

**RAPPAHANNOCK COMMUNITY COLLEGE  
Warsaw Campus**

**SDV 100**

**College Success Skills**

**Glenda S. W. Lowery  
Associate Professor**

**Spring Semester 2012**

**Credit:** 1 Credit Hour

**Course Description:** Assists students in transition to colleges. Provides overviews of college policies, procedures, curricular offerings. Encourages contacts 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.

**Course Rationale:** College Success Skills is a required course for all degree-seeking students at RCC and it is an important part of our First-Year Experience program. Both the course and the program are designed to help you become a successful student and to make your college experience rewarding and enjoyable. In this course students will explore what college is, how to be successful in college, what resources are available to them, and what the college expects of them. At the end of this course, students will have many valuable “tools” that will help them throughout their college experience.

**Instructional Materials:**

Textbook: *The Community College Experience Plus*  
Author: Amy Baldwin  
ISBN: 9780136090311

Blackboard:

All SDV 100 materials are located in a Blackboard course. Students will use Blackboard to access these materials.

## Course Topics and Learning Objectives

Topic	Learning Outcomes
1.1 Academic Integrity, Classroom Etiquette, Students' Rights/ Responsibilities, and civility	Students will identify rights and responsibilities of a college citizen and student as directly related to academic integrity, classroom etiquette, and civility. Students will describe ways in which they exemplify these characteristics.
1.2 College Policies and Procedures	Students will describe and interpret college policies and procedures and demonstrate familiarity with <i>College Handbook</i> .
1.3 Curricular and Course Offerings	Students will identify curricular programs (including guaranteed transfer programs) and their corresponding requirements. With their advisor, students will select a curricular program and complete a program course planning sheet. Students will complete a semester registration using course offerings information.
1.4 College Expenses and Budgeting	Students will identify items related to college expenses and develop a personal budget. Students will define different types of financial resources and how they affect budgeting. Students will identify sources of financial aid available to them.
1.5 PeopleSoft (SIS)	Students will navigate the SIS system and use SIS to locate information, register for courses, and demonstrate self-service processes.
2.1 Academic Advising	Students will distinguish the difference between counseling, academic advising, and career planning. With their advisor, students will select a curricular program and complete a program course planning sheet. Students will complete a semester registration using course offering.
2.2 Career Planning	Students will report a better understanding of the career decision making process. Students will complete a career inventory assessment and synthesize the results, comparing them to their current stated major. Students will develop a current career plan based on results of personality, goal setting, and interest inventories.
3.1 Library/Information Services	Students will identify and use resources available through the library. Students will demonstrate information literacy skills.
3.2 External Support Services	Students will report increased knowledge of external support resources available to them (Bay Transit, Social Services, Virginia Employment Commission, child care, etc.).
3.3 Student Services	Students will identify the purpose of and participate in on-site visitations to student service locations, including tutoring services and counseling.
3.4 Instructional Technology Services	Students will explore and demonstrate competence in using technology to enhance learning (Blackboard, email, Elluminate, RCC web site, etc.).
4.1 Critical Thinking Skills	Students will demonstrate and apply in their courses a variety of critical thinking skills.
4.2 Note Taking Skills	Students will demonstrate and apply in their courses a variety of note taking skills.
4.3 Reading Skills	Students will demonstrate and apply in their courses a variety of reading skills.
4.4 Writing Skills	Students will demonstrate and apply in their courses a variety of writing skills.
4.5 Memory Skills	Students will demonstrate and apply in their courses a variety of memorization skills.
4.6 Study Environment	Students will identify the best time, place, and setting for them to study.
5.1 Time Management and Prioritizing	Students will incorporate time management and prioritizing skills in developing a personal time management plan. Students will also analyze the impact of procrastination on learning.
6.1 Preparation Wellness	Students will explore ways in which being well prepared mentally and physically for a test promotes test taking success.

