

Cerro Coso Community College
COLL C101 – CRN 30610
Spring Semester 2021

Course Name: COLL C101 – Foundations for Success in College and Life

Start: January 19th / **End:** April 16th

Meeting Time: CORRESPONDENCE

Instructor: Professor Hamilton

Textbook:

This course uses an Open Education Resource textbook. Various sections and chapters will be provided to students in their college packets.

Anonymous. (2015). *College Success*. Minnesota: University of Minnesota Libraries Publishing.

Important Dates:

- January 18th – College Closed - Dr. Martin Luther King, Jr. Holiday
- January 19th – First day of class.
- January 26th - Last day to drop and receive a full refund.
- February 1st - Last day to drop without a "W." (If you drop on or before this date you will not receive a mark on your transcripts).
- February 12th – College Closed – Lincoln Day Holiday
- February 15th – College Closed – Washington Day Holiday
- March 9th - Final Drop Date (If you drop on or before this date you will receive a "W" (Withdraw) on your transcripts).
- March 29th – April 2nd - Spring Recess (No classes)
- April 16th – Last day of class

Course Description:

This course emphasizes effective strategies that can be applied in college and life. It focuses on lifelong understanding and development of the self in physical, social, and psychological aspects. Course content includes time management, note-taking, memory skills, reading comprehension, and exam preparation. Topics such as goal setting, decision making, career choice, transfer preparation, and healthy lifestyles are also explored. The course introduces a variety of campus and internet resources. Advisory: ENGL C101.

Student Learning Outcomes:

Upon completion of the course, the student will be able to...

1. Apply strategies for lifelong learning and development.
2. Implement strategies to use time effectively.
3. Implement appropriate lifestyle changes to improve physiological and psychological well-being.

Disability Accommodation:

Students who have a verifiable disability and need academic accommodations and/or services, should complete a Student Inquiry Form. Once the Student Inquiry form is received by the Cerro Coso counselor the application for Cerro Coso's Disabled Student Program and Services (DSPS) will be sent to you through mail.

Plagiarism and Cheating: According to the Cerro Coso Student Conduct Policy (2010):

"Plagiarism is defined as the act of using the ideas or work of another person or person as if they were one's own, without giving credit to the source. Such an act is not plagiarism if it is

ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

Acknowledgement of an original author or source must be made through appropriate reference, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: submission of a work, whether in part or in whole, completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; in written work, failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing or programming. A student who is in doubt about the extent of acceptable paraphrasing should consult the instructor.

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the language used in the source, putting the material into their own word. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations" (p. 11).

The Academic Senate of Cerro Coso Community College enforces the District Policy 4F8G as the following:

Every instructor has the responsibility and authority for dealing with such instances of cheating and plagiarism as may occur in class. An instructor who determines that a student has cheated or plagiarized has a range of many options, which may be as severe as giving the student a failing grade for the course. Furthermore, the student may face other penalties as stated in the college's Student Conduct Policy. Finally, it must be understood that a student who knowingly aids in another student's cheating e.g., permitting the other student to copy a paper or examination question, is as guilty as the other of the offense. A student charged with cheating or plagiarism is entitled to appeal that charge by means of the college's Student Conduct Policies and Procedures. (www.cerrocoso.edu/student-services/plagiarism-policy, August 3, 2018)

Class Policies & Rules:

- 1.) Regular active participation is required in this class. As a correspondence course, participation will be measured by turning in assignments.
- 2.) If you do not actively participate in the equivalent of two weeks of class (does not have to be consecutive) you **will** be dropped from the course, up to the final drop date. After the final drop date you can no longer be dropped from the course.
- 3.) If you decide to drop this course it is **your** responsibility to officially drop yourself by submitting a Registration Withdraw form prior to the final drop date.
- 4.) Read your syllabus closely; you will not be reminded of due dates.
- 5.) Assignments turned in without your name will receive zero points.
- 6.) Be familiar with the Cerro Coso Plagiarism Policy as it is enforced in this class.
- 7.) Positively participate in class.
- 8.) Use language appropriate to a college class.
- 9.) No personal attacks--- you can disagree without being disagreeable.
- 10.) Turn in assignments complete and on-time.
- 11.) Inappropriate, disrespectful, and/or disruptive behavior will not be tolerated.
- 12.) To be successful in this course you must participate actively and complete all outside class assignments on time. Generally, students should expect to spend an average of 2-3 hours outside of class (homework) for every hour spent in class. To be successful in COLL C101 over the semester you will need to dedicate 4-6 hours **each week** to homework.

