CASPER COLLEGE COURSE SYLLABUS
HMDV 1300 On Course

Semester/Year: Spring 2016
Lecture Hours: 2  Lab Hours: 0  Credit Hours: 2
Class Time: 1:00 – 2:50  Days: Wednesday  Room: PS315
Instructor’s Name: Janet Hoyt
Contact Phone: 251-0077  Email: jhoyt@caspercollege.edu  Office Hours: by appointment

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

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

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

Course 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. Demonstrate knowledge of diverse cultures and historical perspectives
4. Appreciate aesthetic and creative activities
5. Use appropriate technology and information to conduct research
6. 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: Lecture, class discussions, videos, and in and out of class assignments will be used to foster an interactive learning environment in which each student gains from input and experience of others. Students are encouraged to help create, through their participation, an optimal learning experience for themselves and their classmates.

Required Text, Readings, and Materials: On Course: Strategies for Creating Success in College and in Life by Skip Downing

Class Policies: Last date to change to audit or withdraw with a W grade is April 14th, 2016. Attendance in this class is a necessary requirement for a passing grade. To change to an audit or withdraw from this course, please seek permission of the instructor.

Late Work: Students will be given one “NQA” (No questions asked) coupon for one journal assignment during the semester. No other late work will be accepted unless approved by the instructor prior to the due date.

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 in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, 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.

Civility – Civil behavior enhances the academic setting and is expected at all times. Courtesy and respect for others are essential elements of the academic culture. The academic environment welcomes a difference of opinion, discourse, and debate within a civil environment.

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.

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.
**Evaluation Criteria:** The grading system in this course is point-based. Following is a list of graded activities in the course and the maximum points possible:

- Attendance and Participation  10 points per class  150
- Journal assignments  14 journals  140
- Campus resource activity  20
- Final Essay  30

Total points possible  340

A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = below 60%

**Assignments:** Attendance and active participation during class is critical in order to gain the most benefit.

Journal Assignments: A total of 14 journal assignments will be given throughout the course of the semester to help students reflect and personalize their learning. Journals will be graded based on the journal rubric provided in class. Each journal assignment is worth 10 points.

Campus Resource Activity: This activity will assist the student in learning and utilizing various campus resources. Details will be explained in class.

Final Essay: Write about the three most important things you will take from this course. How will you use these skills to be successful in college and in life? Be specific and provide examples for each area. Paper must be typed, double spaced at least two pages in length. Paper is due the last day of class.

**Calendar of course content:** The instructor may change the order of topics depending on the availability of guest speakers.

January 20\textsuperscript{th}, 27th: Course Overview, Chapter 1: Getting On Course to Your Success
Feb 3\textsuperscript{rd}, 10\textsuperscript{th}: Ch. 2: Accepting Personal Responsibility
Feb 17\textsuperscript{th}, 24\textsuperscript{th}: Ch. 3: Discovering Self-Motivation
March 2\textsuperscript{nd}, 9\textsuperscript{th}: Ch. 4: Mastering Self-Management
March 16\textsuperscript{th} – Spring Break, no class
March 23\textsuperscript{rd}, 30\textsuperscript{th}: Ch. 5: Employing Interdependence
April 6\textsuperscript{th}, 13\textsuperscript{th}: Ch. 6: Gaining Self Awareness
April 20\textsuperscript{th}, 27\textsuperscript{th}: Ch. 7: Adopting Lifelong Learning, Ch. 8: Developing Emotional Intelligence
May 4\textsuperscript{th} – Ch. 9: Staying On Course