NORTHEASTERN TECHNICAL COLLEGE

COLLEGE 103 - 22
FALL 2008

Course:	**College 103**
Title:	**College Success Skills**
Credits:	**Three Credit Hours**

Textbook: *On Course by Skip Downing*

Instructor:	Melisa Johnson
Office:	703B
Phone Number:	843-921-6980
E-Mail Address	mjohnson@netc.edu
Office Hours:	Will be posted on my office door and faculty web pages

Course Description: (NETC college catalog) This *course includes the selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.*

COURSE LEARNING OUTCOMES

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

1. Find and use campus resources and support services.
2. Develop or improve time management skills.
3. Identify different learning styles, evaluate which learning styles are most effective for their academic success, and develop personal strategies for learning that take their preferred learning styles.
4. Develop or improve study skills.
5. Develop or improve test-taking skills.
6. Demonstrate the ability to retrieve, analyze and use information.
7. Identify realistic life/career goals based upon their personal interests, abilities and values.

CLASSROOM/COURSE POLICIES

E-Mail Account: 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.

I.D. Badges: Required at ALL times.
(Please refer to pg. 47 of the NETC college catalog for additional information.)

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.

Refer to pages 45 and 51 in NETC Catalog

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 & law enforcement. Must inform instructor if you are required to have pagers, etc. activated while in class.
(**Refer to page 44 of the NETC college catalog.)**

Students with Disabilities: are encouraged to contact the Vice-President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice-President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. **(See NETC College catalog, page 16 and 31.)**

Attendance: REQUIRED

- Notify Instructor of extended periods of absence
- It is the student's responsibility to get class notes and other materials missed due to absence. **(Refer to page 29 of the NETC college catalog for definitions of attendance requirements.)**

Absence and Tardy Policy:
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 6 absences.
- Evening classes that meet once a week, 3 absences are allowed.

- Summer school 8 absences allowed for daytime classes. Summer students in evening classes are allowed two absences.

Students who exceed their absences will be dropped with a grade of "F".
Tardy Policy: A student is considered tardy if not in the classroom at the time the teacher begins class instruction. Three (3) times tardy equals one full 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. **(See p. 29 of the NETC college catalog regarding absence policies.)**

Student Initiated Withdrawal from Course:
- **Check first with the Financial Aid Office**.
- **Complete the Drop/Add form & have advisor/instructor sign**.

BEFORE MIDTERM
- Grade will be W

AFTER MIDTERM/BEFORE LAST DROP DAY
- Grade will be W, if you are passing the course
- Grade will be WF if you are failing the course.
- See **page 30 and 38 of the NETC college catalog.**

Academic Discipline and Honesty: The College expects each student to earn his/her own grades; if academic dishonesty occurs, disciplinary action will be taken. Academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, and falsification of information**. Plagiarizing a written assignment will result in a zero "0" for that assignment. (Refer to pp. 27-28 of the NETC college catalog.)**

COURSE INFORMATION AND POLICIES/PROCEDURES

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

Evaluation Methods to Appraise Objectives/Learning Outcomes:

TENTATIVE

1. **Career Project –** 25%
2. **Journals–** 25% of grade.
3. **Homework –** 15% of grade. All assignments should be word-processed.
4. **Quizzes –** 35 % of grade

(The number of quizzes is subject to change based on the amount of material we are able to cover in the semester and they will be announced.)

The grading scale is as follows:

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

To make up a test, you MUST do the following:

1. Contact the instructor **within 24 hours** before or after the exam, (E-mail and voice mail is available at all times.)

TENTATIVE SCHEDULE and REQUIRED READINGS

Week 1: **Understanding Your College/Understanding Yourself**
8/26/08 Chapter 1
Week 2: **Campus Resources/Support Services (Scavenger Hunt)**
9/02/08 Chapter 2
Week 3: **Self Motivation/Note taking Skills**
9/09/08 Chapter 3
Week 4 **Time Management**
9/16/08 Chapter 4
Fall Field Day 9/17/08
Week 5 **Interdependence**
9/23/08 Chapter 5
Week 6 **Listening Skills**
9/30/08 Chapter 5
Week 7
10/07/08 Chapter 6
Week 8 **Study Skills**
10/14/08
Week 9 **Learning Styles**
10/21/08 Chapter 7
Fall Break 10/24/08 – no class
Week 10 **Test Taking Skills**
10/28/08
Pre-Advisement for Spring 11/10-14/08
Election Day 11/4/08 – no class
Week 11 **Emotional Intelligence**
11/11/08 Chapter 8
Week 12 **Information Literacy/Plan Spring Schedule**
11/18/08
Week 13 **Career Exploration/Project**
11/25/08
Thanksgiving Break 11/26-28/08
Week 14 **Staying on Course**
12/02/08 Chapter 9
Week 15 **Career Project Presentations**
12/02/08

Exam Date and Time --TBA

Grade Sheet

Journal	**Homework**	**Quizzes**	**Project**
_____	_____	_____	_____
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
x**25%**	x**15%**	x**35%**	x**25%**

<u>To obtain grade:</u> 1.) Average each column; 2.) Multiply average by %; 3.) Add columns.