13.) Using text language (for example: ttyl – talk to you later, omg – oh my goodness, lol – laugh out loud) is not tolerated in this class. Take the time to write out each word. You will be penalized points if you use text language for any assignment.

Attendance Participation and Attendance Policies:

Regular active participation is expected of all students enrolled in the college. Students not actively participating will be dropped from the course. A student will be dropped by the instructor for lack of active participation prior to the census date and any time up to the final drop date. A student also will be dropped by the instructor anytime up to the final drop date when the student has been absent from or not actively participating in class for a total of two weeks. Students will be dropped when non-consecutive absences number the equivalent of two weeks. While it is the responsibility of instructors to communicate attendance and participation practices and apply them to all students, it is the responsibility of the student to be aware of his or her current attendance/participation status. Students who have been absent or not actively participating in a course should notify the instructor of the reason. Students are responsible for officially withdrawing from any course or courses in which they no longer wish to be enrolled.

Late Assignment Policy:

Due to the nature of correspondence classes, the late assignment policy will be suspended for COLL C101, during the Spring 2021 semester. However, all assignments must be received no later than the end of Week 11. Assignments received after this date will not be accepted, and therefore will not be calculated into your grade. Submitting all of your assignments the end of week 11 rather than throughout the semester will delay your final grade from being posted on your transcripts until the beginning of Summer 2021 semester. Be proactive and complete your assignments weekly and on time.

Grading Policy:

Due to classes being offered in correspondence format, you have the choice of how you want to complete your assignments. If you were to ask me, my recommendation would be to complete assignments in a weekly format (according to the syllabus). However, if you choose to submit all of your coursework for COLL C101 in the first few weeks of the semester, I will not grade your assignments until the week that the assignment is due. For example, if you turn in your final paper in week 3 of the semester, it will not be graded until week 11.

GRADING

Assignments:

Reflections (20 points each x 4 reflections)	80 points
College Orientation Quiz	10 points
Goal Setting Assignment	20 points
Career Action Plan Assignment	20 points
Time Management Assignment	20 points
Learning Style Inventory Assessment	20 points
Creative Thinking Project	20 points
Education Plan Questionnaire	20 points
College Resource Project	20 points
College Catalog Assignment	20 points
Final Paper	50 points

Total points possible

300 points

GRADING (in points)

270 and above = A

240 to 269 = B

210 to 239 = C
180 to 209 = D
179 and below = F

You will receive a progress report the end of week 4, the end of week 8, and the end of week 12. The progress report will have your current grade in the class, and any missing assignments through the week that the progress report is given. If you have turned in assignments early, again they will not be graded until the week that the assignment is due, but I will indicate "assignment received" on the progress report even though it has not been graded.

Keep in mind that offering courses via correspondence has its challenges and there can be significant delays between the instructor receiving student work and the student receiving the returned graded assignment. I appreciate your patience.

Week	Topic	Reading/Assignment Information
Week 1 January 19 – January 22	Welcome to COLL C101 Syllabus College Orientation	<ul style="list-style-type: none"> • Instructor's Welcome (lecture) • What's a Syllabus (lecture) • Review the Syllabus • College Orientation • College Orientation Quiz (10 points)
Week 2 January 25 – January 29	Note Taking Strategies Reading College Textbooks	<ul style="list-style-type: none"> • Read Textbook Chapter 4 (pg. 142-153) • Read Textbook Chapter 5 (pg. 164-177)
Week 3 February 1 – February 5	Mnemonic & Memory Strategies Test Taking Strategies Learning Styles	<ul style="list-style-type: none"> • Read Textbook Chapter 4 (pg. 154-160) • Read Textbook Chapter 6 (pg. 197-221) • Read Textbook Chapter 1 (pg.21-31) • Learning Style Inventory Assessment (20 points) • Reflection #1 (20 points)
Week 4 February 8 – February 12	Staying Motivated, and Organized Setting Goals Attitude for Success	<ul style="list-style-type: none"> • Read Textbook Chapter 2 (pg. 51-72) • Read Textbook Chapter 1 (pg. 40-44) • Goal Setting Assignment (20 points)
Week 5 February 15 – February 19	Education Planning Time Management	<ul style="list-style-type: none"> • Read Textbook Chapter 2 (pg. 73-91) • Education Planning (lecture) • Education Plan Questionnaire (20 points)
Week 6 February 22 – February 26	Career Assessment Career Planning	<ul style="list-style-type: none"> • Read Textbook Chapter 12 (pg. 447-460) • O*Net Interest Profiler Assessment (no points) • O*Net Score Report (no points) • Time Management Assignment (20 points) • Career Action Plan Assignment (20 points) • Reflection #2 (20 points)
Week 7 March 1 – March 5	College Catalog	<ul style="list-style-type: none"> • College Catalog (lecture) • College Catalog Assignment (20 points)
Week 8 March 8 – March 12	How to Think Critically and Creatively	<ul style="list-style-type: none"> • Read Textbook Chapter 3 (pg. 104-125) • Creative Thinking Project (20 points)
Week 9 March 15 – March 19	Active Listening Transfer Information Project Rebound Information	<ul style="list-style-type: none"> • Read Textbook Chapter 4 (pg. 137-140) • Read Transfer and Project Rebound (lecture) • Project Rebound Questionnaire (no points) • Reflection #3 (20 points)

