Class Hours: 3.0  Credit Hours: 3.0
Laboratory Hours: 0.0  Revised: Fall 2015

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


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 Academic 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>
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<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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<tr>
<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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<td>7</td>
<td>NOTES and READING: Active Listening, Note-Taking, Active Reading and</td>
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<tr>
<td></td>
<td>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>
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<td>10</td>
<td>COMMUNICATION: Effective Communication Skills, Communicating Orally</td>
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<tr>
<td></td>
<td>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</td>
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<tr>
<td></td>
<td>Dynamics, Teamwork</td>
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<tr>
<td>13</td>
<td>GROUP PRESENTATIONS</td>
</tr>
<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>
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<tr>
<td>15</td>
<td>FINAL EXAM PERIOD</td>
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II. Course Goals*:

The course will

A. Develop skills which will support success in college. I.6, VII. 1-6

B. Show skill improvement and demonstrate skill mastery. I.6, VII. 1-6

C. Experience approximately the same or better success in college-level classes as students who do not enroll in LS courses. I.6, VII. 1-6

D. Establish educational and career goals. I.5, I.6, VII. 1-6

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

III. Expected Student Learning Outcomes*:
Students will be able to:

1. 1. Send, reply and use attachments to email messages from the instructor and others. A B C
2. Use an online learning system, the Internet and shared network drives effectively. A B
3. Identify his/her individual learning style and strategies to improve his/her learning and performance. A C
4. Recognize instructional styles and apply personal learning style strategies to develop effective study techniques. A B C D
5. Identify career skills and interests and investigate career options. D
6. Incorporate the use of a personal time management to schedule assignments, activities, and appointments. A B C
7. Organize class materials and resources in a class portfolio. A B C
8. Formulate a list of specific, measureable goals to guide personal achievement in academic, career, and personal areas. A B
9. Employ note-taking techniques guided by learning styles within a class setting. A B C
10. Utilize various strategies and techniques guided by learning styles to prepare for and take exams. A C
11. Use techniques and strategies to improve reading effectiveness. A B
12. Use techniques to improve memory retention. A B
13. Develop skills to present information effectively. A B
14. Utilize critical thinking and problem solving skills to assist in decisions for college, career, and life. A B C D
15. Access current research information from library and Internet databases. A B
16. Cooperate with a group setting. A

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

IV. Evaluation:

A. Testing Procedures: 100% of grade

1. **Notebook with notes and class activities/assignments (150 points) 13.8% of the grade:** As one of the major projects for this course, you will be responsible for the development and maintenance of a course notebook/portfolio (2 inch, 3 ring binder). The purpose of this project is to keep course materials organized and readily available. The notebook must include a title page, table of contents, 10 divider tabs, course syllabus, addendum, class notes, handouts, assignments, special projects, papers, etc. Take notes on the presentations and the chapters every week and put the notes in your portfolio in the correct section (for example, notes on taking tests go in the Tests section). Complete all class activities in your portfolio in the correct section. Did I mention – **Keep Up With Your Portfolio!**
2. **Time Planner (50 points) 4.6% of the grade:** Each student will be required to keep a time management organizer during the semester to record time for work, study, assignments, leisure, appointments, and daily “To Do” items. The organizer will be submitted for evaluation for completeness and usefulness.

3. **Self-Assessment (100 points) 9.6% of the grade:** Self-Assessment and Learning Styles

4. **Group Project (150 points) 13.9% of the grade:** You will be working in teams to develop and deliver a group presentation on one of the chapters/subjects covered in this class. This is an opportunity for you to develop team-building skills, critical and creative thinking, problem-solving, communication, and leadership skills.

5. **Academic Plan (150 points) 13.9% of the grade:** Your academic plan includes:
   1. Personal Mission and Goals Statements
   2. Two-year course plan or sequential list of classes to take to complete major or degree
   3. Printed schedule for following semester classes
   4. Form signed by your assigned advisor indicating your completion of an advising appointment.
   5. Applicable articulation agreements, transfer pathways, and/or two-year degree program requirements.

6. **Career Project (250 points) 23.1% of the grade:** Students will complete inventories in KUDER to research majors, educational requirements, and careers. Students will be required to job shadow for a minimum of 4 hours and will report on their “total” career findings. The reports will be both oral and written.

7. **Group Project Subject Activities (100 points) 9.6% of the grade:** Each Group Project subject (e.g., Reading, Writing, Memory) has activities associated with it. The number of points for these activities varies.

8. **Course exit survey (30 points) 2.8% of the grade**

9. **Participation/Discussion (100 points) 9.6% of the grade**

**Evaluation:** Each assignment will be evaluated for:

- **Content Accuracy:** Is the information correct?
- **Completeness:** did you answer all of the questions? **Always look at the assignment as you are doing your work to ensure you completed it as required.**
- **Detailed:** Are statements explained with supporting reasons and details?
- **Clarity:** Is the information clearly stated? Do responses show lots of thought?
- **Appearance:** How does it look? Does it use good grammar and spelling?
- **Creativity:** Does it present new ideas? Creative appearance? Reflect personality?

**Late Assignments:** Any assignment turned in late (after class on the due date) will result in loss of points and reduction in credit. Good organization and time management skills will enable you to meet required deadlines in college and in the work force.

B. Laboratory Expectations: 0% of the grade

   N/A

C. Field Work: 0% of the grade

   N/A

D. Other Evaluation Methods:

   N/A
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>
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<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>
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<tr>
<td>61% and below</td>
<td>F</td>
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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 disabilitieservices@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.