Casper College Course Syllabus

College Studies HMDV 1010 NI

Summer 2006

Internet class: 1 credit

Instructor-Diane Weiss
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Course Description:
This class is part of the ParaEducator Preparation Program (PEPP). It is designed as an extension of HMDV 1000 to continue to prepare college students for the rigors of balancing their lives and school studies. Participants will be given the opportunity to delve deeper into the skills needed for success in college and throughout life. Students will learn ways to use techniques and technology in the most effective way possible to enhance and maximize their education.

Statement of Prerequisites: No prerequisites required

General Objectives:
Upon completion of this course, students will be able to identify and use skills to improve learning for themselves and others. Students will demonstrate competencies in setting long and short term goals for themselves and achieving those goals. They will be able to articulate and teach the strategies to others. They will build confidence in their ability as a life-long learner.

Specific Objectives:
1. Students will demonstrate the ability to set realistic goals and align actions to the goals.
2. Students will learn to overcome outside distractions.
3. Students will utilize study groups.
4. Students will develop stress management skills to release anxiety and cope with the pressures of the educational environment.
5. Students will demonstrate adaptation to the culture of higher education by networking with peers and using college and community resources.
6. Students will show proficiency in critical thinking skills including creating new ideas, solving problems, spotting logical fallacies, and making decisions.
7. Students will demonstrate proficiency in the use of technology and the Internet to improve writing and public speaking skills.
8. Students will analyze leadership qualities as they pertain to problem solving and conflict resolution.
9. Students will describe the financial benefits of a higher education for themselves and others.
10. Students will develop a plan to maintain their own health.

Methodology:
discussion threads, student readings and responses, student research, quizzes and final project.

Evaluation Criteria:

1. Students will participate in the discussion threads via distance learning. A minimum of once weekly on-line is required for successful completion of the course. The student’s grade will be lowered by one full letter grade for every two weeks of non-participation. Participation can be just a statement of opinion or can ask a question. The length of the comment on the discussion threads is irrelevant. Please remember that all contributions will be valued equally and that everyone has a right to their beliefs. No put-downs will be accepted. You may disagree respectfully. Please do not draw conclusions about others based on their comments. Writing on-line is easily misinterpreted compared to face-to-face discussion so please be careful what you say and how you phrase it. Also, use your spelling and grammar checkers as your written material displays your level of professionalism.

2. Students will be held accountable for the content of the textbook. Reading assignments will be given and should be completed on time.

3. Students will provide evidence of attempts to use different strategies in their personal learning and complete reflections including noticed strengths and weaknesses of strategies in their personal use and what might work for others.

4. Complete all assignments and quizzes. Submit on time.

5. Students will maintain a journal focusing on the most challenging aspects in improving their skills. Components of the journal should include a reflection of the challenges faced by the individual and the noticed improvement as the course progresses.

Required text: Becoming a Master Student by Dave Ellis; Eleventh Edition

Last Date to Change to Audit Status or Withdraw with a W Grade: See Casper College policy
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 problems through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president of 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.

ADA Accommodations Policy: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see me at your earliest convenience or contact:
   Ann Loader, Individual Learning Specialist
   AD 112 A ; 268-2557 or aloader@caspercollege.edu

Tentative Schedule;
Week 1, 2006, Chapter 7, Critical thinking skills
   Chapter 8, Communication and relationships
Week 2, 2006, Chapter 9, Diversity
   Quizzes due for Chapters 7-9
Week 3, 2006, Chapter 10, Student support opportunities and resources
   Money and health
   Future planning
   Quizzes due for Chapters 10
Week 4, 2006, journals due

Grading:
Grades will be awarded on a point basis.
discussion threads and weekly assignment are worth a possible total of 500 points.
Three quizzes are worth a possible total of 300 points.
Journal is worth a possible total of 200 points.

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