



Course Instructor: Tracy N. Avery

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Office: OC Help Center (SUB 204C)

Office Hours: Available most days by appointment – just call or email me from your OC email account.

This syllabus may be changed to better fit the needs of the class.

#### Course Description

Coll 0171 – Strategies for Success is a one credit, five week summer 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 a journal articles and other selections instead of a reader for the course. 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 five weeks. 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

No book is needed for this course.

#### Method of Evaluation

Assignments 50% / Final (Portfolio) 50%

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 in the Blackboard Gradebook.

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#### Course Schedule

Always check the announcement page for specific directions.

##### Week 1 – Time Management and Goal Setting:

Homework: Starfish and Discussion Board Introductions, Your planner with all assignments and activities filled in. Video on “If money were no object” and discussion board response. Goal setting outline attachment in Discussion board.

##### Week 2 – Learning and Personality Styles

Homework: Learning styles quiz, True Colors test and sign up for group. Group Blog discussion; then commitment to my learning style discussion board. True colors blog observation.

##### Week 3 – Marking the Text and Cornell Notes

Homework: Mark the text on the attached article and turn the part you marked into Cornell notes. If you wrote any questions in the margins, add those to the left side of the paper. If you didn't write any, come up with your own.

##### Week 4 – Careers and Test Taking

Homework: FOCUS 2 Career Inventory and Essay, Left Brain vs. Right Brain

##### Week 5 – Resources and Portfolio

Homework: Library Activity and Portfolio. Portfolio choices will be posted during week 2.

### 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 of 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 (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.

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