

# TRCC FIRST YEAR EXPERIENCE (IDS\*K105) FALL 2017 CRN: 31686 SEC: TG2

**INSTRUCTOR:** Kelly L. Richmond  
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**CLASS HOURS:** 11:00 a.m. – 12:15 p.m., T&TH, Room D215  
**OFFICE HOURS:** by appointment  
**REQUIRED TEXT:** **Thriving in the Community College and Beyond: Strategies for Academic Success and Personal Development 3rd Edition** by Cuseo, McLaughlin, Thompson, & Moono ISBN: 9781465290960

## **COURSE DESCRIPTION: 3 CREDIT HOURS**

*Prerequisites: **ENG\* K096** placement or completion of **ESL\* K063** with a C# or higher.*

This course is designed to engage students as active participants within the college environment. Students will have the opportunity to acquire academic skills, attributes, awareness of self as learner, and to engage with the resources and activities within the Three Rivers Community College community. You can expect regular reading, writing and research assignments along with classroom discussion as you investigate how to be successful in this environment.

**COURSE OBJECTIVES:** Information covered and assigned work is intended to increase the likelihood of a successful and rewarding college *transition* for every student. Emphasis is placed on interdisciplinary learning strategies, life management skills, active participation in the college community, and critical thinking skills necessary for all college students.

### **Students should seek to achieve and learn the following objectives:**

- A) Make a positive and productive transition to college life.
- B) Develop coping skills and behaviors to meet the challenges of college education.
- C) Understand and improve the teaching/learning process.
- D) Develop skills that enhance planning, studying, communication and critical thinking.
- E) Assess personal strengths and limitations to set and achieve appropriate goals.
- F) Learn about and use the resources of Three Rivers Community College (TRCC).
- G) Become more confident with reading, writing and speaking in an academic setting.
- H) Establish personal, career and academic goals, with an understanding of their obstacles.
- I) Be aware of & develop attitudes towards tolerance & acceptance of diverse communities & opinions.
- J) Actively and effectively participate in group assignments and discussions.
- K) Participate in TRCC activities and community events on campus.

**COURSE OUTCOMES:** Upon successful completion of IDS 105 students should be able to:

### **Understand, articulate, and apply the elements of reasoning**

- Formulate appropriate questions and hypotheses
- Recognize assumptions and formulate premises
- Analyze, synthesize and evaluate information
- Formulate logical conclusions

### **Demonstrate informational literacy**

- Understand how and why outside sources are utilized in academic work
- Learn and employ strategies for avoiding plagiarism\*

### **Understand and apply the fundamentals of quantitative reasoning**

- Use information presented quantitatively to further academic work
- Identify, extract, and interpret numerical data from various sources

### **Demonstrate effective communication skills**

- Use writing, reading, and speaking for inquiry, learning, and thinking in a college setting
- Understand, articulate, and apply self-assessment and decision-making skills in achieving family, educational, career, and personal goals

**DISABILITIES STATEMENT:**

Students with disabilities are guaranteed reasonable accommodation under the provisions of the Americans with Disabilities Act of 1992. Disclosure of a disability must be ***voluntary***. Please note that an instructor cannot provide disability accommodations until a student provides the necessary paperwork from the college's Office of Disability Services in the Welcome Center.

Contact Information for Disability Service Providers	
Matt Liscum <a href="mailto:mliscum@trcc.commnet.edu">mliscum@trcc.commnet.edu</a> 860.215.9265 Office A124	<ul style="list-style-type: none"> <li>• Learning Disabilities</li> <li>• ADD</li> <li>• Autism Spectrum</li> <li>• Mental Health Disabilities</li> </ul>
Elizabeth Willcox, Advisor (860) 215-9289 Room A113	<ul style="list-style-type: none"> <li>• Medical Disabilities</li> <li>• Mobility Disabilities</li> <li>• Sensory Disability</li> </ul>

**ACADEMIC INTEGRITY:**

Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person's ability to succeed in the classroom and beyond. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. In this class and in the course of your academic career, present only your own best work; clearly document the sources of the material you use from others; and act at all times with honor.

