

TRCC FIRST YEAR EXPERIENCE (IDS*K105) SPRING 2017 CRN: 12019 SEC: T2

INSTRUCTOR: Kelly L. Richmond
EMAIL: krichmond@threeivers.edu = krichmond@trcc.commnet.edu
CLASS HOURS: 11:00 a.m. – 12:15 p.m., T&TH, Room D102
OFFICE HOURS: by appointment
REQUIRED TEXT: **Thriving in the Community College & Beyond** Cuseo, McLaughlin, Thompson and Moono
ISBN: 978-1-4652-1314-3 Edition: 2 Copyright: 2013

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 mliscum@trcc.commnet.edu 860.215.9265 Office A124	<ul style="list-style-type: none"> • Learning Disabilities • ADD • Autism Spectrum • Mental Health Disabilities
Elizabeth Willcox, Advisor (860) 215-9289 Room A113	<ul style="list-style-type: none"> • Medical Disabilities • Mobility Disabilities • Sensory Disability

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:

All students are required to maintain an online learning portfolio in **DIGICATION** that uses the college template. Through this electronic tool, students will have the opportunity to monitor their own growth in college-wide learning. The student will keep his/her learning portfolio and may continue to use the DIGICATION account after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. Student work reviewed for assessment purposes will not include names and all student work will remain private and anonymous for college improvement purposes. Students will have the ability to integrate learning from the classroom, college, and life in general, which will provide additional learning opportunities. If desired, students will have the option to create multiple portfolios.

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. College issued email is the official mode of communication used by the college to contact students.**

CLASS CANCELLATION:

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

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 SPRING 2017 semester is May 8 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.
	TOTAL	1000 pts.

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 presentation or video giving advice to next year's entering students. Your video must be at least 10 minutes long (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

1/19 — FYE Intro ~ College vs. High School ~ Blackboard ~ CommNET, Syllabus Overview ~ Introductions & Expectations

WEEK 2 — THE GAME PLAN – CHAPTER 1

1/24 — Library overview and tour (PW)

1/26 — What does it mean to be a College Student? (RS)

WEEK 3 — TOUCHING ALL THE BASES – CHAPTER 2, QUIZ

1/31 — Community College Success

2/02 — SYLLABUS QUIZ — Class time

WEEK 4 — DIGICATION: GOALS SETTING, MOTIVATION AND CHARACTER– CHAPTER 3

2/07 — DIGICATION (Computer Lab)

2/09 — Success, Goal setting, motivation (MW)

WEEK 5 — MANAGING TIME AND PREVENTING PROCRASTINATION – CHAPTER 4

2/14 — Time Management, Complete Time Management Plan

2/16 — Beating Procrastination - (JB)

WEEK 6 — HIGHER LEVEL THINKING – CHAPTER 5

2/21 — Randy Pausch Last Lecture

2/23 — Critical and Creative Thinking ~ Study Skills, (BK) COPING WITH COLLEGE PAPER DUE

WEEK 7 — STRATEGIC STUDYING AND TEST TAKING – CHAPTER 6 & 7

2/28 — Reading Critically ~ Creative Thinking ~ Tutoring ~ Plagiarism Tutorial (?)

3/02 — Identifying Your Learning Style, Choosing a Major ~ Studying

WEEK 8 — NOTE TAKING, TEST STRATEGIES; EXAM 1

3/07 — Note Taking ~ Test Taking Strategies ~ Learning: Exam Performance

3/09 — EXAM 1 (1, 2, 3, 4, 5, 6, 7)

WEEK 9 – SPRING BREAK NO CLASSES

3/14 — SPRING BREAK NO CLASSES

3/16 — SPRING BREAK NO CLASSES

WEEK 10 — DIVERSITY AND THE COMMUNITY COLLEGE EXPERIENCE - CHAPTER 8

3/21 — Diversity (BC)

3/23 — Relationships with Classmates and Instructors, Interpersonal Relationships

WEEK 11 — SOCIAL & EMOTIONAL INTELLIGENCE – CHAPTER 10; HEALTH & WELLNESS – CHAPTER 11

3/28 — Social & Emotional Intelligence

3/30 — Sexual Misconduct (JM) EDUCATIONAL PLAN ASSIGNMENT DUE

WEEK 12— EDUCATIONAL AND CAREER PLANNING AND DECISION MAKING – CHAPTER 12

4/04 — Self-awareness and future planning, Networking

4/06 — Transferring ~ Planning Beyond Your Major (KG)

WEEK 13 — RESUME STRATEGIES & CAREER PROGRESS

4/11 — Resume strategies

4/13 — Individual Presentations on: How is Your Career Exploration Paper? ~ Progress Meetings

WEEK 14 — FINANCIAL LITERACY - CHAPTER 9

4/18 — Prioritizing Your Finances and Budgeting ~ Protecting Your Credit (EM)

4/20 — Economic Benefits of College and Financing Your Education Financial Aid ~ (KB)

WEEK 15 — GROUP PRESENTATIONS

4/25 — Group Project Presentations

4/27 — Group Project Presentations – CAREER EXPLORATION PORTFOLIO DUE

WEEK 16 — GROUP PRESENTATIONS; READING DAY

5/02 — Group Project Presentations Final Exam Review TRCC EVENT/FUNCTION ASSIGNMENT DEADLINE

5/04 — READING DAY/Make up day (possible no class)_Group Project Presentations if not complete)

WEEK 17 — FINALS WEEK

5/09 — EXAM 2 (Chapters 8, 9, 10, 11, 12, presentations, handouts)

**Please note that this is a projected schedule and subject to change. = (initials) Indicate possible guest speaker.*

This page is not on the syllabus quiz.

SPRING 2017 Standard 15 Week Session

Jan 16	Martin Luther King Day - college closed
Jan 17	New student orientation
Jan 18	Professional Day, Registration deadline and last day to drop classes for full tuition refund
Jan 19	Classes begin, Add and drop periods begin
Jan 25	Last day for registered students to add a class
Feb 1	Last day to drop classes and partial tuition refund
Feb 16	Last day to select audit option
Feb 17-20	Lincoln's and Washington's Birthday observed - classes not in session
Mar 15	Last day to apply for summer (August '17) graduation
Mar 13-19	Spring Break - classes not in session
Mar 30	Last day to select pass/fail option, last day to submit incomplete work from Fall '16 and Intersession '16 Advising day (classes in session)
Apr 3	Continuing Degree-Seeking Student Registration for Summer '17 Session and Fall '17 Semester Advising day (classes in session)
Apr 14	Good Friday - college closed
Apr 17	New Student and Non-Degree Seeking Student Registration for Summer '17 Session and Fall '17 Semester
May 4	Reading/make-up day
May 8	Last day to withdraw from classes
May 15	Last day of 15 week session
May 22	Final grades due
May 24	Student grades available on web Commencement
May 29	Memorial Day - college closed
June 15	Last day to apply for fall (December '17) graduation