6.2 Anxiety	Students will identify and practice techniques that will decrease their level of testing anxiety.
6.3 Content Preparation	Students will use review activities, practice tests, and simulation activities to strengthen test preparedness.
6.4 Test Taking Strategies	Students will develop skills for responding to a variety of test formats in different subject areas.
6.5 Follow-up/Self-evaluation	Students will recognize the importance of testing follow-up and self-evaluation. Students will identify methods for using assessment activities to promote additional learning.
7.1 Verbal	Students will demonstrate an understanding of how the use of words influences communication.
7.2 Listening Skills	Students will demonstrate an understanding of how the act of listening influences communication.
7.3 Written	Students will apply basic writing strategies to improve written communication skills.
7.4 Non-Verbal	Students will demonstrate an understanding of how body language, facial expressions, etc. influence communication.
7.5 Electronic Communication	Students will distinguish between different modes of electronic communication and identify situations during which the different modes are appropriate.
7.6 Interpersonal	Students will apply communication skills to develop strong interpersonal and self-advocacy skills.
8.1 Stress Management	Students will identify and practice techniques to decrease the levels of academic and personal stress.
8.2 Life Choices	Students will explore types of decisions that college students face, such as relationships, substance abuse, gambling, domestic violence/sexual assault, STDs, eating disorders, and nutrition.
8.3 Mental and Physical Health	Students will participate in activities that promote mental and physical health and commit to establishing a period of healthy exercise.
9.1 Diversity (Culture, Ethnicity, Ageism, Gender, Sexualities)	Through exercises and discussions, students will develop an appreciation of diversity and social and cultural differences.
10.1 Learning Styles (Individual Tactile/Kinesthetic, Auditory, Visual, Verbal)	Students will identify their preferred learning style and ways in which adoption of a variety of learning styles can be used to impact success in learning.

**Methods of Instruction:** Lecture, group activities, out-of-class activities, worksheets, handouts, and Blackboard.

**Required Materials:** Students must have the required text. Students must provide their own pencils and pens and a notebook in which to keep all class notes and handouts.

**Course Requirements:**

Homework – 20% of course grade

Students will turn in 10 homework assignments worth up to 25 points.

Quizzes – 20% of course grade

The orientation quiz is worth up to 25 points. There is a reading quiz for each of the five units covering all 12 chapters. Unit quizzes are worth up to 100 points each.

In-class Activities – 20% of course grade

Students will participate in 10 group in-class activities. These activities are worth 10 points each and cannot be made up if missed.

Out-of-Class Activities – 20% of course grade

Students will be required to participate in three out-of-class activities. Each activity is worth up to 25 points.

Extra Credit Activities—Students will have the opportunity to attend some college events/activities for up to 25 points of extra credit.

Final Exam—20% of course grade

A final exam covering information in the textbook will be given at the end of the semester. The final exam is worth up to 100 points. Students cannot miss the final exam. **Note:** Students who have not completed 80% of the course assignments or who have three or more absences will not be allowed to take the final exam.

Revising Assignments -

In some cases students can revise or correct assignments according to the instructor's suggestions. Late work cannot be revised and assignments that are two or more weeks late will not be accepted.

Blackboard -

All course materials are posted in Blackboard. Assignments for the next class are posted on the Announcements page. Students who miss class will be required to complete missed activities/quizzes in Blackboard. Access to the Internet at home is recommended. **Students are responsible for all information posted in Blackboard and sent via email.**

## **Possible Points**

Orientation Quiz—25 points  
10 Homework Assignments—250 points  
5 Unit Quizzes—500 points  
10 In-class Activities—100 points  
3 Out-of-class Activities—75 points  
Extra Credit—25 points

## **Grading Scale:**

89.5%-100%	A
79.5%-89.4%	B
69.5%-79.4%	C
59.5%-69.4%	D
59.4% and below	F

**Late Work:** Students who turn in more than 10 of their assignments late will receive a U. Students have one class period after the due date to turn in late assignments. Students who are absent have one class period after they return to turn in late assignments. Work more than two weeks late will not be accepted. **All course materials are available in Blackboard so students are responsible for keeping up with assignments.**

**Attendance:** Class attendance is crucial in order to meet objectives. If a student is absent, it is his/her responsibility to make up the work missed. A student should notify the instructor when he/she knows ahead of time that he/she must be absent, so he/she can keep up with assignments. Students who are absent should contact the instructor and/or go into Blackboard **before the next class meeting** in order to find out what the assignments are and get them completed. There are no excused absences.

Students missing more than three (3) of the required class sessions will have one point deducted from the final class average for every class missed (over 3).

Students should make every effort to arrive on time for class sessions. Two tardies will equal one absence.

**Cell Phone/Computer Policy:** Students who use cell phones or log into social networking sites will be asked to leave class and will be counted absent.

**COURSE GUIDELINES FOR STUDENTS:** Students who want to be successful should:

- Attend class.
- Complete homework.
- Come to class with notebook, containing course handouts, and pen or pencil.
- Bring textbooks to class.
- Turn off cell phones and put them OUT OF SIGHT.
- NOT log into social networking sites.
- Keep in touch with the instructor concerning questions about course content or problems with the course.
- Show respect for other students and college personnel.