**PLAGIARISM:**

Plagiarism is the **unacknowledged use of another person's work** or ideas in your writing. It is often known as copying word-for-word. However, even paraphrasing without acknowledgement or using the ideas of peers garnered from class discussion or a study group is considered plagiarism. Whether it is conscious or unconscious, plagiarism is a serious academic offense. Your writing for this course, and any other course at TRCC, is expected to be original, and the product of your own thinking. A student who has plagiarized will receive a ZERO on his/her assignment and will be reported to both the Academic Dean and Student Services Dean for disciplinary action.

**TECHNOLOGY STATEMENT:**

The use of cell phones, laptops, or any other technological device is not permitted during class time. If you wish to use a laptop for note taking, please see me for prior approval.

**ELECTRONIC LEARNING PORTFOLIOS:**

As a student you will maintain an online learning portfolio using a college-designed template in ***Digication***. Through this electronic tool you will have the opportunity to monitor your own growth in college-wide learning. It may even help you determine a major that is best suited to you. You will be able to keep and maintain your learning portfolio after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. If your work is selected and reviewed for assessment purposes, it will remain anonymous and private. Digication provides a "place" where you will connect your learning from the classroom, college, and life in general. Sometimes when you review all of the work you have done and think about it, you end up learning something different and perhaps unexpected. Please review your course outlines to determine what assignments to upload into the TRCC Digication template and please post your own choices, as well. Have fun in learning! More information on Digication is located at:

[http://www.trcc.commnet.edu/Div\\_IT/EducationalTechnology/Digication.shtml](http://www.trcc.commnet.edu/Div_IT/EducationalTechnology/Digication.shtml)

**EMAIL:**

Correspondence by email is considered a method of **formal communication**. Emailing an instructor is not the same as emailing or texting a friend. Please use a proper salutation, complete sentences, punctuation, proper spelling and identify yourself by first and last name in the body of the email. **Students must use their college issued email account.** [http://www.trcc.commnet.edu/Div\\_IT/EducationalTechnology/PDF/LogintoStudentEmail.pdf](http://www.trcc.commnet.edu/Div_IT/EducationalTechnology/PDF/LogintoStudentEmail.pdf) (Students can forward their college email to their personal email accounts, which is strongly encouraged.)

**CLASS CANCELLATION:**

To determine if the college is closed, please visit the TRCC webpage at <http://www.trcc.comnet.edu/> and/or sign-up for notification through MyCommNet ALERT.

Statement of Policy for Public Act No. 14-11: An Act Concerning Sexual Assault, Stalking and Intimate Partner Violence on Campus: “The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education free from acts of sexual misconduct, intimate partner violence and stalking. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.”

**TITLE I STATEMENT.**

UNITED STATES DEPARTMENT OF EDUCATION AND OFFICE OF CIVIL RIGHTS TITLE IX STATEMENT OF POLICY: “**Title IX** of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX. Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part-or full-time status, disability, race, or national origin-in all aspects of a recipient’s educational programs and activities.”

If any student experiences sexual misconduct or harassment, and/or racial or ethnic discrimination on Three Rivers Community College Campus, or fears for their safety from a threat while on campus, please contact Edward A. Derr, the Diversity Officer and Title IX Coordinator:

Edward A. Derr  
Title IX Coordinator and Diversity Officer  
Admissions Welcome Center \* Office A116  
574 New London Turnpike, Norwich CT 06360  
860.215.9255 \* [EDerr@threerivers.edu](mailto:EDerr@threerivers.edu)

## COLLEGE WITHDRAWAL POLICY:

Course withdrawals are recommended if you cannot complete your course and are accepted up until the week before classes end. Specific deadline dates are posted in the calendar and are strictly enforced. A grade of "W" will be assigned after you formally withdraw. If you stop attending classes without withdrawing, a grade of "W" will not be automatically assigned. Neglecting to withdraw may result in a grade of "F". It is strongly advised that you speak with your instructor before withdrawing. **Instructor signature is not required to withdraw.** No tuition or fee refunds will be granted for a withdrawn course.

