*

Monday, March 4th: Grammar- Dr. Dean Bowers, LRC Bib Lab (200A), 2pm-3pm

Wednesday, March 6th: Planning Your Paper- Dr. Dean Bowers, LRC Bib Lab (200A), 2pm-3pm

Monday, March 18th: Goal Setting- Rodney Hernandez, LRC Bib Lab (200A), 2pm-3pm

Wednesday, March 20th: Financial Literacy - Tracy Avery, LRC Bib Lab (200A), 2pm-3pm

Monday, March 25th: Wellness - JR Torrez, LRC Bib Lab (200A), 2pm-3pm

Wednesday, March 27th: Career Exploration - Katherine Phillips, LRC Bib Lab (200A), 2pm-3pm

Monday, April 1st: MLA - Dr. Dean Bowers, LRC Bib Lab (200A), 2pm-3pm

Wednesday, April 3rd: Effective Writing – Making Your Paper Flow- Dr. Dean Bowers, LRC Bib Lab (200A), 2pm-3pm

Wednesday, April 10th: Test Taking Skills and Test Anxiety - Karla Ortiz LRC Bib Lab (200A), 2pm-3pm

Monday, April 15th: Resume and Cover Letter - Haley Draper Bowers, LRC Bib Lab (200A), 2pm-3pm

Wednesday, April 17th: Interview Practice - Haley Draper Bowers, LRC Bib Lab (200A), 2pm-3pm