
First Year Experience

Three Rivers Community College	IDS*K105 section T2	Fall 2018
3 Credit Hours	Tuesday/Thursday 11:00am-12:15pm	Room D215
Instructor: Kelly L. Richmond	krichmond@trcc.commnet.edu	krichmond@threeivers.edu
	Office hours by appointment	

PREREQUISITE: ENG*K096 placement or completion of ESL*K063 with a “C#” grade or better.

COURSE DESCRIPTION: 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.

TEXTBOOK: Thriving in the Community College and Beyond 3rd edition 2016
By Cuseo, Joe B.; Thompson, Aaron; McLaughlin, Julie A.

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.
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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 ewilcox@trcc.commnet.edu 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.

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.

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.

ELECTRONIC LEARNING PORTFOLIOS:

All students are required to maintain an online learning portfolio in DIGICATION. There is a 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 Fall 2018 semester is December 7, 2018.

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):

GRADED WORK	%	POINTS
A. Career Exploration Portfolio	20%	200 pts.
B. Classroom participation	5%	50 pts.
C. College Sponsored Activity/Event Reflection	5%	50 pts.
D. Coping with College Reflection Paper	5%	50 pts.
E. DIGICATION (Electronic Learning Portfolio)	5%	50 pts.
F. Education Planning Paper	10%	100 pts.
G. Exam 1	10%	100 pts.
H. Exam 2	10%	100 pts.
I. FYE Project Assignment	20%	200 pts.
J. Homework Assignments and In-Class Assignments	5%	50 pts.
K. Syllabus Quiz	5%	50 pts.
TOTAL	100%	1000 pts.

Grade 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. Missing an assignment worth 5% can reduce your grade by a half letter grade (e.g., from A- to B+).

The following criteria will be considered in evaluating student performance:

A. CAREER EXPLORATION PORTFOLIO (20%)

This multi-part portfolio 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.

B. CLASSROOM PARTICIPATION (5%)

You are expected to be actively involved in this course. **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. You must be present for in-class assignments, there are no make-ups.

C. COLLEGE SPONSORED ACTIVITY/EVENT REFLECTION (5%)

Each student must participate in at least one Three Rivers Community College sponsored activity or event and submit a 1-2 page typed paper that critiques the experience (sponsor, date, what was it like, etc.). This should be turned in no later than one week after the event.

D. COLLEGE REFLECTION PAPER: HOW ARE YOU COPING WITH COLLEGE?

Write a 2-3 page reflection discussing how you are coping with college. It should be in first person with MLA format. Directions will be given in the first class. Address such things as: how you are coping with college; Why is college important to you; and How will school impact your life?

E. DIGICATION - 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. 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.

G. 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.

H. PROJECT ASSIGNMENT (20%)

Working independently or in groups of up to 4, you will make a video presentation. The topic will be: What advice would you give to a new TRCC student? Address something like: What resources do you think are most valuable at TRCC or something you wish you knew before you started at TRCC? Why is attending TRCC a great choice?; Why is returning to school after an absence a great idea; etc.. Your video must be at least 2 minutes per person (you can provide handouts, but it's not required). Be creative. More information will be provided throughout the semester. Think about what you wish you knew before you started TRCC. This is not meant to be a tour of the school. It is meant for you to give new students important and positive advice about attending TRCC.

I. HOMEWORK AND IN-CLASS 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.

J. SYLLABUS QUIZ (5%)

You will be quizzed on the content of this syllabus. It will include important (underlined, italics, bold) as well as due dates. The quiz will be completed in the first 20-minutes of class time. No makeup quizzes will be given.

FYE SCHEDULE*

WEEK 1 — FYE INTRODUCTION

8/28 — FYE College vs. High School ~ Blackboard ~ CommNET, Syllabus Overview ~ Introductions & Expectations

8/30 — Community College Success

WEEK 2 — CHAPTER 1: COLLEGE KNOWLEDGE

9/4 — What does it mean to be a College Student?

9/6 — Library overview and tour (PW)

WEEK 3 — CHAPTER 2: MAKING CONNECTIONS – SYLLABUS QUIZ

9/11 — SYLLABUS QUIZ — First 20 minutes of class, be on time

9/13 — College 101 (JC)

WEEK 4 — CHAPTER 3: GOAL SETTING & MOTIVATION

9/18 — Success, Goal setting, motivation

9/20 — Student Involvement (SP)

WEEK 5 — CHAPTER 4: TIME MANAGEMENT

9/25 — Time Management, Complete Time Management Plan

9/27 — Beating Procrastination - (JB) (MB)

WEEK 6 — CHAPTER 5: HIGHER-LEVEL THINKING

10/2 — Randy Pausch Last Lecture

10/4 — Critical and Creative Thinking ~ Study Skills, COPING WITH COLLEGE PAPER DUE

WEEK 7 — CHAPTER 6: DEEP LEARNING – CHAPTER 7: TEST-TAKING SKILLS AND STRATEGIES

10/9 — Reading Critically ~ Creative Thinking ~ Tutoring

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

WEEK 8 — NOTE TAKING, TEST STRATEGIES; EXAM 1

10/16 — Note Taking ~ Test Taking Strategies ~ Learning: Exam Performance

10/18 — EXAM 1 (1, 2, 3, 4, 5, 6, 7)

WEEK 9 — DIGICATION – CHAPTER 8: DIVERSITY & COMMUNITY COLLEGE EXPERIENCE

10/23 — DIGICATION (Computer Lab)

10/25 — Diversity, Relationships with Classmates and Instructors, Interpersonal Relationships (MW)

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

10/30 — Social & Emotional Intelligence

11/1 — Sexual Misconduct (IX) EDUCATIONAL PLAN ASSIGNMENT DUE

WEEK 11 — CHAPTER 12: EDUCATIONAL AND CAREER PLANNING AND DECISION MAKING

11/6 — Self-awareness and future planning, Networking

11/8 — Transferring ~ Planning Beyond Your Major (KG)

WEEK 12 — RESUME STRATEGIES & CAREER PROGRESS

11/13 — Resume strategies

11/15 — Individual Presentations on: How is Your Career Exploration Paper? ~ Progress Meetings

WEEK 13 CHAPTER 9: FINANCIAL LITERACY -

11/20 — Economic Benefits of College and Financing Your Education Financial Aid ~ (KB)

11/22 — THANKSGIVING NO CLASS

WEEK 14 — GROUP PRESENTATIONS

11/27 — Group Project Presentations

11/29 — Group Project Presentations – CAREER EXPLORATION PORTFOLIO DUE

WEEK 15 — GROUP PRESENTATION

12/4 — Project Presentations

12/6 — Project Presentations; Exam Review

WEEK 16 — FINALS WEEK

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

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