

TRCC FIRST YEAR EXPERIENCE (IDS*K105) FALL 2016: CRN: 31685

INSTRUCTOR: Kelly L. Richmond
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CLASS HOURS: 12:30 p.m. – 1:45 p.m., T&TH, Room D215
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 located in the Welcome Center.

Contact Information for Disability Service Providers	
Matt Liscum mliscum@trcc.comnet.edu 860.215.9265 Office A124	<ul style="list-style-type: none"> · Learning Disabilities · ADD/ADHD · 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 taking notes, please see me for prior approval.

ELECTRONIC LEARNING PORTFOLIOS:

All students are required to maintain an online learning portfolio in **DIGICATION** using the TRCC 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.comnet.edu/> and/or sign-up for notification through MyCommNet ALERT.

COLLEGE WITHDRAWAL POLICY:

Course withdrawals are accepted up until the week before classes end. Withdrawal forms are available online or at the Registrar's office. The withdrawal does not have to be signed by the instructor, but it is strongly advised that you speak with your instructor before withdrawing. If necessary, you can withdraw over the phone by calling the Registrar's Office at 860.215.9064. Emails and faxes are also accepted. If you are receiving financial aid, it is strongly recommended that you contact the [Financial Aid Office](#) before withdrawing. Withdrawal may affect your financial aid for current and/or future semester(s). It is your responsibility to confirm that the withdrawal has been received. No tuition or fee refunds will be granted for a withdrawn course.

You should always speak to your instructor prior to withdrawing from a course to explore all options.

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

The last day to withdraw from the FALL 2016 semester is December 9, 2016.

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. After each class, I will post a brief synopsis of the class activities for the day with any associated assignments, handouts, etc. in Blackboard under *Course Content*.

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 do accept emailed assignments**, but you must also hand-deliver a hard copy to my mailbox, which is located in the D111 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 ASSIGNMENT	50 pts.
D.	SYLLABUS QUIZ	50 pts.
E.	ELECTRONIC LEARNING PORTFOLIO	50 pts.
F.	HOW ARE YOU COPING WITH COLLEGE? ASSIGNMENT	50 pts.
G.	EDUCATIONAL PLANNING ASSIGNMENT	100 pts.
H.	EXAM 1	100 pts.
H.	EXAM 2	100 pts.
I.	CAREER EXPLORATION PORTFOLIO	200 pts.
J.	TEAM VIDEO 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. If you are reading this, it is a hint about the syllabus quiz. If it is bold, underlined and in italics, it is probably on the quiz. If it is a due date, it is probably on the quiz.

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 essay that critiques the experience.

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. HOW ARE YOU COPING WITH COLLEGE? ASSIGNMENT (5%)

After reading about the difference between high school and college, write a 2-3 page reflective essay. Your essay should answer: Why is going to or returning to college important for you? What is going to be your greatest challenge? 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. What or who make up some of your support system?

G. EDUCATIONAL 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 are located in your first day packet.

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, matching and short answers. Exams cannot be made up unless arrangements have been made with the instructor *prior* to the start of the exam. If you have a 90 or above on **EVERY** assignment, you are waived from exam 2.

I. CAREER EXPLORATION PORTFOLIO (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 4-6 page essay 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 are located in your first day packet.

J. TEAM VIDEO ASSIGNMENT (20%)

In a team of 4-5 you will create a video presentation giving advice to inspire next year's entering freshmen. Your video must be at least 2 minutes long per team member (team of 4 = 8 minute video; team of 5 = 10 minute video). Your video can be accompanied by a hand-out for extra credit.

FYE SCHEDULE*

WEEK 1 — FYE INTRODUCTION

08/30 — FYE Intro ~ College vs. High School ~ Blackboard ~ CommNET, Syllabus Overview ~ Introductions & Expectations

09/01 — Library overview and tour (PW)

WEEK 2 — CHAPTER 1: THE GAME PLAN

09/06 — What does it mean to be a College Student?

