

College Success: On Course Strategies CG100, CRN #22995 Fall 2004 Syllabus
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Office Hours: Fridays (except 3rd Fri of the month), 9-9:50, or
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Class Time: M/W/F, 11:00 - 11:50, Center Building, Room 237
Date/Credit: Fall Term, 2004, 3 Credits

FAST LANE TO SUCCESS Learning Community

Fast Lane to Success is designed to help you create success in your college experience and in life. You will participate in two linked 3-credit classes that intensively focus on helping you achieve your academic goals. These linked classes create a supportive community of self-confident learners and provide the structure and tools to ensure your accomplishment in college and beyond.

Course Description

The *College Success: On Course Strategies* class helps you learn many proven strategies for creating greater academic, professional and personal success. You will discover how to create a rich, fulfilling life by learning to take charge of your life directions and outcomes. *CS: On Course* empowers you to make wise choices in your academic and personal life.

Course Objectives

By the end of the course, you will learn how to:

- ÿ Take charge of your life by taking greater personal responsibility to gain more control over the outcomes that you create in college and in life.
- ÿ Increase self-motivation by discovering your own meaningful goals and dreams.
- ÿ Improve personal self-management by learning strategies for taking control of time and energy to move more efficiently towards the accomplishment of your goals.

- ÿ Develop interdependence through mutually supportive relationships.
- ÿ Increase self-awareness by recognizing self-defeating patterns and limiting beliefs.
- ÿ Maximize your learning by understanding and utilizing various learning styles.
- ÿ Develop emotional intelligence by learning effective strategies for managing your emotional life, decreasing stress, and increasing your sense of well-being.
- ÿ Raise your self-esteem by developing self-acceptance, self-confidence, and self-respect.
- ÿ Improve creative and critical thinking skills for analyzing and solving problems.

Required Text

On Course: Strategies for Creating Success in College and in Life. Skip Downing.
Houghton Mifflin Company. 2005.

Measurements of Learning:

- q Class participation is highly valued and there will be many in-class, participatory learning activities. It is critical that you attend and participate fully, as much learning will occur in this way. You must attend the entire class for full points (5 points per class session). Please call or e-mail if you are going to miss a class.
- q Written assignments are designed to help you integrate the course material and deepen your learning. Assignments are due on the due date even if you are not in class that day. Each assignment is worth 15 points, and you will lose 2 points per day for late assignments, including the weekend days. If you are going to miss class, you may e-mail your assignment or drop it off in my office.
- q Journal writing will allow you to reflect on the course material and personalize it. Please write in your journal outside of class at least one time weekly for a minimum of 15 minutes per week. You will earn 5 points per week for your journal entry. You will write in your journal in class at times, so please bring it everyday. I will collect the journal several times over the term to assign points.

q Quizzes: There are five short, objective quizzes throughout the term based on the reading. There will be 12-14 questions worth two points each on each quiz. You may choose to answer ten or more questions, but the maximum amount of points you will earn overall is 100 Quiz points. You may make up one missed quiz during the term, if you make prior arrangements with me.

q Project: The project is an opportunity for you to explore and learn about a specific campus resource, and assist your fellow students to learn more about this resource by completing an information resource form and providing a short presentation (5 minutes) about the resource to the class. The project is worth 50 points.

Grading Criteria:

q Attendance/participation:	30%	5 points per entire class =
150 points		
q Assignments:	30%	15 points x 10 assignments =
150 points		
q Journal:	10%	5 points per weekly entry =
50 points		
q Project:	10%	50 points x 1 =
50 points		
q Quizzes:	20%	20 points x 5
=	<u>100 points</u>	
	Total:	500 points

Grades:

A = 90% - 100% or 450 - 500 points and you must attend 27 or more classes*

B = 80% - 89% or 400 - 449 points and you must attend 25 or more classes*

C = 70% - 79% or 350 - 399 points and you must attend 22 or more classes

D = 60 - 69% or 300 - 349 points

F = less than 60% or less than 300 points

P** = 70% - 89% or 350 - 449 points and attend a minimum of 22 classes.

NP** = less than 70% or less than 350 points

I = Incomplete grade may be agreed to if the student has some special circumstance that has occurred and less than 25% of the course work remains to be completed. The student must initiate the Incomplete contract prior to the end of class.

NC = No basis for a grade.

* The only exception to the attendance requirement is if you have a death in your close family or illness where a health care provider has required you miss school for more than one week. Both of these situations must be documented, and there will be make-up work required.

** It is the student's responsibility to change the grading option on Express Lane to a P/NP before the end of the eighth week of the term.

