

## **College Student Success – ACA 111 (WC1) Spring 2017 – First Session**

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Class Site: <http://classroom.southwesterncc.edu/>  
Date: January 9, 2017

### **Course Description**

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

### **Course Objectives**

Upon completion of this course, students will be able to:

- Design and explain their short term and long term academic plans.
- Effectively prepare for advising sessions by updating their academic plans, researching the classes offered each term, and considering work and life commitments that may impact their success.
- Identify and explain key academic policies that support student success and progress from first registration through commencement.
- Demonstrate use of at least three academic/student support resources.
- Apply academic success skills including note taking, test taking, writing papers, researching academic topics, and preparing presentations.
- Demonstrate understanding of importance of taking responsibility for managing time, finances, stress, and personal/professional interactions to promote college success.

### **Text and Materials**

#### **Required Materials**

- Baldwin, Amy. *The Community College Experience, Brief*, 3rd ed. New York: Pearson, 2012. ISBN: 9780132480864.
- SCC Catalog (paper or online).
- SCC Student Handbook (paper or online).

## Format

Class: 1 Lab: 0 Credit: 1

Students will complete reading and projects as assigned. Student participation in our on-line discussion group is required. Your text and online materials are important sources of information. Students should plan to summarize the key points of their reading in notes and fully use the resources of the class web site. A detailed schedule of assignments will be posted on the class web site as the course progresses.

## Grading

Students are graded on a 10% scale. Total points will be divided between assignments, with approximately 85% of points earned from Projects and another 15% earned from Review Questions. Professional writing points will be assessed in most written assignment. My goal is always to ensure that your work has been evaluated before the due date of the next assignment, which is usually within one week.

A	90%-100% of Possible Points
B	80%-89%
C	70%-79%
D	60%-69%
F	59% or below

## Course Policies

1. Missed Classes - You are expected to abide by the attendance policy in the SCC Student Handbook. The policy states "All students are expected to be present and regular in attendance for scheduled class/lab sessions. Absences will be considered justified and excusable only in cases of emergencies, serious illness or death in the immediate family. At the discretion of instructors, students may make up work missed. When a student must be absent, it is vital that he remain in contact with his instructors." Even though our class does not physically meet, your online participation and timely completion of assignments is essential to successfully completing the class. An excused "absence" or missed deadline must be documented. Notify your instructor of a possible excused absence as soon as possible.
2. Never Attended – The attendance policy in the SCC Student Handbook states "Any student who has not attended at least one face-to-face class meeting or completed one assignment/activity for an online class by the 10 percent date of the class will be reported by the instructor as "never attended." A student who has never attended a class by the 10 percent date is no longer enrolled in the class and will not earn credit or receive a tuition refund for the course."
3. Withdrawal - Last day for withdrawal from the course is **February 16, 2017**. If you wish to withdraw, please contact your advisor or use the link found here - <http://www.southwesterncc.edu/request-drop-withdraw-distance-learning-courses>.
4. Administrative Withdrawal - A student in an online course will be administratively withdrawn following two consecutive weeks in a 16 week term (or one week in shorter academic terms) of missed assignments and lack of communication with the instructor regarding course participation. Consistent with policies establishing attendance in online courses, logging into

a course site but failing to perform the aforementioned actions does not constitute attendance. A grade of “W” will be posted for the course. The last day for Administrative withdrawal is **February 16, 2017**. Tuition refunds or credits will not result from an administrative withdrawal.

5. Assignments – No late assignments will be accepted.
6. Professional Writing – All e-mail, texts, and assignments related to this course should demonstrate college-level writing abilities. A specified point value or up to 10 percent of the point value of any assignment will be deducted for writing errors. Resources for help with writing skills are listed in Course Information.
7. Academic Integrity - Our class will abide by the policies for academic integrity described in the SCC Student Handbook. You are each responsible for knowing the policy. If you violate the policy, you will fail the course. All images used in original course projects must be free of copyright restrictions. Violating the copyright of an image is plagiarism.
8. Need for Assistance - If you have questions or special needs, please let me know. My office hours are listed under Faculty Information on the class web site. You are welcome to stop by my office anytime, but please call or e-mail me to schedule an appointment if you want to be sure I will be available. On weekdays, my goal is to reply to e-mails within 24 hours. My goal is to reply to e-mail received over the weekend or holidays during the next business day. There is information on the class web site in Course Information about the SCC Learning Assistance Center, online tutoring, and peer tutoring.
9. Special Needs - If you have a disability and will need accommodations in order to have full and equal access to this course, please contact Peter Buck, Student Disabilities Coordinator & Counselor, Room G-15 Oaks Hall, 339-4243, pbuck@southwesterncc.edu. Modifications or accommodations for disabilities will not be granted without authorization from this office. Accommodation requests can be made at any time in the semester; however, early contact is strongly encouraged.

<p><i>Please Note - I reserve the right to modify this syllabus as is necessary to meet our course objectives.</i></p>
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