

Rappahannock Community College

Kilmarnock

Syllabus for SDV 100-31K Hybrid – Room 103

College Success Skills

Frank Klein, Adjunct Instructor in English

Spring 2012

Course Description: Assists students in transition to college. Provides overviews of college policies, procedures, and curricular offerings. Encourages contact with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. May include English and Math placement testing. Strongly recommended for beginning students. Required for graduation.

Course Credit: 1 semester credit

Description/Purpose of Course: SDV100 is a course required by the State Board for Community Colleges of all students intending to obtain a degree or certificate within the Virginia Community College System.

Course Objectives: General objectives of the SDV100 course:

- To assist each student in establishing vocational and educational goals.
- To acquaint each student with as many aspects of college life as possible, assist him/her in making adjustments, and to impress upon each student the need to apply him/herself consistently in order to achieve goals.
- To acquaint the student with the various administrative offices of the college, the division chairpersons and faculty, as well as familiarize the student with the physical plant and facilities.
- To assist the student in becoming more relaxed and secure in his/her entry into RCC.
- To acquaint the student with information in the college catalog, the student handbook and the services the college.
- To assist in resolving any special problems and concerns.

Student Objectives by Chapter:

1. College Culture - When you complete Chapter 1, you will be able to:

1. Describe what college will be like and what to expect.
2. Discuss what professors will expect and how to meet their expectations.
3. Explain when and why grades are important to measure your success.
4. Demonstrate where important buildings and offices are on campus.
5. Determine when help is needed and whom to ask to get it.

2. How you Learn - When you complete Chapter 2, you will be able to:

1. Describe what you will gain from college and what it will do for you.

2. Identify your own values and goals and write your mission statement.
3. Appreciate goal setting in relation to success.
4. Identify your own learning style preference and determine how it will help you.

3. Understanding Others in College and Diversity - When you complete Chapter 3, you will be able to:

1. Describe the different types of people and their roles on your campus.
2. List the benefits of cultivating relationships in college.
3. Describe teaching types and how to learn from each type.
4. Explain the importance of appreciating diversity.
5. Discuss how stereotyping, prejudice, and discrimination are related.

4. Managing Your Time and Money - When you complete this Chapter, you will be able to:

1. Determine what steps are needed to get organized.
2. Consider different time management strategies.
3. Examine goals and priorities as they relate to time management.
4. Explain how your energy levels are an important part of time management.
5. Identify time and energy zappers.
6. Identify strategies to eliminate procrastination.
7. Recognize methods for minimizing stress at work, home, and college.

[Note: This chapter also contains information on financial literacy]

1. Students will identify items related to college expenses and develop a personal budget.
2. Students will define different types of financial resources and how they affect budgeting.

5. Stress and Healthy Choices - When you complete Chapter 5, you will be able to:

1. Define stress and determine how to minimize its negative effects.
2. Determine which health issues are important to consider while you are in college.
3. Describe the kinds of stress-related illnesses and how to avoid them.
4. Recognize the effects of drugs and alcohol.
5. Identify methods to make better choices about your health.

6. Learning Memory and Thinking - When you complete Chapter 6, you will be able to:

1. Describe the stages of learning.
2. Identify the importance of active learning.
3. Explain how memory is created and what that means for learners.
4. Define different types of thinking.
5. Describe the processes of creative and analytical thinking.
6. Follow the critical thinking steps to problem solving.

7. Reading - When you complete Chapter 7, will be able to:

1. Discuss the importance of reading effectively in college.

2. Describe ways to break down a long reading assignment for better comprehension and understanding.
3. Define active reading and critical reading.
4. Identify different reading methods.

8. Listening and Note Taking - When you complete Chapter 8, you will be able to:

1. Describe ways to listen more effectively.
2. Identify barriers to listening.
3. Discuss different note-taking strategies.

9. Writing and Presenting - When you complete Chapter 9, you will be able to:

1. Discuss why writing well is a necessary skill for success.
2. Describe the kinds of college writing.
3. List the expectations of college writing.
4. Identify the steps in writing a paper.
5. Define plagiarism and discuss ways to avoid it.
6. Describe the steps for creating an effective presentation.

10. Studying and Taking Tests - When you complete Chapter 10, you will be able to:

1. Determine the best study strategies for different situations.
2. Using a group discussion forum, discuss strategies for effective study groups.
3. Describe the kinds of test questions you will encounter and evaluate how best to answer them to consistently receive correct answers.
4. List methods for reducing test anxiety and analyze which methods would work best for you and why.

11. Planning Next Semester - When you complete Chapter 11, you will be able to:

1. Identify how to prepare for the end of the semester and what to expect.
2. Recognize the steps for planning for next semester.
3. Determine the steps to complete your education at this college or another.
4. Identify methods for paying for college.

12. Careers - When you complete Chapter 12, you will be able to:

1. List your options after you complete your degree.
2. Discuss the steps in transferring.
3. Recognize the elements of a good cover letter and resume.
4. Identify career services at your college and in your community.

Method(s) of Instruction: This hybrid class will meet as a regular class seven times and will meet online 3 times. Specific details will appear on Blackboard.