Week 10 March 22 – March 26	College Resources Physiological and Psychological Well- Being	<ul style="list-style-type: none"> • Read Textbook Chapter 10 (pg. 344-359 and pg. 373-389) • College Resource Project (20 points) • Reflection #4
Spring Recess March 29 – April 2	NO CLASS	
Week 11 April 5 – April 9	Final Week to submit COLL C101 assignments	<ul style="list-style-type: none"> • Final Paper (50 points)
Week 12 April 12 – April 16	COLL C101 assignments and final will be returned to you this week (if assignments were received by April 9 th).	

Instructor reserves the right to adjust the syllabus to meet the needs of the class!

Assignments (full description of assignment and requirements will be available when the assignment is given):

Reflections – For the reflection you will “reflect” on how you plan to apply what you have learned from the class lectures, readings, and activities to your personal and/or college life. Reflections are short essays and must be, at minimum, 2 paragraphs (10 sentences).

You will be graded on well thought out reflections. One sentence answers are not considered “well thought out.” Reflections must include coherency (your writing well organized), unity (present one idea/topic at a time per paragraph), good development (explain, elaborate and/or provide supporting evidence/data to your ideas/topics/concepts), and sentence skills (grammar and punctuation). Dive deep with your thoughts.

Goal Setting Assignment – setting goals are important while going to college, for our careers, and our personal lives. You will learn some simple strategies to help set short, mid, and long-term goals.

Career Action Plan Assignment – the career action plan assignment helps us to identify our strengths and talents. You will complete the O*Net Interest Profiler Assessment and review the O*Net Score Report in order to complete the Career Action Plan assignment.

Time Management Assignment – time management is important to being a successful student. You will learn some strategies that relate to how we manage our time and for being effective and efficient with our time.

Learning Style Inventory Assignment – each of us learn in different ways. While in college it is important to understand how we learn so that we can get the most out of what is being taught.

A learning style assessment will be given so that you are more aware of how you learn new material the best.

Creative Thinking Project – critical and creative thinking are important skills in college and in life. We will look at ordinary products and develop new ways to use them, and then you will write a one page essay describing what it is and how to use it. Think of it as an infomercial and you're trying to sell your new product.

Education Plan Questionnaire – we will review the requirements needed for an associate degree. You will complete the questionnaire and an education plan will be created for you by the college counselor or advisor, and sent to you before the end of the semester.

College Resources – Cerro Coso offers amazing resources for students to utilize. You will be given the information about the different college resources that are offered and you will choose one and either create a poster that could potentially be placed in the library or classroom OR you can write an essay, as if you were explaining one of these resources to new student.

College Catalog Assignment – The college catalog is a valuable tool. You will learn how to use the catalog to get the answers to your questions.

Final – for the final paper you will apply what you have learned throughout the class utilizing the reflections, readings, and assignments that you have completed. In your paper you will discuss how you plan to use these strategies in your future college classes.

All writing assignments must include coherency (your writing well organized), unity (present one idea/topic at a time per paragraph), good development (explain, elaborate and/or provide supporting evidence/data to your ideas/topics/concepts), and sentence skills (grammar and punctuation). Dive deep with your thoughts.