CASPER COLLEGE COURSE SYLLABUS
On Course
HMDV 1300 Sections N1 & N2
Summer 2016

Semester/Year: Summer 2016
Lecture Hours: NET Lab Hours: 0 Credit Hours: 2
Class Time: Net Days: Net Room:

Instructor’s Name: Brandon R. Kosine, Ph.D., LPC, LAT
Instructor's Contact Information: Since this is an internet course, email is the best way to get in touch with me. You can also call my office at the college.
Office Phone: (307) 268-2221 Email: bkosine@caspercollege.edu
Office Hours: Made on an individual basis.

Required Text, Readings, and Materials: On Course, Study Skills Plus 2nd Ed, by Skip Downing

Course Description: Provides students with academic and personal strategies for a successful transition to 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: To provide students with academic and personal strategies for a successful transition to college.

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

1. Demonstrate effective oral and written communication
2. Use the scientific method
3. Solve problems using critical thinking and creativity
4. Demonstrate knowledge of diverse cultures and historical perspectives
5. appreciate aesthetic and creative activities
6. Use appropriate technology and information to conduct research
7. Describe the value of personal, civic, and social responsibilities
8. Use quantitative analytical skills to evaluate and process numerical data
**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

**Methodology:** This course is designed for the self-directed learner. It is delivered by internet through Moodle. In order to participate, the student must have access to the internet and to a compatible internet browser such as Microsoft Internet Explorer, Netscape Navigator or Firefox (Moodle works best in Firefox). It is also helpful for the student to have a basic working knowledge of computer operations and to be familiar with internet navigation and the use of email.

Students need to work independently through reading and learning exercises in order to understand the material, finish assignments within the prescribed time frames by the scheduled dates. Contrary to popular thinking, internet courses are not “easier” than campus-based courses. The student is expected to exhibit a high level of responsibility, dedication, and self-discipline in order to succeed in this course. The student should expect to spend at least as much time studying and preparing for this course as s/he would for a traditional class presented in the classroom.

**Evaluation Criteria:**

1. **Class Discussions & Response:** Each week you will be required to provide your thoughtful response to discussion questions I create from the readings. The questions will be listed in the weekly forum, and you can respond to them in the forum. You will also be required to respond to one person’s thoughts, also in a thoughtful way. Your initial post is worth 25 points and your response to another student’s post is worth 10 points. Thus, each week’s total is 35 points for a total of 280 points.

**Grading Criteria for Online Discussions**
- 90-100% = Provided clear, full answer to the question(s) posed; answered all parts of multi-part questions; provided at least two supportive/explanatory sentences with your answer; provided a clear, thoughtful, and relevant response to a classmate’s post OR provided a clear, thoughtful, relevant response to a classmate’s question/comment on your original post.
- 80-90% = Provided majority of the information outlined in the description above; provided slightly unclear, or less thorough information than requested; neglected to answer one of the parts of multi-part questions, etc.
- 70-80% = Provided half of the information requested (offered only one supportive/explanatory sentence, neglected to answer half of the parts of multi-part questions), etc.
- 60-70% = Provided less than half of the information requested.
- Less than 60% = Neglected to respond to the question
2. **Guided Journal Entries:** You will provide a response in a journal type format every other week. I will provide questions for you to respond to, and **this will be kept completely confidential between you and me.** I really want you to use this journal to explore thoughts you are having, successes and insecurities, and any other things that may come up for you. **Each journal entry is worth 50 points for a total of 200 points.**

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<thead>
<tr>
<th>Score</th>
<th>Grading Criteria</th>
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</thead>
<tbody>
<tr>
<td>Max points</td>
<td>Journals that are 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 critically self-reflect)</td>
</tr>
<tr>
<td>Partial points</td>
<td>Journals that are mostly complete and an attempt has been made to dive deep or journals that are complete; however there is no sign of critical self-reflection.</td>
</tr>
<tr>
<td>Minimal Points</td>
<td>Journals that have had very little effort put into them; they are not complete and there is no sign of critical self-reflection.</td>
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3. **Final Paper:** You will write a final paper that is between 3-5 pages in length. This paper will NOT be a research paper, but more a personal reflection based on the information you learned in the course, along with some potential additional readings I will provide. I will give you the topic of the paper by July 15th to give you plenty of time, but also to give me time to get to know you and what might be most beneficial for you as students. Further, if you have a topic you would like to write about, please send me your idea and we can work together on what your final product will be. **The final paper is worth 100 points.**

**Summary of Assignments:**
- Weekly Discussion & Response (35 points * 8 weeks) = 280 points
- Guided Journal Entries (50 points * 4) = 200 points
- Final paper = 100 points

**Grading Scale:**
- A = 522 – 580
- B = 464 – 521
- C = 406 – 463
- D = 348 – 405

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

**Class Policies:**
- Judgment-FREE zone: You will be invited to give your personal opinions or share personal stories throughout the class. I expect all students in my class to act with integrity and professionalism in responding to discussion questions and/or comments. This means that I
expect each of you will treat one another with respect and kindness. Simply put, this class is not a place to judge others; it is a place to explore your own personal, thoughts, feelings and behaviors and be exposed to other points of view.

