

Coll 0171: Strategies for Success
Course Syllabus
Spring 2013



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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, 01/27/13 by 11:59 pm.

How to Submit Documents

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

Course Project

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

Methods of Evaluation

Assignments	Course Project	Final Exam
70%	10%	20%

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 or 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 / 01/22 – 01/27

Introductions (1, 2, 4, 5)

Watch the Coll 0171 Getting Started VIDEO. Review the syllabus. Create profile in Starfish and post introductions in the discussion board. Journal 1, and the Student Success Agreement

Week 2 / 01/28 – 02/03

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

Week 3 / 02/04 – 02/10

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

Week 4 / 02/11 – 02/17

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 this week in your planner.

Week 5 / 02/18 – 02/24

Cornell Notes (2)

Mark the Cornell Lecture page text and then convert that to Cornell notes, Interview one of your Instructors (due 03/03/13), read pgs. 90-110 in the CCS book, Journal 5
LOOK at the choices for your Course Project this week. Post the option you will be doing.
Check in with me this week online. Directions will be posted.

Week 6 / 02/25 – 03/03

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

Week 7 / 03/04 – 03/10

Studying and Test Taking (1, 3)

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

**Week of / 03/11 – 03/17
SPRING BREAK!**

Week 8 / 03/18 – 03/24

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

Career Exploration (1,3)and Education

Focus2 Career Exploration – Portfolio and Discussion Board, Journal 9

OC411 and Final Project(1-6)& CourseSurvey (6)

Degree Planning Outline

Your course projects, as well as the final exam are due by 11:59 pm on Thursday, April 4th.

Watch your email and Blackboard for the Course Evaluation.

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 – 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.