Mercer County Community College

COL100 – Strategies for Academic Success

Syllabus

Semester: Fall 2011

Section: ref #:_____,
dates/time/room #: _____

Professor: Name: _____
Phone #: _____
Email: _____
Office #: _____
Office hours: _____

Course Materials: Textbook: Focus on Community College Success
Author: Constance Staley
ISBN: 978-1-133-15331-3
Publisher: Cengage Leaning

Course Description: Develops the skills necessary for academic success in college. Course begins with the student performing self-assessment and expands to include college expectations and future opportunities. Critical thinking, information literacy, communication and technology skills will be woven throughout all units. Designed primarily for Foundations students but open to all incoming students.
2 lecture hours/2 lab hours

Course Goals: At the end of the course, students will be able to:

1. Develop and apply critical thinking habits.
2. Apply technology to effectively find, organize, and present ideas.
3. Access information to enlighten opinions and use information ethically and legally.
4. Construct and deliver written, verbal, and technological communication of ideas.
5. Demonstrate knowledge about the benefits of civic responsibility.
6. Develop an understanding of the expectations of a college-level student.

Grading: The grading system in this course is points-based. Here is a list of graded activities and maximum points possible.

Regular Points:	**Max**
1. 8 - Unit Quizzes (50 pts each)	+400
2. 7.5 - Lab exercises (20 pts each)	+150
3. 3 - Unit Reflections (50 pts each)	+150
4. Final Reflection Paper	+100
5. Experiential Learning Project	+100
6. Final eportfolio	+100
Total Points	**+1000**

Minus Points:	
1. Missed class meeting, each	-30
2. Late assignment, each	-10

Bonus Points:	
1. Tutor signature on written work, each	+10
2. Participates in class, semester	+50
3. Corrected and resubmitted work, each	+10

Maximum Total Bonus Points per student = 100

Grading Scale:

930 or more = A
900-929 = A-
870-899 = B+
830-869 = B
800-829 = B-
770-799 = C+
700-769 = C
600-699 = D
599 or less = F

Assignment Policy:

All assignments are expected to be handed in on the due date at the beginning of class. You will be deducted 1% off your final grade for each late assignment. No assignment will be accepted more than 2 weeks late. Handwritten assignments will not be accepted.

Attendance Policy:

Attendance is taken at the beginning of every class. Students are expected to attend all class meetings - on time. 3 lates count as an absence. You will be deducted 3% off your final grade for each missed class.

Academic Integrity Statement:

"A student who, a) knowingly represents work of others as his/her own; b) uses or obtains unauthorized assistance in the execution of any academic work; or c) gives fraudulent assistance to another student is guilty of cheating. Violators will be penalized." (Student Handbook)

Classroom Conduct Statement:

It is the student's responsibility to attend all of their classes. If they miss a class meeting for any reason, students are responsible for all content that is covered, for announcements made in their absence, and for acquiring any materials that may have been distributed in class. It is expected that students be on time for all their classes.

Students are expected to follow ordinary rules of courtesy during class sessions. Engaging in private, side conversations during class time is distracting to other students and to the instructor. Leaving class early without having informed the instructor prior to class is not appropriate. Unless there is an emergency, leaving class and returning while the class is in session is not acceptable behavior. Disruptive behavior of any type, including sharpening pencils and answering a cell phone during class while someone is speaking, is not appropriate.

The college welcomes all students into an environment that creates a sense of community and pride and respect; we are all here to work cooperatively and to learn together.

Reasonable Accommodations for Students with Documented Disabilities

Mercer County Community College is committed to supporting all students in their academic and co-curricular endeavors. Each semester, a significant number of students document disabilities, which may require learning, sight, hearing, manual, speech, or mobility accommodations to ensure access to academic and co-curricular activities. The college provides services and reasonable accommodations to all students who need and have a legal entitlement to such accommodations. For more information regarding accommodations, you may visit the Office of Academic Support Services in FA129 or contact them at 609.570.3422 or urbanb@mccc.edu.

Weekly Topics

Week	Unit	Lecture Topics	Lab Topics
1.		Intro / ePortfolio / Service Learning project **Assign Reflection 1**	Mercer Mail File Management MS-Word **Assign Lab 1**
2.	1 Know yourself (Chs. 1-4)	Goals / Mission / Time mgmt / Stress mgmt. (Ch. 1,2) **Collect Reflection 1 (50 pts)** **Give Quiz 1 (50 pts)**	Complete online assessments **Collect Lab 1 (20 pts)** **Assign Lab 2**
3.		Learning styles / personality profile / 8 intelligences (Ch. 3,4) **Assign Reflection 2** **Give Quiz 2 (50 pts)**	ePortfolio – Register and create web site **Collect Lab 2 (20 pts)** **Assign Lab 3**
4.	2 Build Relationships (Ch. 11)	Contact list scavenger hunt (Ch. 11) **Collect Reflection 2 (50 pts)** **Give Quiz 3 (50 pts)**	ePortfolio - Upload Reflections 1 & 2 Build Word table or Excel SS with: name, office / mtg location, off hrs / mtg time, phone, email from Scav. Hunt **Collect Lab 3 (20 pts)** **Assign Lab 4**
5.	3 The Course (Chs. 5-10)	Academic skills (reading, writing, listening, thinking, presenting) (Ch. 5,9) p.222 **Give Quiz 4 (50 pts)**	ePortfolio Paper format **Collect Lab 4 (20 pts)** **Assign Lab 5**
6.		Support skills (Note taking, studying, testing, memory) (Ch. 7,8,10) Critique each other's notes **Assign Reflection 3** **Give Quiz 5 (50 pts)**	ePortfolio Paper format **Collect Lab 5 (20 pts)** **Assign Lab 6**
7.		Information literacy / the course requirements / academic integrity (Ch. 6) **Collect Reflection 3 (50 pts)** **Give Quiz 6 (50 pts)**	ePortfolio – Upload Reflection 3 Evaluate web site Paper format **Collect Lab 6 (20 pts)** **Assign Lab 7**

Week	Unit	Lecture Topics	Lab Topics
8.	4 The College (Ch. 12)	College prep (your major, remaining courses, financial aid, scholarships, interns, coops) (Ch. 12) **Assign Service learning project** **Give Quiz 7 (50 pts)**	Computing GPA Selecting schedule / courses Determine Major **Collect Lab 7 (20 pts)** **Assign Lab 8**
9.	5 The Future (Ch. 13)	Job Prep (Resume, cover letter), Career prep (career goals, best fit) / financing / budgeting / networking **Assign Reflection 4** **Give Quiz 8 (50 pts)**	Resume, cover letter **Collect Lab 8 (10 pts)**
10.		Course conclusion / service learning / ePortfolio **Collect Reflection 4 (100 pts)** **Collect Service learning project (100 pts)**	Course conclusion / service learning / ePortfolio **Collect eportfolio (90 pts)**

Regular Points – Unit Exercises