Before you withdraw - Are you receiving:

- a. Financial aid - contact Financial Aid Office - 860-215-9040
- b. Veteran's assistance - contact Veterans Office - 860-215-9235

For your convenience, you may choose to withdraw online.

1. **Withdraw Online** - [Log into myCommNet](#)
2. **Not receiving** financial aid or veteran's assistance, go to 3 and 4 below:
3. **Select** the correct course (CRN) you want to withdraw
4. **Select WW** in the drop down menu and submit changes

Note: Your **WW** will appear in your myCommNet student record. This is your withdrawal confirmation. No need to submit any additional withdrawal form to the Registrar's Office.

5. **Withdrawal form** is available online or in person at the Registrar's Office Room A115.
6. Completed withdrawal form may be:
  - a. emailed to: registrar@threeivers.edu or
  - b. faxed to: 860-215-9919
  - c. dropped off in person

Questions: call the Registrar's Office at: 860-215-9064

**The last day to withdraw from the FALL 2017 semester is December 11, 2017.**

**No longer attending class is not the same as a withdrawal and may result in a failing grade.**

## CLASS ATTENDANCE & HOMEWORK:

**Class Attendance is expected and vital** (see Classroom Participation below). Missing class will negatively impact your grade. You are expected to be in your seat, on time, and ready to **take notes** at the beginning of each class period. I often post class information, assignments, handouts, etc. in Blackboard under *Course Content*. Please check there often.

**I do not accept late work in this class.** If you miss a class it is up to you to get me the assignment *the day it is due*. **I will accept emailed assignments,** but you must also hand-deliver a hard copy to me or in my mailbox, which is located in the **D207** office suite. If you know you are going to miss a class, please speak with me in advance to make appropriate accommodations and obtain pre-approval for an excused absence. Your missed work will need to be turned in on the day you return to class after your pre-approved excused absence.

## GRADE COMPUTATION:

The following is an approximate breakdown of the final grade (point values subject to change at instructor's discretion):

A.	Classroom participation and in-class assignments	50 pts.
B.	Homework Assignments	50 pts.
C.	Demonstrated participation in a college activity/event paper	50 pts.
D.	Syllabus Quiz	50 pts.
E.	Electronic Learning Portfolio	50 pts.
F.	Coping with College Assignment	50 pts.
G.	Education Planning Assignment	100 pts.
H.	Exam 1	100 pts.
H.	Exam 2	100 pts.
I.	Career Exploration Portfolio Assignment	200 pts.
J.	Group Project Assignment	200 pts.
	<b>TOTAL</b>	<b>1000 pts.</b>

### Grading Distribution:

A	94-100	C	73-76
A-	90-93	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	0-59

## **EVALUATION CRITERIA:**

This course demands **active involvement** in the learning experience accompanied by reading and writing activities that capture those experiences. The nature of the course content requires critical thinking skills to be learned, developed, and applied. NOTE: Missing an assignment worth 5% can reduce your average by a half letter grade (so from an A- to a B+).

**The following criteria will be considered in evaluating student performance:**

**A. CLASSROOM PARTICIPATION AND IN-CLASS assignments (5%)**

Lateness and absences will have a *negative impact* on your grade. If attendance becomes an issue and you decide not to return to class, it is YOUR responsibility to officially withdraw from the course. There will be weekly graded assignments. No make-up assignments will be given.

**B. HOMEWORK ASSIGNMENTS (5%)**

Reading and writing assignments are designed to provide opportunities for further exploration of ideas or for confirmation of understanding. All reading and writing assignments are due at the next scheduled class meeting (unless otherwise noted). Homework assignments should be typed using MLA format, unless otherwise noted by the instructor.

**C. DEMONSTRATED PARTICIPATION IN A COLLEGE ACTIVITY (5%)**

Each student will participate in at least one Three Rivers Community College sponsored event or function and will submit a typed paper that critiques the experience. This should be turned in no later than one week after the event.