09/08 — Community College Success (RS)

WEEK 3 — CHAPTER 2: TOUCHING ALL THE BASES; SYLLABUS QUIZ

09/13 — SYLLABUS QUIZ — Class time

09/15 — Writing Lab (JB)

WEEK 4 — CHAPTER 3: GOAL SETTING, MOTIVATION AND CHARACTER

09/20 — Success, Goal setting, motivation

09/22 — DIGICATION (JC)

WEEK 5 — CHAPTER 4: MANAGING TIME AND PREVENTING PROCRASTINATION

09/27 — Beating Procrastination - **Complete Time Management Plan**

09/29 — Randy Pausch Last Lecture HOW ARE YOU COPING WITH COLLEGE? DEADLINE

WEEK 6 — CHAPTER 5: HIGHER LEVEL THINKING

10/04 — Reading Critically ~ Creative Thinking ~ Tutoring

10/06 — Critical and Creative Thinking ~ Study Skills and Study Groups, (BK)

WEEK 7 — CHAPTERS 6 & 7: STRATEGIC STUDYING AND TEST TAKING

10/11 — Identifying Your Learning Style, Choosing a Major ~ Studying

10/13 — Note Taking ~ Test Taking Strategies ~ Learning: Exam Performance

WEEK 8 — CHAPTER 8: DIVERSITY AND THE COMMUNITY COLLEGE EXPERIENCE; EXAM 1

10/18 — Exam 1 (1, 2, 3, 4, 5, 6, 7)

10/20 — Diversity (BC)

WEEK 9 — CHAPTER 9: FINANCIAL LITERACY

10/25 — Economic Benefits of College ~ Prioritizing Your Finances and Budgeting ~ Protecting Your Credit (EM)

10/27 — Financing Your Education and Quiz (KB)

WEEK 10 — CHAPTER 10: SOCIAL & EMOTIONAL INTELLIGENCE

11/01 — Relationships with Classmates and Instructors, Interpersonal Relationships

11/03 — Social/Emotional Intelligence Educational Planning Assignment Deadline (MW)

WEEK 11 — CHAPTER 11: HEALTH & WELLNESS

11/08 — Health and Wellness

11/10 — Sexual Misconduct (NN)

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

11/15 — Self-awareness and future planning, Networking ~ Resume Strategies

11/17 — Transferring ~ Planning Beyond Your Major (KG)

WEEK 13 — PRESENTATIONS & MEETINGS WITH INSTRUCTOR

11/22 — Individual Presentations on: How is Your Career Exploration Assignment? ~ Progress Meetings

11/24 — THANKSGIVING NO CLASS

WEEK 14 — TEAM VIDEO PRESENTATIONS

11/29 — Work on Team Videos

12/01 — Team Video Presentations

WEEK 15 — TEAM VIDEO PRESENTATIONS

12/06 — Team Video Presentations

12/08 — Team Video Presentations in class – CAREER EXPLORATION PORTFOLIO DEADLINE

WEEK 16 — FINALS WEEK

12/13 — Team Video Presentations ~ ~ Final Exam Review Last day to submit TRCC Event/Function Assignment deadline

12/15 — EXAM 2 (Chapters 8, 9, 10, 11, 12, presentations, handouts)

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

FALL 2016 Standard 15 Week Session (NOT ON SYLLABUS QUIZ)

Aug 25	New Student Orientation
Aug 28	Registration deadline and last day to drop classes for full tuition refund - online (Aug 26 - in person)
Aug 29	Classes begin, Add and Drop Periods Begin
Sep 5	Labor Day - college closed
Sep 6	Last day for registered students to add a class
Sep 7	Convocation
Sep 11	Last day to drop classes and partial tuition refund
Sep 16	Constitution Day (observed) - classes in session
Sep 26	Last day to select audit option
Oct 14	Professional Day
Oct 31	Advising day (classes in session)
Nov 1	Continuing Degree-Seeking Student Registration for Winter '16 Intersession and Spring '17 Semester Advising day (classes in session)
Nov 7	Last day to select pass/fail option, last day to submit incomplete work from Spring '16 and Summer '16
Nov 15	New Student and Non Degree-Seeking Student Registration for Winter '16 Intersession and Spring '17 Semester and last day to apply for spring graduation (May '17)
Nov 23	College Open - No classes in session
Nov 24-27	Thanksgiving Recess
Dec 6 & 9	Reading/make-up days
Dec 9	Last Day to withdraw from classes
Dec 16	Last Day of 15 Week Session
Dec 23	Final grades due to Registrar's Office
Dec 26	Christmas Day Observed - college closed
Dec 28	Grades available on web