CASPER COLLEGE COURSE SYLLABUS
HMDV 1300-03 On Course

Semester/Year: SP2016

Lecture Hours: 2  Lab Hours: 0  Credit Hours: 2

Class Time: 12:00 – 12:50 PM  Days: MW  Room: UU416

Instructor’s Name: Leilani DeClue, MA

Instructor's Contact Information:
Office Phone: 307-268-2280  Email: ldeclue@caspercollege.edu

Office: LH 192  Office Hours: By Appointment

Course Description: Provides students with academic and personal strategies for a successful transition to the college. Topics include study skill techniques such as reading, note taking, test taking and organizing and rehearsing study materials. Other topics touched on include accepting responsibility, motivation, self-management, interdependence, and self-awareness. This course will also introduce students to campus resources.

Statement of Prerequisites: None

Goal: This course is designed to help you create greater success in college and in life. In the coming weeks, you will learn many proven strategies for creating greater academic, professional, and personal success. We will use guided journal writings to explore these strategies, and as a bonus, you will learn to express yourself more effectively in writing. In addition, we will explore the strategies through classroom activities that are designed to be engaging and enlightening.

Outcomes:
1. Demonstrate effective oral and written communication
2. Demonstrate knowledge of diverse cultures and historical perspectives
3. Appreciate aesthetic and creative activities
4. Use appropriate technology and information to conduct research
5. Describe the value of personal, civic, and social responsibilities

Course Objectives:
1. Take charge of your life.
2. Increase self-motivation.
3. Improve personal self-management.
4. Develop interdependence.
5. Increase self-awareness.
7. Develop emotional intelligence.
9. Write more effectively.
10. Improve creative and critical thinking skills.
11. Master effective study skills.
12. Manage your money.
**Methodology:** By reading On Course (our textbook), you’ll learn empowering strategies that have helped others create great success. By keeping a guided journal, you’ll discover how to apply these success strategies to achieve your own goals and dreams. By participating in class activities and focused conversations, and by completing a course project, you will further improve your ability to stay on course to your success. Your feedback is valuable as the instructor uses course evaluations in determining course methodology.

**Evaluation Criteria:**

Course Grades:

<table>
<thead>
<tr>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>452–492</td>
</tr>
<tr>
<td>B</td>
<td>412–451</td>
</tr>
<tr>
<td>C</td>
<td>372–411</td>
</tr>
<tr>
<td>D</td>
<td>332–371</td>
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<tr>
<td>F</td>
<td>331 or below</td>
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Course Projects:

<table>
<thead>
<tr>
<th>Points</th>
<th></th>
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<tbody>
<tr>
<td>1. Library Project</td>
<td>50</td>
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<tr>
<td>2. 22 Success Journals (6 points each)</td>
<td>132</td>
</tr>
<tr>
<td>3. 6 Study Skills Activities: “Do One Different Thing This Week” (15 points each)</td>
<td>90</td>
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<tr>
<td>4. 1 Final Essay</td>
<td>75</td>
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<tr>
<td>5. Class Attendance (5 points each) (29 Classes)</td>
<td>145</td>
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**Total Possible Points** 492

1. **Success Journals (132 Possible Points)**

Journal Writings: During this semester, you will write 22 numbered journal entries from our textbook. These entries will be written outside of class. You will submit the journals on or before the due date in the appropriate drop box in the corresponding Moodle shell for this class.

Note: If you wish, please also save these writings to a folder on your computer; many students have found that the ability to refer back to them in the future is a valuable way to stay on track in their studies and lifeways.

Journal Evaluations: Journals are due weekly. The dates are located below in the course schedule. I will occasionally make comments on your journals. These are just “wonderings” or thoughts I have, not criticisms of your work. I encourage you to “look deep within yourself” with our journal entries and reflect on how you see the assigned readings playing out in your life. These journals will not be graded on grammar and spelling, rather your attempt to “dive deep.”

Journal Points: Each journal entry will be awarded up to 6 points. Thus, all 22 journal entries will be worth a possible total of 132 points. A journal entry will be awarded the maximum of 6 points if it fulfills the following two criteria:

5-6 points The entry is complete (all steps in the directions have been responded to), and the entry is written with high standards (an obvious attempt has been made to “dive deep”).

Grammar, spelling, and punctuation will NOT be factors in awarding points in this journal. You are free to express yourself without concern for Standard English conventions.
3-4 points  The entry is mostly complete and an attempt has been made to look deep or Journal is complete but there is no sign of “diving deep.”
0-2 points  The entry has had very little effort applied, it is not complete and there is no sign of “diving deep.”

2. **Study Skills Activities: “Do One Different Thing This Week” (90 Possible Points)**

You will complete a Study Skills Activity for the following six topics:

- Reading
- Taking Notes
- Organizing Study Materials
- Rehearsing and Memorizing Study Materials
- Taking Tests
- Writing

The creation of each Study Skills Activity will provide an opportunity to do one different thing for a week, something you have never done before. This experiment will help you determine the most effective way for you to deepen your learning in college and beyond, not to mention raising your grades!

Each of your Study Skills Activities can earn up to 15 points; thus, all six (6) plans will be worth a possible total of 90 points. To complete each plan, simply choose one new study skill with which you will experiment, track your choices for a week, and then answer the three questions provided, diving deep to squeeze the most value from your experience. I will assign these one week before they are due.

3. **Library Activity (50 Points)**

Once during the semester we will meet in the library to participate in learning from their staff about the resources and services they have available for students. Attendance points will be given for students who attend and participate. A small research project will be finished during this session and turned in the following class session.