- **Audit/Withdraw**: The last day to change to an audit or withdraw for this course is consistent with the institutional withdraw deadline. This deadline is on Monday, July 6th by 4:30 pm. After this date, a “W” will only be approved for students who have extenuating circumstances.

- **Participation**: Mandatory and necessary for a passing grade. Participation will be graded based off your completion of assignments and your involvement in the discussion questions. You will have 2 discussion questions per chapter. As a part of your grade, you are expected to answer the discussion questions as well as comment on 1-2 other posts in a respectful manner. If you complete both of these things before the start of the next week, you will earn full points.

- **Late work**: I do not accept late work. However, I understand that once in a while, life will throw you a curve ball and knock you a little off your game. Because of this, you have been given an NQA (No Questions Asked) “coupon”. The NQA coupon allows you to turn in 1 late assignment in the semester. If you wish to redeem your NQA coupon, please email me so I can re-open the assignment for you OR complete the assignment in a word document and email it to me. This cannot be used on the final paper.

- **Keep all assignments**: It is important that you keep all graded work. You are strongly encouraged to copy and paste all of your work in to a word document. This will prevent you having to re-do your work if there is a technology mishap.

**Last Date to Change to Audit Status or to Withdraw with a W Grade**: July 6th.

**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. In this case, you would need to contact Dr. Shawn Powell, Vice President for Academic Affairs (268-2550).

**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. When you email me, please do not type @my.caspercollege.edu. This is not a valid email for me, and I will not receive your email.

**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.

**Tips for student success include:**

- This course is divided into modules. Each module has a series of assignments you will need to complete before the specified due date. You will have 1 week to complete each module. All assignments will be due at Midnight on Sundays each week.
- I would encourage you to read through the module assignments at the start of a new module. Some of the discussions and activities will require your attention for several days before being able to accurately respond or finish the assignment. If you look through these assignments at the beginning, you can accurately plan and organize when to complete things.
- Participating in all online course activities, including responding to threaded discussions and submitting all assignments on time.
- Keep a copy of all submitted work done in Moodle. This is a NOT an error free program. Additionally, because of the poor bandwidth in Wyoming the internet/Moodle can go down.
- The student is responsible for solving his/her own technical problems. I will certainly provide help when I can but know that I am not an IT Expert. If you are having problems with Moodle the following places can provide assistance:

<table>
<thead>
<tr>
<th>CC Digital Learning Center</th>
<th>CC HelpDesk</th>
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<tbody>
<tr>
<td>307-268-2486</td>
<td>307-268-3648</td>
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<tr>
<td>LH 132</td>
<td>Lower level of Library</td>
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- Heavy internet use occurs during the evening hours of 8-10 p.m. The student may wish to consider logging into the class during other times (if possible).
- Taking responsibility for problem-solving course issues: Computers DO crash. This is NOT a legitimate excuse to miss an assignment or exam. In the event of hardware/software problems, it is the student’s responsibility to access the course from another computer. This can be done from any of the computer labs on the Casper College campus, using the public library, or requesting to use a friend’s computer, etc. Please plan ahead, giving yourself additional time in case technical issues arise!
- Calling, emailing, or making an appointment with the instructor to seek additional assistance (if needed).
Calendar or schedule indicating course content:

<table>
<thead>
<tr>
<th>Module</th>
<th>Chapter</th>
<th>Assignments</th>
<th>Date assignments need to be completed by:</th>
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| INTRO   | Introductions | 1. Familiarize yourself with Moodle  
2. Watch welcome video  
3. Review syllabus & course requirements  
4. Post in the introduction forum | Sunday, June 12\textsuperscript{th} by midnight |
| 1       | 1       | 1. Read Ch. 1  
2. Post in the discussion forum | Sunday, June 12\textsuperscript{th} by midnight |
| 2       | 2       | 1. Read Chapter 2  
2. Post in the discussion forum  
3. Guided journal entry | Sunday, June 19\textsuperscript{th} by midnight |
| 3       | 3       | 1. Read Ch. 3  
2. Post in the discussion forum | Sunday, June 26\textsuperscript{th} by midnight |
| 4       | 4       | 1. Read Chapter 4  
2. Post in the discussion forum  
3. Guided journal entry | Sunday, July 3\textsuperscript{rd} by midnight |
| 5       | 5       | 1. Read Ch. 5  
2. Post in the discussion forum  
3. Read through final paper requirements | Sunday, July 10\textsuperscript{th} by midnight |
| 6       | 6       | 1. Read Chapter 6  
2. Post in the discussion forum  
3. Guided journal entry | Sunday, July 17\textsuperscript{th} by midnight |
| 7       | 7       | 1. Read Ch. 7  
2. Post in the discussion forum | Sunday, July 24\textsuperscript{th} by midnight |
| 8       | 8       | 1. Read Chapter 8  
2. Post in the discussion forum  
3. Guided journal entry  
4. Final paper due | Friday, July 29\textsuperscript{th} by midnight |