Spring 2016  
**On Course (HMDV 1300)**  
Tuesday 7:00 – 8:50 pm  
Career Studies 142

**Instructor:** Jeffrey Morris  
Office CS 149  
307-268-2451  
j.morris@caspercollege.edu

**Office Hours:** 7:00 – 8:00 am M-F

**Required Text:** *On Course, Study Skills Plus Edition* by Skip Downing (*Bring to every class*)

**Course Supplies:** Three ring binder for notes and handouts.

**Course Description:** This course focuses on introducing and facilitating the growth of characteristics typical of successful college students. Students will learn how to take charge of their life, increase self-motivation, improve personal self-management, develop interdependence, increase self-awareness, maximize learning through effective study skills and raise their self-esteem.

**Statement of Prerequisites:** None

**Goal:** To provide students with academic and personal strategies for a successful transition to college.

**General Education Outcomes:** Upon completion of this course, students will be able to:

1. Demonstrate effective oral and written communication  
2. Solve problems using critical thinking and creativity  
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:** Upon completion of this course, students will be able to:

1. Describe personal responsibility and identify how it relates to success in college  
2. Describe past & present personal choices that impact goal attainment  
3. Summarize relevant research through active discussion and collaboration with peers  
4. Recognize cultural differences and demonstrate respect for multiple perspectives  
5. Identify where and how to access campus support services  
6. Demonstrate interpersonal skills through creative group discussion and activities  
7. Demonstrate effective written communication

*Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.*
Methodology: Instructional methods used for HMDV 1300 are aimed at providing an active learning environment in which each student gains from the input and experience of others. Multiple methods will be used including lecture, visual aids, experiential activities, and peer collaboration. Your feedback is valuable as the instructor uses course evaluations in determining course methodology.

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 Coordinator (Leanne Loya), the Dean of Social & Behavior Sciences (Brandon Kosine), and lastly the Vice President for Academic Affairs (Dr. Shawn Powell).

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 for checking 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 the instructor as soon as possible (privately after class, or during 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.

Class Attendance & Participation: Students are expected to attend class and complete all assignments by the due date. Attendance will be taken every day of this class, and every day that you are not here will count as an absence, except for students participating in sanctioned and documented school activities. If you participate in college activities that will cause you to be absent for the class, contact the instructor prior to being absent. Regardless of your reasons for missing, an absence cannot be made up!

- If you miss a class and there is an assignment due that day, you are expected to turn in the work regardless of your absence. Failure to turn in the work ahead of time will be considered “late work” and will not be accepted. You are more than welcome to email your homework in the event of an absence.
- This is an active learning classroom. You will receive full points in this area if you are making an effort to participate in class activities and discussions.
Civility: Courtesy and respect for others are essential elements of the academic culture. The academic environment welcomes a difference of opinion, discord and debate within a civil environment. Students exhibiting disruptive, disrespectful, or distracting behavior will be asked to leave. Any student who is asked to leave class will be counted absent.

Cell Phones: All portable electronic devices (cell phones, iPods, mp3 players, etc.) are prohibited during class.

Assignments/Journals: All work is due at the beginning of the designated class session. Late work will not be accepted!

Reading: You must read the assigned material and be ready to discuss it in class.

Exams: There will be weekly exams over the assigned reading(s) & lectures(s). The midterm and final exam are comprehensive and will consist of questions that require you to apply the knowledge you’ve learned. Exams cannot be made up unless prior approval is granted by the instructor.

Evaluation Criteria: The grading system in this course is point-based. Following is an explanation of graded activities in the course followed by the point breakdown, maximum points possible and letter grade calculation.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation (15 classes @ 20 pts. each)</td>
<td>300 pts</td>
</tr>
<tr>
<td>Projects (2 @ 75 pts. each)</td>
<td>150 pts</td>
</tr>
<tr>
<td>Journals (15 @ 20 pts. each)</td>
<td>300 pts</td>
</tr>
<tr>
<td>Exams (13 @ 10 pts. each), Midterm (50 pts.), &amp; Final Exam (70 pts.)</td>
<td>250 pts</td>
</tr>
</tbody>
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Total Course Points = 1000

A = 1000 – 900
B = 899 – 800
C = 799 – 700
D = 699 – 600
F = 599 and under