**Withdrawal Policy:** Students who do not attend class, do not contact the instructor, and/or do not complete the Chapter 1, 2, and 3 assignments by January 24 will be dropped from the course. Students who miss more than 20% of the class sessions (4 classes) during the first six weeks will be administratively withdrawn by the instructor by March 23.

**Instructor Absences:** If the instructor is absent, students should log into Blackboard and follow the instructions on the Announcements page. Only in extreme cases will class be cancelled.

**Snow Days/Inclement Weather:** If the college is closed due to inclement weather, students should log into Blackboard and follow the instructions of the Announcements page. Only in extreme cases will the schedule be altered, for example, if areas in the service region lose electricity.

**Conferences:** Students should feel free to confer with the instructor any time they need to talk about the course work, problems concerning the course, or the need for additional help. Scheduled office hours are posted on the instructor's door and are announced in class. Students may drop in during those hours or make a special appointment for another time. Students can also call, email, or text the instructor

OFFICE – Main Building, 109D  
PHONE - 804/333-6778  
FAX – 804/333-6830  
EMAIL - glowery@rappahannock.edu  
CELL – 804/761-6862

**Basis for Evaluation and Revision of the Course:** Students will be given a course/instructor evaluation near the end of the semester. This evaluation will be optional and anonymous for the students. These evaluations plus suggestions from co-workers and others and from students during conferences are used to evaluate and revise the course.

**Honor System:** 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 in the College catalog and to monitor the activities of their peers with respect to the Honor Code and report any violations thereof.

**Emergency Evacuation Plan:** In each classroom, laboratory, or other places where students are assembled for the purpose of instruction, a fire evacuation plan will be posted indicating the direction of travel from the room in the event it becomes necessary to evacuate the building as a result of fire or other emergency. This plan will be posted in a conspicuous place near the exit from the room. At any time the fire alarm sounds, the building will be evacuated. The instructor is to ensure the fire doors (doors with automatic closures on them) are closed upon leaving the area. Instructors are also responsible for assisting disabled students. If a classroom does not have an evacuation plan, students should notify the instructor or campus dean.

**Special Requests:** It is important to RCC that all students have a learning environment that is conducive to their needs. Therefore, students who feel that they may need some type of accommodation in order to make this class a successful setting should go to the Counseling Office on either campus for information about applying for services and accommodations. Students need to provide current documentation of a 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:** 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.

**IMPORTANT NOTICE:** This course outline is intended to be used only as an introduction to the course. The official course information is maintained on the instructor's Home page. Information on the Home Page and in Blackboard takes precedence over information in this outline. However, no major changes in course content or assignments will be made. Minor changes and up-to-date information will be posted on the home page or in Blackboard. Students are required to use Blackboard to follow the assignment schedule and access handouts and presentations posted there. Students should check the announcements page in SDV 100 and their RCC email frequently. **Students are responsible for all information posted in Blackboard and sent via email.**

**SDV SCHEDULE (See Assignments and Announcements in Blackboard for the official schedule and specific assignments)**

**Final Exam Review: Tuesday, April 24**  
**Final Exam Date: Thursday, May 3, 2:30-5**

Units for *The Community College Experience*

Unit	Name	Dates
Unit One	Understanding the College Culture Chapters 1, 2, 3	January 10,17, 24
Unit Two	Taking Control Chapters 4, 5	January 31, February 7, 14
Unit Three	Retaining Information Chapters 6, 7, 8	February 21, 28, March 6
<b>SPRING BREAK MARCH 12-17</b>		
Unit Four	Making the Grade Chapters 9, 10	March 20, 27, April 3
Unit Five	Planning Your Future Chapters 11, 12	April 10, 17

SDV 100 Grade Sheet

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Chapter	Homework	Unit Quizzes	In-Class Activities	Out-of-Class Activities	Extra Credit
One		Unit One:	1:	1:	
Two			2:		
Three					
Four		Unit Two:	3:	2:	
Five			4:		
Six		Unit Three:	5:		
Seven			6:		
Eight					
Nine		Unit Four:	7:	3:	
Ten			8:		
Eleven		Unit Five:	9:		
Twelve			10:		

Final Exam \_\_\_\_\_

Class Average \_\_\_\_\_

Grade \_\_\_\_\_