Required Textbook:

***The Community College Experience PLUS, 2/E* - Amy Baldwin, Pulaski Technical College**

ISBN-10: 0135022754 ISBN-13: 9780135022757

Publisher: Prentice Hall Copyright: 2010

Instructor Availability:

Office: Technology/Adjunct area (Room 104) at the Kilmarnock site (by appointment)
fklein@rappahannock.edu
804-435-8976
Cell 804-580-1797 (If no answer, leave a message in which you identify yourself and briefly state your question)

Assignment Sequence (What you see below is just an outline, see Blackboard for specific details)

Week 1 – January 24, 2012 (Room 103) – Introduction to course; diagnostic test

Week 2 – January 31, 2012 (Room 103) – Review Chapters 6 & 7

Week 3 – February 7, 2012 (Room 103) – Review reading selection & Chapter 9

Week 4 – February 14, 2012 (Online) – *Writing Assignment [Grade 1] - 15 points

Week 5 – February 21, 2012 (Room 103) – Assignment review & *Quiz on Chapters 6, 7 & 9 [Grade 2] – 15 points

Week 6 – February 28, 2012 (Online) – Chapter 1

Week 7 – March 6, 2012 (Room 103) – Assignment review & *Quiz on Chapters 1, 2 & 3 [Grade 3] – 15 points

Week of March 12-16, 2012 – Spring Break

Week 8 – March 20, 2012 (Online) – Chapters 4 & 5

Week 9 – March 27, 2012 (Room 103) Assignment review & *Quiz on Chapters 4, 5, 8 & 9 [Grade 4] – 15 points

Week 10 – April 3, 2012 (Room 103) Review for exam

Week 11 – See exam schedule (April 9-13, 2012) (Room) Exam [Grade 5] – 40 points

*Note: Grades 1-4 may be resubmitted (Writing Assignment) or retaken (Quiz) for a higher grade within one week of grade posting.

Grading Scale

- 90.5 – 100 = A
- 80.5 – 90.4 = B
- 70.5 – 80.4 = C
- 60.5 – 70.4 = D
- 60.4 and below = F

When do I need to use Blackboard?

For this course, we will use blackboard for resources, contact, and organization, your Blackboard course will be available on January 23, 2012..

1. To check announcements for any changes in our schedules.
2. To access course syllabi information and links to important sites and files (such as “Assignments”).
3. To check your grades.
4. To access any Powerpoint presentations or other files used in class.
5. To access links or activities posted by the instructor
6. See the Discussion Board Forum (SDV 100 – Kilmarnock). Use this forum for questions/comments related to the course itself. I may post files or other information here. It is the only forum I will review, and the only one you are required to visit.

I sent you an email, when will I get my response?

I check messages at least once per day so you should receive a reply within 24 hours during the week. If you do not receive a response within 24 hours, I did not receive your email – please send it again or call. Feel free to call (804-435-8976) or cell (804-580-1797 before 9:30 pm) to ask for help or for clarification on directions or questions. For email contact use fklein@rappahannock.edu .

Academic Integrity: Cheating, dishonesty, and plagiarism are examples of breaches of academic integrity and will not be tolerated. Punishment for violations will be swift and severe ranging from awarding a lower or failing grade for an exam or the course by the instructor to dismissal from the college by the president. Student conduct and disciplinary procedures are addressed in the Student Handbook.

Student Conduct: Students are expected to maintain a classroom decorum that is courteous, professional, and conducive to the educational process. Talking during lectures, the use of cell phones and pagers, eating, drinking, and general disruptions that degrade the classroom learning environment will not be tolerated. Punishments for behavioral infractions may include warnings, reduction of final grade points, or dismissal from class if disruptions persist.

Honor Code: Rappahannock Community College has an Honor System whose purpose is to strengthen the student’s foundations for academic achievement by establishing guidelines for personal conduct. It is the responsibility of students to be aware of the rules (refer to the Student Handbook), and to monitor the activities of their peers with respect to the Honor Code and report any violations thereof.

Withdrawal Policy:

Student Withdrawal from a Course: A student may withdraw from a course without academic penalty on or before March 5, 2012, and receive a grade of "W." For withdrawals after March 5, 2012,, the student will receive a grade of "F" except under mitigating, unavoidable circumstances which must be documented.

Basis for Evaluation and Revision of Course: Students will be provided with an anonymous survey questionnaire at the end of the course that will ask each student to evaluate the instructor and the course and make comments and suggestions. Survey results will be used to revise and improve the course.

Special Request: It is important to RCC that all students have a learning environment that is conducive to their needs. Therefore, any student who feels that he or she may need some type of accommodation in order to make this class a successful setting, should go to the Counseling Office on either campus (Warsaw or Glenss) for information about applying for services and accommodations. You will need to provide current documentation of your disability and recommended accommodation for that disability. For additional information refer to "Student Services" on the RCC website and look for "Students with Disabilities."

College Closing Information: College Closing Information: The College will be open unless an official closing is announced. If it is necessary to cancel or delay the opening of the college, the decision will be announced over radio and television stations serving the college region. Students are encouraged to sign up for the RCC alert system which notifies students of closings.