

College Skills - How to be Successful in College

Date 7/14/2011

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**COURSE NUMBER:** COL 103**PREREQUISITE(S):** None**CO-REQUISITE(S):** None**COURSE DESCRIPTIONS** This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.**TEXTBOOK(S):** Baldwin, Amy. *The Community College Experience*: PLUS. 2<sup>nd</sup> edition. Upper Saddle River, NJ: Pearson 2010.**REFERENCE(S):** None**OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:** Students need a notebook, paper, pens and highlighters.**METHOD OF INSTRUCTION:** The course is taught through lectures, discussions, individual projects, and collaborative and individual activities.

<b><u>GRADING SYSTEM:</u></b>	90	-	100	=	A
	80	-	89	=	B
	70	-	79	=	C
	60	-	69	=	D
	0	-	59	=	F

<b><u>GRADE CALCULATION METHOD:</u></b>	Mid-term Exam	=	20%
	Final Exam	=	20%
	Major Project	=	25%
	Assignments/Discussion Threads	=	25%
	Advising	=	10%
		=	100%

**ATTENDANCE POLICY:** The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

**Withdrawal Policy:** During the first 75% of the course, a student may initiate withdrawal and

receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

**Absences for Religious Holidays:** Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) an instructor-approved plan, which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan, which outlines the make up of activities and assignments.

**CLASSROOM CONDUCT:**

**ACADEMIC DISHONESTY:** Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

**CELLULAR PHONES AND PAGERS/BEEPERS:** Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to "disruptive behavior."

**CLASS/LAB PROCEDURES:**

Each instructor develops individual class policies and procedures about tests, assignments, and quizzes. Please see the instructor's information sheet.

**ACCOMMODATIONS:**

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services. You may contact Student Disability Services by calling, (864) 592-4811, and toll-free-1-800-922-3679; via email through the Spartanburg Community College web site at [www.sccsc.edu/SDS/](http://www.sccsc.edu/SDS/); or by visiting the office located in the Dan Lee Terhune Student Services Building, room 112 of the Spartanburg Community College campus. By contacting Student Disability Services early in the semester, students with disabilities give the College an opportunity to provide necessary support services and appropriate accommodations.

**COURSE OUTCOMES & OBJECTIVES:**

**Upon satisfactory completion of this course, the student will be able to:**

- I. Describe college culture
  - A. Discuss the benefits of higher education
  - B. Identify the differences between high school and college.
  - C. Determine and discuss expectations that are placed on college students by college faculty and administrators.
  - D. Identify and demonstrate knowledge of campus resources.
  - E. Use technology to facilitate communication and complete college assignments.

- II. Determine and set personal, educational, and career goals and plan ways to achieve these goals.
  - A. Define what is meant by learning styles and how to use this knowledge for self awareness
  - B. Assess short term and long term goals.
  - C. Monitor and manage time and stress.
  - D. Examine diversity and how to adapt to various teaching styles and various learning environments.
  - E. Discuss ways to improve on healthy living habits and examine how healthy living is connected to achievement of personal, academic, and career success.
  
- III. Recognize skills to assist with college and career success.
  - A. Discuss and practice various listening and note taking strategies.
  - B. Examine personal reading habits and gain ideas on how to improve reading habits for academics and personal enjoyment.
  - C. Explore ways to improve test-taking skills and ways to improve memory.
  - D. Apply study skills.
  - E. Identify ways to decrease test anxiety and improve relaxation techniques.
  - F. Relate effective speaking and writing to college and career success.
  - G. Apply critical thinking skills and problem-solving strategies.

**GENERAL EDUCATION  
OUTCOMES:**

**Upon satisfactory completion of this course, the students should be able to demonstrate**

- I. their ability to express themselves effectively in written and oral communication.

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