**D. SYLLABUS QUIZ (5%)**

You will be quizzed on the content of the syllabus. The quiz will be completed in the first 20-minutes of class time. No makeup quizzes will be given.

**E. ELECTRONIC LEARNING PORTFOLIO (5%)**

Students are required to create and maintain an online learning portfolio using DIGICATION. The learning portfolio is a compilation of all that is accomplished during the semester and will serve as a useful reference tool for the student for semesters to come.

**F. COPING WITH COLLEGE PAPER (5%)**

**DIRECTIONS:** After reading about the difference between high school and college, write a 3-4 page reflective paper. Include each of these four questions in your essay: 1. Why is going to or returning to college important for you? 2. What is going to be your greatest challenge? 3. How will you overcome it? How do you think college will change your roles, routines, and relationships? We all have a different sense of what the word support means. We can seek support from family, friends, relatives, religious institutions, neighbors, co-workers or even strangers. 4. What or who make up some of your support system?

**G. EDUCATION PLANNING ASSIGNMENT (10%)**

This four part assignment will help you map your coursework, design a realistic plan for accomplishing your coursework, and learn to work with your advisor to accomplish your goals. Details of the assignment will be passed out on the first day of class. It will also be available in Course Content of Blackboard.

**H. EXAM 1 AND EXAM 2 (10% each)**

During the semester there will be two exams. Exams will consist of (but will not be limited to) multiple choice, short answer, true/false, matching, and short answers. Exams cannot be made up unless arrangements have been made with the instructor *prior* to the time of the exam.

**I. CAREER EXPLORATION PORTFOLIO ASSIGNMENT (20%)**

This multi-part assignment will help you map your career. You will write a resume and then bring it into the Writing Center for assistance with formatting/tips. Using your resume as a guide, write a 5-7 page paper that will analyze what skills, traits, college courses, and experience you should probably gain during your time in college in order to make yourself more marketable. You should submit your resume and references but they do not count towards the 5-7 page requirements. Details of the assignment will be passed out on the first day of class. It will also be available in Course Content of Blackboard.

**J. GROUP PROJECT ASSIGNMENT (20%)**

In groups of 3-4 you will make a video giving advice to next year's entering students. Your video must be at least 2 minutes long per group member (you can provide handouts, but it is not required). Be creative. More information will be provided for this group project throughout the semester. Think about what you wish you knew before you started at TRCC. This is not meant to just be a video tour of the school.

## FYE SCHEDULE\*

### **WEEK 1 — FYE INTRODUCTION - CHAPTER 1**

08/29 — Intro to FYE

08/31 — CHAPTER 1: COLLEGE KNOWLEDGE

### **WEEK 2 — CHAPTER 2 & SYLLABUS QUIZ**

09/05 — MAKING CONNECTIONS: FOUR STEPS TO YOUR SUCCESS

09/07 — Community College Success SYLLABUS QUIZ

### **WEEK 3 — CHAPTER 3**

09/12 — GOAL SETTING, AND MOTIVATION

09/14 — College 101 Presentation

### **WEEK 4 — CHAPTER 4 & DIGICATION**

09/19 — TIME MANAGEMENT Assignment watch Randy Pausch: Last Lecture (google it)

09/21 — DIGICATION in computer lab, bring a laptop if you want to ensure you have a computer

### **WEEK 5 — CHAPTER 5**

09/26 — **HIGHER LEVEL THINKING**

09/28 — Reading Critically ~ Creative Thinking ~ Study Skills & COPING WITH COLLEGE PAPER DUE

### **WEEK 6 — CHAPTER 6**

10/03 — DEEP LEARNING

10/05 — Identifying Your Learning Style, Choosing a Major ~ Studying

### **WEEK 7 — CHAPTER 7**

10/10 — TEST TAKING SKILLS AND STRATEGIES

10/12 — Test Taking Strategies ~ Learning: Exam Performance

### **WEEK 8 — READING DAY & EXAM 1**

10/17 — READING DAY: STUDY FOR EXAM

10/19 — EXAM 1 (1, 2, 3, 4, 5, 6, 7)

