

*Rappahannock Community College*

**Syllabus for SDV 100-63 Online**

*College Success Skills*

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*Spring 2012*

**Course Description:** Assists students in transition to colleges. 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 include:

- 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 one's self 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 to 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 their success.
4. Demonstrate where important buildings and offices are on campus.
5. Determine when help is needed and who 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 their 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.

*This folder 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**

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:** Online modes of instruction to include a variety of learning opportunities such as reading, writing, research, video, interactive discussion, online interaction, email, tests and other asynchronous forms of instructional delivery.

### Required Textbook:

## *The Community College Experience PLUS, 2/E*

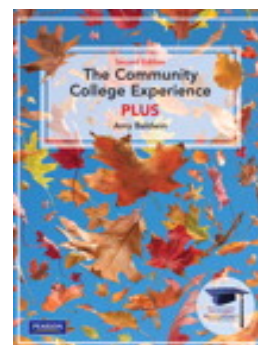
Amy Baldwin, *Pulaski Technical College*

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### Instructor Availability:

Offices: Suite: 158A Warsaw Campus

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**Course Assignments & Learning Sequence:** Students will complete the chapter assignments and the final assignment listed below and instructions and due dates for each module that is posted in the course Blackboard site under the Syllabus and Course Assignment Calendar navigation area:

Week	Textbook	Topic/Blackboard Folder
1.	Chapter 1	Understanding Your College Culture and Your Campus
2.		RCC Student Resources and Services
3.	Chapter 2	Understanding Yourself and How You Learn
4.	Chapter 3	Understanding Others in College and Diversity
5.		Communications
6.	Chapter 4	Managing Your Time
7.		Managing Your Money
8.	Chapter 5	Handling Stress and Making Healthy Choices
9.	Chapter 6	Learning, Memory, and Thinking
10.	Chapter 7	Reading
11.	Chapter 8	Listening and Taking Notes Effectively
12.	Chapter 9	Writing and Presenting College Assignments
13.	Chapter 10	Studying and Taking Tests
14.	Chapter 11	Planning for Next Semester
15.	Chapter 12	Preparing for a Career and a Life
16.	Final Exam	

Grading basis: Chapter Reading Assignment Quizzes 60% or 600 points, Discussion Boards and other Chapter Assignments 20% or 200 points, and the Final Exam 20% or 200 points = 100% or 1,000 points.

See the Assignment schedule in Blackboard for actual graded work points and due dates.

Letter grades will come from a possible 1000 points and the following grading scale:

900-1000=A; 800-899=B; 700-799=C; 600-699=D; Below 600=F.

**Student Responsibilities:** Students in this course should continually monitor their progress, evaluate their work, and seek help when needed in a timely manner. To successfully complete this course, you will need to be an active participant in the class by asking questions, participating in discussion forums, and completing assignments. When you have questions, please submit them in a timely manner and do this through VCCS student email using SDV in the subject line. If you are having an issue with email, please feel free to call me at my office or at home, if necessary. (See my contact information in Blackboard under "Instructor Information.")

**Instructor Responsibilities:** It is my responsibility to facilitate your learning in this class. What that means is that I will provide you with clear instructions for all the assignments, answer questions and provide additional resources when needed, provide review questions as a study guide for the final exam and provide rubrics and other criteria for evaluation of your work. As you ask questions, I may change the information in the class to meet student needs. I am always working to improve the course, so you might say the course is under construction or continuous improvement.

**Feedback:** Students who email me Monday through Thursday will ordinarily receive a response with 24 hours or 48 at the most. Students who email me Friday – Sunday may expect a response by 5 p.m. on Monday. All assignments are usually graded within 7 days of the due date (see course assignment calendar). If any of these rules change or temporarily change, I will email and post an announcement of the change.

As this is an online class, you know that occasionally things may go wrong. Therefore, it is imperative that you keep an electronic copy of all your assignments (be sure to keep a copy until you are sure your work is graded) just in case there is an error posting in Blackboard or some of other electronic medium.

**Academic Integrity:** All students must do their own work; cheating, plagiarism, and other forms of academic dishonesty can result in a failing grade or another penalty, including suspension or dismissal under College judiciary procedures. The definition of plagiarism is, but not limited to, the use of material or ideas without crediting the original author, so that it appears to be your work. This can be written material, theories, ideas, artwork, photography, recorded material, music, statistics, computer programs, etc. (For more details reference the Student Handbook).

**Student Conduct:** As a member of RCC's student body, you are considered to be a responsible adult. Your conduct while in class, on-campus or participating in any other College-sponsored activity should reflect that adult responsibility. The College will initiate disciplinary action when a student engages in any conduct not authorized by the College that disrupts the educational pursuits of the other students, the maintenance of order, the educational environment on campus, or the proper functioning of the College. If any of these behaviors also violate state, federal, county, city or town laws, the College will inform the authorities of the violation. Regardless of what these authorities may do, the College may take its own disciplinary action. (For more details reference the RCC Student Handbook)

**Honor Code:** Rappahannock Community College has an Honor System. Its 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 and to monitor the activities of their peers with

respect to the Honor Code and report any violations thereof (Reference the Student Handbook, Page 38 for more details).

**Attendance Policy/Failure to maintain communication with the instructor:** A student who does not attend classes, fails to complete the assignments by deadlines, does not log in to Bb weekly, and does not maintain contact with the instructor, or fails to respond to instructor emails within 5 days will be considered "absent." Failure to communicate and not meeting course deadlines may result in a withdrawal or F grade.

**Students may be withdrawn from the class for lack of attendance, based upon the following Withdrawal Policy:** Students who are registered for a course, but do not attend or make contact with the instructor during the drop/add period must be reported to the Admissions and Records Office. These "no show" students will be dropped from the course roster by the Admissions and Records Office. Students may still be withdrawn from the class following the drop/add period. Up until the withdrawal date for the semester students who stop attending a course and miss more than 20 percent (2) of the class sessions, or fail to maintain contact with the instructor may be withdrawn from the class by the course instructor and receive a grade of "W".

If a student is concerned about his/her success in the class, he or she may choose to withdraw without grade penalty by the last day to withdraw. Students should check with financial aid to see if withdrawing can cause any financial aid ramifications.

**Student Withdrawal from a Course:** A student may withdraw from a course without academic penalty within the first nine weeks after the beginning of a semester and receive a grade of "W." For withdrawals after nine weeks, the student will receive a grade of "F" except under mitigating unavoidable circumstances which must be documented and shared with the instructor and other academic authorities.

**Important Spring Session Dates:**

Monday, January 9	Class Begins
Tuesday, January 24	Last Day for Add/Drop with refund
Monday-Saturday, March 12-17	Spring Break – No Classes
Friday, March 23	Last Day to Withdraw with grade "W"
Friday, April 27	Class Ends

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

**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.

Whenever the fire alarm sounds, the building will be evacuated. The instructor will ensure the fire door is closed upon leaving the area (doors with automatic closures on them). Instructors are also responsible for assisting disabled students.

If a classroom does not have an evacuation plan posted, the student or instructor will notify the academic dean.

**Special Requests:** It is important to RCC that all students have a learning environment that is conducive to their needs. Therefore, any student who feels that they may need some type of accommodation in order to make this class a successful setting, should go to the Counseling Office 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:** 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. Sign up for [RCC Alert](#) for announcements of closings and other emergencies sent to your email and mobile phone about college closings.

**In case of an emergency that affects the meeting schedule for this class or the instructor's availability, information will be provided in the Blackboard course "Announcements" area. Email notification and updates will follow as needed.**