Respectful Environment:

This class is a safe and respectful learning environment for all participants. All students are expected to create a welcoming and open environment where deep learning can occur. It is expected that we will support each other in our efforts to be safe and respectful. Some ways that you can help create a positive learning environment include:

- Attend every class on time and prepared. This is one of the greatest success strategies.
- Listen well and be open to learning from everyone in the classroom.
- No side conversations.
- Suspend judgment.
- Monitor your "floor" time. It is helpful to participate in class discussions, but it is important to self-monitor in order to allow others the opportunity to also participate.
- Please, no cell phones, pagers, headphones, or CD players.
- Wait until after class to eat or drink, except for water bottles.
- Wait until class is over to pack up.

Zero Tolerance Policy:

Racism, sexism, homophobia, and other forms of discrimination and bias are hurtful and unacceptable. There is no tolerance for words, speech, behavior, actions, or clothing/possessions that insult, diminish, demean, or belittle any individual or group of persons based on race, ethnicity, religion, gender, sexual preference, ability, economic class, national origin, language, or age. Academic freedom, freedom of speech, and freedom of discourse DO NOT protect racism or other acts of harassment and hate. Violations of this Zero Tolerance Policy may result in removal from the classroom and actions governed by the student code of conduct will be taken.

CLASS OVERVIEW and SCHEDULE

Each week is dedicated to a chapter in the book (Wk 1-Ch 1, Wk 2- Ch 2, etc.). The topics listed for each day are possibilities, but may change as we progress through the course. Due dates are listed and highlighted.

	Monday	Wednesday	Friday
Week 1 On Course to Success	9/27 Intros Syllabus Course Description	9/29 What is Success? The Power to Choose CH 1 READING DUE	10/1 Self-Assessment On Course Principles and Goals for College ASSIGNMENT #1 DUE
Week 2 Personal Responsibility	10/4 Victims and Creators Adopting the Creator Role CH 2 READING DUE	10/6 Mastering Creator Language Wise Choice Process QUIZ #1 (Ch. 1-2)	10/8 Change your Inner Conversation ASSIGNMENT #2 DUE
Week 3 Self-Motivation	10/11 Discover and Commit to Your Dreams CH 3 READING DUE	10/13 Designing a Compelling Life Plan	10/15 Believing in Your Dreams and Yourself ASSIGNMENT #3 DUE RESOURCE PROJECTS
Week 4 Self-Management	10/18 Acting on Purpose Covey's Time Management System CH 4 READING DUE	10/20 Self-Management Tools QUIZ #2 (Ch. 3-4)	10/22 Self-Discipline Self-Confidence ASSIGNMENT #4 DUE RESOURCE PROJECTS
Week 5 Interdependence	10/25 Developing Mutually Supportive Relationships CH 5 READING DUE	10/27 Active Listening QUIZ #3 (Ch 4-5) JOURNALS DUE	10/29 Assertiveness ASSIGNMENT #5 DUE RESOURCE PROJECTS

Week 6 Gaining Self-Awareness	11/1 Recognizing when you are off-course CH 6 READING DUE	11/3 Identifying Scripts Rewriting Outdated Scripts QUIZ #4 (Ch 5-6)	11/5 Write your own rules Change your habits ASSIGNMENT #6 DUE RESOURCE PROJECTS
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Week 7 Adopting Life-Long Learning	11/8 Discovering your preferred learning style CH 7 READING DUE ASSIGNMENT #7 DUE	11/10 Making Course Corrections	11/12 Developing Self-Respect RESOURCE PROJECTS
Week 8 Developing Emotional Intelligence	11/15 What is Emotional Intelligence? CH 8 READING DUE	11/17 Healthy Stress Management and Reduction QUIZ #5 (Ch 7-8)	11/19 Choose Your Attitude ASSIGNMENT #8 DUE RESOURCE PROJECTS
Week 9 Believing in yourself	11/22 Creating Flow CH 9 READING DUE	11/24 Developing Self-Respect	11/26 HOLIDAY 5 bonus points assigned
Week 10 Staying On Course	11/29 Next Steps ASSIGNMENT #9 DUE	12/1 Appreciations JOURNALS DUE	12/3 Commencement ASSIGNMENT #10 DUE

ASSIGNMENTS: Assignments are worth 15 points each and will typically take $\frac{1}{2}$ to 1 hour to complete. They are due at the beginning of class on the due date. To achieve full points the assignment should be completed in full, done neatly and

legibly, and there should be evidence of your best effort. More complete instructions will be given before each assignment is due.

1. On Course Self-Assessment (completed on-line or on paper)
2. Language of Responsibility Worksheet
3. Roles and Dreams
4. Next Actions List
5. Assertiveness Essay OR Assertiveness Exploration Exercise
6. Self-Defeating Pattern Worksheet
7. Learning Self-Assessment
8. Using Emotional Intelligence to Stay On Course
9. Flow Writing Exercise
10. On Course Self-Assessment (completed on-line) and Reflection

Disability Statement: