

**NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE**

COURSE:	PREFIX	NO:	EFFECTIVE DATE	NEXT REVIEW DATE		
	COL	103	Fall 2010	Fall 2011		
TITLE:			CREDITS	CONTACTS		
				CLASS	- LAB	- TOTAL
COLLEGE SKILLS			3	3	0	3

PREREQUISITES: None

DESCRIPTION: This course includes selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

TEXTBOOK(S) OR ALTERNATIVE: Carol Carter, Joyce Bishop and Sarah Lyman Kravits. Keys to Success, Building Analytical, Creative and Practical Skills, 6th edition. Pearson. 2009

MATERIALS (specifying those to be purchased by student): You are required to have a working e-mail account so that we may communicate throughout the semester. You can get a free e-mail account through Yahoo or Hotmail. If your account name is questionable, I will not open it. Please use your name on the subject line.

COLLATERAL READING: Assigned by instructor

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):
Academic Discipline and Honesty:

Students are reminded of the College Policy regarding Academic Dishonesty as outlined in the College Catalog. Should a student break College Policy and complete any assessment not entirely his/her own work, plagiarize, or by using unauthorized materials, said student will receive a grade of 0/F on that assignment.

Attendance:

There are no excused absences. Because of this, absences should be saved in case of emergencies or illness.

- Required to attend 80% of classes from the date of enrollment.
- Monday and Wednesday or Tuesday and Thursday classes have a maximum of six absences.
- Evening classes that meet once a week, three absences are allowed.
- Summer school 8 absences allowed for daytime classes. Summer students in evening classes are allowed two absences.
- Notify instructor of extended periods of absence.

- It is the student's responsibility to get class notes and other materials missed due to absence.

Tardy Policy:

A student is considered tardy if he/she is not in the class at the time the instructor begins class instruction. Three times tardy equals one full absence. Should a student leave class before class is dismissed, it will count as an absence.

Exceeding the Absence Limit:

Once the absence limit has been reached, students will be dropped from class for excessive absences. If this occurs at any time during the semester, the student will receive an F for the course.

Student Initiated Withdrawal from Course:

- Check first with the Financial Aid Office
- Complete the Drop/Add form and have advisor/instructor sign
- Before Midterm grade will be W
- After Midterm/Before last drop day
 - o Grade will be W, if you are passing the course
 - o Grade will be WF, if you are failing the course

Classroom etiquette and Conduct of Classes:

The following is expected:

- Attendance
- Timeliness
- Respect for Instructor/Fellow Students
- Being prepared for class
- NO sleeping in class

Electronic Devices in the Classroom: NOT ALLOWED. To include:

- Cell phones (Must be turned off.) Families should be instructed to call 921-6900 if an emergency occurs. Security WILL locate you.
- PDAs
- IPODS/MP3
- Beepers

Exception: Rescue, medical personnel and law enforcement. Must inform instructor if you are required to have pagers, etc. activated while in class.

Late Assignments:

Late assignments will be penalized ten percent per class

meeting EXCEPT when accompanied by you NQA Coupon, which you may use once. You may use the NQA Coupon for any assignment other than a test. You MUST attach the coupon to the late assignment. You cannot use the NQA Coupon during the last two weeks of class.

Student ID:

It is mandatory that every student wear his or her student ID at all times. The instructor will dismiss students without ID from class. The student may get his/her ID and return to class before the midpoint of the class. If the student cannot get his/her ID and return to class by the midpoint, the instructor will record the absence.

DISABILITIES STATEMENT:

Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See *College Catalog*)

EXPECTATIONS FOR THE STUDENT:

- Complete all assigned readings from text and other course related documents
- Participate in classroom discussions
- Use classroom etiquette
- Submit all work in a timely manner
- Complete all course work on your own unless otherwise instructed
- Cite and document all non original material as to not plagiarize others' work
- All assignments need to be double spaced typed in 12 point Times New Roman font

RESOURCES (A-V, persons, tools/equipment):

Success Center and Library

COURSE TOPICAL OUTLINE: (List topics and sub-topics of course) and
Calendar or approximate length of time devoted to topic.

TENATIVE COURSE OUTLINE

WEEK 1

Course Outline

COL 103

Page 4

- Course policies, introduction
- What is a syllabus
- Successful Students Handout
- Self-assessment test (not for a grade)
- **Test #1: Scavenger Hunt (Campus Resources)**

WEEK 2 (these may take more than a week)

- "The Late Paper" Skit
- How to read an "EVAL"
- How to contact an instructor via email or telephone
- Moodle/Web Advisor
- Maintaining contact information with NETC
- Classroom etiquette

WEEK 3

- Personal Responsibility: Victim versus Creator exercises/assignments
- Wise Choices Method: group activity involving the Updike's short story "A&P"
- Assign take home test (this one will take a week to complete)

WEEK 4

- **Test #2 due at the beginning of class**
- Self-Motivation: Value X Expectation=Motivation
- Group exercises/discussions
- DAPPS model for motivation

WEEK 5

- Self-Management: Calendars/Tracking Forms/Making Commitments
- Class constitution
- Group exercises/discussions

WEEK 6

- Interdependence: learning to ask for help when needed
- "Professor Rogers' Trial" Skit
- Continued work with Wise Choices Method
- Collaborative assignments

WEEK 7

- Workshop on test anxiety
- Visualization Tests
- Strategies for managing test anxiety
- Preparing to study (anti-cramming)

- Note-taking best practices
- Form study groups for test #3

WEEK 8

- In-class study groups
- **Test #3: Midterm (to be taken collaboratively with your study group)**

WEEK 9

- Self-Awareness: changing unconscious scripts
- Work on changing habits
- In-class exercises

WEEK 10

- Lifelong Learning: teaching and learning
- Silent Socratic Dialogue
- In-class exercises

WEEK 11-12

- Emotional Intelligence: learning to manage strong emotions
- "After Math" Skit
- Components of Emotional Intelligence
- Managing overwhelm, anger/resentment, fear/anxiety, and sadness/depression
- Successful intelligence

WEEK 13-14

- Believe in Themselves: maximize potential
- Inner Critic versus Inner Guide
- Four Ways to Dispute Your Inner Critic

WEEK 15

- **TEST #4**
- Assign career project

FINAL EXAM

- **Career Project due!**

TENTATIVE LIST OF TOPICS TO COVER

- ✓ What is a syllabus?
- ✓ College policies/College catalog
- ✓ COMPASS placement test scores
- ✓ How to read and "EVAL"
- ✓ Moodle/WebAdvisor

- ✓ Making contact with your academic advisor
- ✓ Classroom etiquette
- ✓ Campus resources and functions
- ✓ Study skills/Managing test-taking anxiety
- ✓ Note-taking best practices
- ✓ Self-management strategies/time management strategies
- ✓ Victim versus Creator language
- ✓ Successful intelligence
- ✓ Setting and working toward long-term goals (the DAPPS method)
- ✓ Wise Choice Method
- ✓ Proper way to contact your instructor via email or telephone
- ✓ Emotional intelligence

NOTE: This class will be based around the (8) principles of Successful Students Handout.

LEARNING ACTIVITIES USED IN THIS CLASS

- ✓ Case studies/skits
- ✓ Group activities
- ✓ Silent Socratic dialogue
- ✓ Videos (that I make and from YouTube)
- ✓ Visualization techniques (for test taking and replacing negative thoughts)
- ✓ In-class writing assignments
- ✓ Scavenger hunt (on-campus)

NOTE: I will try to set aside some class time each week to have group discussions on solving academic problems. During these sessions, one student will share a problem he/she is facing and the rest of the class will come up with possible POSITIVE solutions to the problems. **YOU DO NOT HAVE TO SHARE ANYTHING YOU ARE NOT COMFORTABLE WITH.**

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES/LEARNING OUTCOMES:

Lectures may be supplemented by:

- Videos
- Assessments
- Assigned readings from textbook and other sources
- Computer research
- Other materials at the discretion of the instructor

LEARNING OUTCOMES/OBJECTIVES OF COURSE:

Upon completion of this course, the student should be able to:

1. Find and use campus resources and support services.

2. Identify different learning styles, evaluate which learning styles are most effective for their academic success, and develop personal strategies for learning that take into account their preferred learning styles.
3. Develop or improve study skills.
4. Develop or improve time management and test taking skills.
5. Identify realistic life/career goals based upon their personal interests, abilities and values.
6. Demonstrate the ability to access information.

EVALUATIVE METHODS TO APPRAISE LEARNING OUTCOMES/OBJECTIVES:

Journals - Instructor will assign one journal entry per week. These journal entries will be 100-150 words in length and must be typed. Instructor will take off up to 5 points for spelling, grammar, and punctuation, so please take your time when writing. **Journal entries will be due at the beginning of class.**

Homework - Homework assignments may include readings, research, personal interviews, or basically anything the instructor can think of that will help the student grow academically and/or professionally.

Tests - There will be 4-6 tests in this course. Some may be take-home tests; others will be taken in-class (except the scavenger hunt test). Tests may consist of multiple choice, true/false, or short answer questions.

In order to make up any tests, the student MUST contact the instructor before the assessment is given; then, he/she must provide a written, verifiable excuse upon his/her return to class. Make-up will then be given at the earliest possible date. Should the student be late or fail to follow the above procedure, the student will receive a 0 on that assessment.

All original, graded work will be kept by the instructor and will be available for review by the student upon request.

Career Project - This project will focus on a student's particular career path and will involve some basic research. The student will turn in a short research-based report on his/her career path. The instructor will talk more about this assignment as the semester goes along.

25% -- Journals	X .25 =
15% -- Homework	X .15 =
35% -- Tests	X .35 =
25% -- Career Project	X .25 =

GRADING SCALE:

A - 90 - 100
B - 80 - 89
C - 70 - 79
D - 60 - 69
F - 0 - 59