### **WEEK 9 — CHAPTER 9**

10/24 — FINANCIAL LITERACY

10/26 — Economic Benefits of College and Financing Your Education Financial Aid

### **WEEK 10 — CHAPTER 10 & EDUCATIONAL PLAN ASSIGNMENT DUE**

10/31 — Relationships with Classmates and Instructors, Interpersonal Relationships (MW)

11/02 — SOCIAL AND EMOTIONAL INTELLIGENCE EDUCATIONAL PLAN ASSIGNMENT DUE

### **WEEK 11 — CHAPTER 11**

11/07 — Sexual Misconduct

11/09 — HEALTH & WELLNESS

### **WEEK 12 — CHAPTER 12**

11/14 — EDUCATIONAL AND CAREER PLANNING AND DECISION MAKING

11/16 — Transferring ~ Planning Beyond Your Major

### **WEEK 13 — RESUME STRATEGIES & CAREER PROGRESS & INDIVIDUAL PRESENTATION**

11/21 — RESUME STRATEGIES & CAREER PROGRESS Individual Presentations on: How is Your Career Exploration Paper

11/23 — THANKSGIVING NO CLASS

### **WEEK 14 — CHAPTER 8 & TRCC EVENT/FUNCTION DEADLINE**

11/28 — DIVERSITY AND THE COMMUNITY COLLEGE EXPERIENCE TRCC EVENT/FUNCTION DEADLINE

11/30 — Work on Team Video during class time

### **WEEK 15 — GROUP PRESENTATIONS & CAREER EXPLORATION PORTFOLIO DEADLINE**

12/05 — Group Project Presentations

12/07 — Group Project Presentations – CAREER EXPLORATION PORTFOLIO DEADLINE

### **WEEK 16 — GROUP PRESENTATIONS; & EXAM 2**

12/12 — Group Project Presentations Final Exam Review

12/14 — EXAM 2 (Chapters 8, 9, 10, 11, 12, presentations, handouts)

*\*Please note that this is a projected schedule and subject to change.*

**FALL 2017 Standard 15 Week Session (this is not on the quiz)**

<b>Aug 28</b>	Registration deadline and last day to drop classes for full tuition refund
<b>Aug 29</b>	Classes begin, add and drop periods begin
<b>Sep 4</b>	<b>Labor Day - college closed</b>
<b>Sep 4</b>	Last day for registered students to add a class – online ( <b>Sep 1 in person</b> )
<b>Sep 5-8</b>	Welcome Week
<b>Sep 11</b>	Last day to drop classes and partial tuition refund
<b>Sep 18</b>	Constitution Day observed (classes in session)
<b>Sep 22</b>	Professional Day (classes in session)
<b>Sep 26</b>	Last day to select audit option
<b>Oct 17</b>	Reading Day * <a href="#"><u>See Additional Notes</u></a>
<b>Oct 31</b>	Advising Day (classes in session)
<b>Nov 1</b>	Continuing Degree-Seeking Student Registration for Winter '17 Intersession and Spring '18 Semester
	Advising day (classes in session)
<b>Nov 7</b>	Last day to select pass/fail option, last day to submit incomplete work from Spring '17 and Summer '17
<b>Nov 15</b>	New Student and Non Degree-Seeking Student Registration for Winter '17 Intersession and Spring '18 Semester, and last day to apply for spring graduation (May '18)
<b>Nov 22</b>	College open - no classes in session
<b>Nov 23-26</b>	<b>Thanksgiving recess</b>
<b>Dec 11</b>	Last day to withdraw from classes
<b>Dec 18</b>	Last day of 15 Week Session
<b>Dec 22</b>	Final grades due to Registrar's office
<b>Dec 25</b>	<b>Christmas Day - college closed</b>
<b>Dec 27</b>	Grades available on web