PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

COLLEGE SUCCESS
COLL 1500

Class Hours: 3.0  Credit Hours: 3.0
Laboratory Hours: 0.0  Revised: Fall 2014

Catalog Course Description:
A course designed to empower students to reach their educational, career and life goals. This class introduces students to a wide range of strategies, techniques and self-management tools commonly recognized to lead to success. This course is for college-level credit and is designed to transfer.

Entry Level Standards:
None

Prerequisites:
None

Textbook(s) and Other Course Materials:
   OR

Materials you must have to pass this course (needed by the third day of class):

- Notebook (3-ring binder, 2 inch) – this will be your portfolio. Ten divider tabs for your notebook that you label with:
  1. Introduction
  2. Self-Assessment
  3. Planning/Money
  4. Memory
  5. Reading
  6. Notes
  7. Tests
  8. Thinking
  9. Communication/Diversity
  10. Extra Credit/Miscellaneous
- Notebook paper or printer paper (if you type your notes, print them so you can put the notes you take in your notebook)
- Time planner. Your time planner will be graded.
- Three small folders with prongs and pockets for your Group Project, Career Project, and Acad Plan.
I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>COURSE ORIENTATION: Introduction to College Learning</td>
</tr>
<tr>
<td>2</td>
<td>FIRST STEPS: Self-Assessment</td>
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<td>3</td>
<td>Learning and Teaching Styles</td>
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<td>4</td>
<td>PLANNING: Academic Planning, Setting Goals, and Managing Time</td>
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<td>5</td>
<td>Career Planning</td>
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<tr>
<td>6</td>
<td>MEMORY: The Memory Process, Memory Strategies</td>
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<tr>
<td>7</td>
<td>NOTES and READING: Active Listening, Note-Taking, Active Reading and Comprehension</td>
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<tr>
<td>8</td>
<td>TESTS: Preparing for Tests, Test-Taking Tips, Test Anxiety</td>
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<tr>
<td>9</td>
<td>THINKING: Critical Thinking and Problem Solving</td>
</tr>
<tr>
<td>10</td>
<td>COMMUNICATION: Effective Communication Skills, Communicating Orally and in Writing</td>
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<tr>
<td>11</td>
<td>TECHNOLOGY: Conducting Electronic Research, Library Orientation</td>
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<tr>
<td>12</td>
<td>GROUP PRESENTATIONS: Developing Effective Presentations; Group Dynamics, Teamwork</td>
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<tr>
<td>13</td>
<td>GROUP PRESENTATIONS</td>
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<tr>
<td></td>
<td>Transition to Work, Career Exploration, Service Learning</td>
</tr>
<tr>
<td>14</td>
<td>WHAT’S NEXT?</td>
</tr>
<tr>
<td></td>
<td>Course Wrap-Up, Course Evaluation</td>
</tr>
<tr>
<td>15</td>
<td>FINAL EXAM PERIOD</td>
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</tbody>
</table>

II. Course Goals*:

The course will:

A. Develop learning skills, which will support academic success in college-level curricula and enable them to achieve their educational goals. II.1

B. Show skill improvement and demonstrate skill mastery. II.1

C. Experience approximately the same or better success in college-level classes as students who do not enroll in LS courses. II.1

*Roman numerals after course objectives reference goals of General Education Program.

III. Expected Student Learning Outcomes*: 

Students will be able to:

1. Send and reply to email messages from the instructor and others.  A, B, C
2. Identify his/her individual learning style and strategies to improve his/her learning and performance.  A, C
3. Incorporate the use of a personal time management to schedule assignments, activities, and appointments.  A, B, C
4. Organize class materials and resources in a class portfolio.  A, B, C
5. Formulate a list of specific, measurable goals to guide personal achievement in academic, career, and personal areas.  A, B
6. Employ note-taking techniques within a class setting.  A, B, C
7. Utilize various strategies and techniques to prepare for exams.  A, C
8. Access current research information from library and Internet databases.  A, B
9. Cooperate within a group setting to develop an effective group presentation.  A, B, C

* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

**IV. Evaluation:**

A. Testing Procedures:

In-class quizzes may be administered during the semester covering textbook readings, class lectures, and class activities. Quizzes will consist of a combination of true/false, multiple choice, short answer, matching, and essay questions to give the student experience in dealing with various testing formats.

B. Laboratory Expectations:

In-class activities as assigned

C. Field Work:

Job shadowing for Career Project

D. Other Evaluation Methods:

See Syllabus Addendum which is included with this document.

E. Grading Scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>93% - 100%</td>
<td>A</td>
</tr>
<tr>
<td>87% - 92%</td>
<td>B+</td>
</tr>
<tr>
<td>82% - 86%</td>
<td>B</td>
</tr>
<tr>
<td>78% - 81%</td>
<td>C+</td>
</tr>
<tr>
<td>72% - 77%</td>
<td>C</td>
</tr>
<tr>
<td>62% - 71%</td>
<td>D</td>
</tr>
<tr>
<td>61% and below</td>
<td>F</td>
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</tbody>
</table>
V. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

As you will learn in your COLL 1500 class, regular attendance in any college class is one of the most important indicators of your success. Therefore, you have a great deal of power in whether you will pass a given class or not, and learning how to succeed in college is what this course is all about!

Below, you will find the attendance policy for COLL 1500. Be sure to be extremely familiar with this policy, as the department enforces this policy strictly. Keep up with your absences and tardies on both your course progress chart and your planner.

**WARNING! WARNING!! WARNING!!!**

**Penalties for Excessive Absences:**
- 3 day/week classes = minus one letter grade for each absence after 7 absences
- 2 day/week classes = minus one letter grade for each absence after 4 absences
- 1 day/week class = minus one letter grade for each absence after 2 absences

**Maximum Absences Permitted (per PSCC policy)**
- 3 day/week classes: 11 absences permitted (Students who have 12 absences will FAIL.)
- 2 day/week classes: 7 absences permitted (Students who have 8 absences will FAIL.)
- 1 day/week classes: 4 absences permitted (Students who have 5 absences will FAIL.)

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one’s own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00
Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for disabilities:

Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to disabilityservices@pstcc.edu, or by visiting Alexander 130. More information is available at http://www.pstcc.edu/sswd/.

D. Other Policies:

Computer Usage Guidelines:
College-owned or operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State’s computing resources in an effective, efficient, ethical and lawful manner.

Students are expected to promptly attend all lecture and lab classes as assigned. If a class is missed, student must make up all work and get notes and/or handouts.