4. **Final Essay (75 Possible Points)**

As your final project, you will choose one of the two following topics and write an essay.

**OPTION 1: ONE STUDENT’S STORY**

In this essay, you will relate the story of how you used a specific On Course strategy to overcome an obstacle to your success in college or in life. Use the “One Student’s Story” essays in our textbook as models of how to write your story.

An “A” paper will . . .

1. Explain a specific obstacle the writer faced.
2. Describe the specific On Course strategy used to overcome the specific obstacle.
3. Present the outcome of using the specific On Course strategy to overcome the specific obstacle the writer faced.
4. Show a commitment to excellence in preparation, including professional appearance and a command of Standard English.

**OPTION 2: PERSONAL PHILOSOPHY OF SUCCESS ESSAY**

In this essay, you will present your own Personal Philosophy of Success, identifying the On Course success principles and/or strategies that you will use for years to come. This essay is your opportunity to write the script that will keep you on course to a rich, personally fulfilling life!
An “A” paper will . . .

1. Offer the writer’s personal definition of success.
2. Demonstrate the writer’s careful consideration of three or more On Course success principles and/or strategies that he or she will use to achieve success.
3. Contain extensive and specific support (examples, experiences, evidence, and/or explanation) for each strategy.
4. Show a commitment to excellence in preparation, including professional appearance and a command of Standard English.

5 Attendance: (145 Points) (29 Classes)
   In this class we will be sharing and brainstorming ideas constantly, there will also be many in class activities to provide clarity to the information presented in the text. Therefore, 5 points will be given for each class attended. Note: This is not extra credit, this is part of your final grade.

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

Required Text, Readings, and Materials:
On Course, Study Skills Plus 2nd edition, by Skip Downing
Access to computer and Moodle4Me companion site for this class

Class Policies:
Cell Phones: No cell phone use in class. Please turn your phones to silent during our class meetings and refrain from texting, browsing, or other use. Cell phone use is a disrespectful distraction to the instructor and the rest of the class. In cases of emergency, please take your calls or texts in the hall.

Last Date to Change to Audit Status or to Withdraw with a W Grade:
April 14, 2016 by 5:00 pm.

Keep all assignments: It is important that you keep all graded work. We occasionally make mistakes when recording grades. If this happens, you will need your graded work to prove any discrepancies in your grade.

Electronic Cigarettes: Out of respect for everyone in the classroom. Electronic cigarettes are not allowed in this class.

Attendance & Participation: Mandatory and necessary for a passing grade.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.
Academic Dishonesty: (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is also, where you will find course evaluation links during course evaluation periods.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Tentative Calendar for On Course HMDV1300 Sec. 03

Introduction, Syllabus Review, Class Expectations
Homework: self-assessment pgs. 6-8 or online
learning preference inventory pgs. 291-292 or online

Chapter 1
Homework: Journals 2, 3, & 4 are due Jan. 31, 2016 by 5:00 pm.

Week 3 – Feb. 1 to Feb. 7, 2016
Chapter 2
Homework: Journals 6, 7, & 8 are due Feb. 7, 2016 by 5:00 pm.

Week 4 – Feb. 8 to Feb. 14, 2016
Chapter 2
Library Resources: due Feb. 14, 2016 by 5:00 pm.
Homework: Study Skills; Do One Different Thing This Week, Reading. Due Feb. 14, 2016 by 5:00 pm.

Week 5 – Feb. 15 to Feb. 21, 2016
Chapter 3
Homework: Journals 9, 11, & 12 are due Feb. 15, 2016 by 5:00 pm.

Week 6 – Feb. 22 to Feb. 28, 2016
Chapter 3
Homework: Study Skills; Do One Different Thing This Week, Taking Notes. Due Feb. 28, 2016 by 5:00 pm.
Week 7 – Feb. 29 to Mar 6, 2016
Chapter 4
Homework: Journals 14, 15, & 16 are due Mar. 6, 2016 by 5:00 pm

Week 8 – Mar. 7 to Mar. 13, 2016
Chapter 4
Homework: Study Skills; Do One Different Thing This Week, Organizing Study Materials. Due Mar. 13, 2016 by 5:00 pm.

Week 9 – Mar. 21 to Mar. 27, 2016
Chapter 5
Homework: Journals 17, 19, & 20 are due Mar. 27, 2016 by 5:00 pm.

Week 10 – Mar. 28 to Apr. 3, 2015
Chapter 5
Homework: Study Skills; Do One Different Thing This Week, Rehearsing and Memorizing Study Materials. Due Apr. 3, 2016 by 5:00 pm.

Week 11 – Apr. 4 to Apr. 10, 2016
Chapter 6
Homework: Journals 21, 22, & 23 are due Apr. 10, 2016 by 5:00 pm.

Week 12 – Apr. 11 to Apr. 17, 2016
Chapter 6
Homework: Study Skills; Do One Different Thing This Week, Taking Tests. Due Apr. 17, 2016 by 5:00 pm.

Week 13 – Apr. 18 to Apr. 24, 2016
Chapter 7
Homework: Journals 25, 26, & 27 are due Apr. 24, 2016 by 5:00 pm.

Week 14 – Apr. 25 to May 1, 2016
Chapter 7
Homework: Study Skills; Do One Different Thing This Week, Writing. Due May 1, 2016 by 5:00 pm

Week 15 - May 2 to May 8, 2016
Chapter 8
Homework: Journal 30 due May 8 by 5:00 pm.

Week 16 – May 9 to May 12, 2016
Finals Week
Essay due May 10, 2016 by 5:00 pm