

Summer 2012

ACA 111 College Student Success WC Semester TBA Online

### **Instructor Information**

Dennis Keough  
Balsam 340  
828-339-4469  
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### **Office Hours**

Monday thru Thursday 9am - 3:00pm. Students are encouraged to email for an appointment

### **Course Description**

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

### **Course Objectives**

Upon completion students will be able to:

- Design and explain their short term and long term academic plans.
- Prepare for advising sessions by updating their academic plans, researching the classes offered each term, and considering work and life commitments that may impact their success.
- Identify and explain key academic policies that support student success and progress from first-time registration through commencement.
- Demonstrate use of at least three academic/student support resources.
- Apply academic success skills including note taking, test taking, writing papers, researching academic topics, and preparing presentations.
- Demonstrate understanding of importance of taking responsibility for managing time, finances, stress, and personal/professional interactions to promote college success.

### **Required Materials**

- Baldwin, Amy. The Community College Experience, Brief, 3<sup>rd</sup> ed. New York: Pearson, 2012.
- SCC Catalog and SCC Student Handbook

### **Supplemental Material**

- Paul, Richard and Linda Elder. The Miniature Guide to Critical Thinking Concepts and Tools, 6<sup>th</sup> ed. Dillon Beach, CA: Foundation for Critical Thinking Press, 2009.

### **Instructor's Commitment**

- I will respect each of you as a successful college student.
- I will design thoughtful class plans to engage you in the class material and facilitate your success in college.
- I will arrive on-time and prepared for each class. It is extremely rare for me to miss a class. However, if an emergency occurs, I will post an announcement on the class website, leave a message with Kathy Thomas (339-4300) and post a note on the door if applicable. Also, I will make every effort to send you an e-mail or post to BlackBoard with an announcement and assignments.

### **Student Responsibilities**

- Arrive on-time and prepared for each class.
- Participate actively, cooperatively, and professionally by interacting during class discussions and taking notes. Unprofessional conduct such as lack of courtesy to classmates or instructor, chronic tardiness, and inattention during class is unacceptable and may result in dismissal from class.
- If are absent, you are responsible for obtaining notes, in-class assignments, and homework from a classmate *before* returning to class. The most professional way to handle an absence is to leave me a voicemail or e-mail. I will maintain a folder with handouts and note outlines from each class, but it is your responsibility to keep up with notes, handouts, and assignments you may have missed.

### **Academic Integrity**

Our class depends on a high level of integrity from each participant. You will collaborate with fellow students as you complete many of the activities in this course. Balanced, responsible collaboration on projects and drafts is encouraged and is often essential. However, the final product of a formal project is a measure of your individual achievement so you are responsible for ensuring that you are not misrepresenting another student's or source's work as your own. If you are ever in doubt as to the expectations for individual work or for type of collaboration, please ask. It's better to be safe than sorry!

Note: Refer to your student handbook for a detailed explanation of SCC's academic integrity policy.

### **Disability Disclosure**

If you are a student with a documented disability and will need academic adjustments to realize your full potential at SCC, please contact Wesley Satterwhite, Disability Services Coordinator, located on the lower level of Oaks Hall, (828) 339-4229, or [wesleys@southwesterncc.edu](mailto:wesleys@southwesterncc.edu). Your visit to this office will be the first step in creating an Educational Support Plan to ensure your full academic access to the college. Information, documentation and other records provided will be maintained in a confidential manner as outlined by the Family Rights and Privacy Act (FERPA).

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### **Inclement Weather**

In the event of bad weather, please check the college website and/or call the switchboard (828-339-4000) to check on college delay or closure. If SCC is on a delayed schedule, our class will meet at the regular time, 10:00-10:50 am. If the college is closed, you should work on assignments and be prepared for us to catch up during the next class.

### **Email Communication**

I love hearing from my students and I check my e-mail several times during the day. Unfortunately, I get a lot of junk e-mail, so when you send me a message please write a **specific subject line** (i.e., don't just say, "Hi" or "About class") so the spam filter doesn't delete your message.

**And, be sure to use your SCC-issued email; we're not allowed to use personal email accounts to discuss academic or student services matters with you.**

### **Assignment Expectations and Late Work**

Major assignments need to be typed (12 point font, single spacing, 1 inch margins) and are due on the date and time indicated on the class schedule attached. Late assignments will be accepted with a 10-point deduction for each day (24 hours) after the due date. (Check with me regarding paper or electronic submission of late assignments.) In-class assignments and activities are part of the class participation grade and cannot be made up for credit, though it is to your advantage to complete all assignments to facilitate your success in college.

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## **Class Schedule**

### **IceBreaker**

Who we are and why we're here

### **Module 1:**

#### **Academic planning**

Long term and short term

Planning for advising sessions

Registration considerations

Choosing to staying on track with a 2-year program of study (or not)

Understanding course offerings and rotations

Prerequisites and corequisites, including developmental placement

On campus, hybrid, and online courses

Balancing school, work, and life commitments

Major assignments: Academic Plan and Advising Session Plan  
(see class calendar for due dates)

### **Module 2**

#### **Academic policies and terminology**

Registration periods

Drop/add and withdrawal

GPA and Satisfactory academic progress (SAP)

Grade challenges

Academic forgiveness

Commencement application

Major assignment: None (class participation expected)  
(see class calendar for due dates)

### **Module 3**

#### **Resources**

Advisors and faculty

LAC, tutoring, Smarthinking, E-Learning support

Library, including campus and online resources

Career services

Financial Aid

Student Support Services, Disability Services, Student Success Advocate

Student Life (events, clubs, organizations, honor societies)

Access to resources at Macon Campus and online

Major assignment: Resources Portfolio  
(see class calendar for due dates)

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#### **Module 4**

##### **Study Skills**

Reading and researching college level material

Note taking

Test taking (preparation and test-taking strategies)

Writing (general process and format of college papers)

Preparing presentations

Discipline-specific skills: Math, English, technical, etc.

Major assignment: Study Skills Applications

**(see class calendar for due dates)**

#### **Module 5**

##### **Taking Responsibility**

Time management

Budgeting and personal finance (loans, credit, saving, etc)

Stress management

Decision making/problem solving

Conflict resolution

Enriching and extending education

Major assignments: Time Management Plan and Personal Budget

**(see class calendar for due dates)**

**Major Assignment Descriptions**

Assignment	Description	Points Possible
Academic Plan	Write an academic plan including revisions as needed to anticipate potential double-majors, change of major, or anticipated work/life commitments.	100
Advising Session Plan	Write a plan for your next advising session including advisor's contact information, office/advising hours for the current semester, topics for discussion, and at least three questions for the advisor.	40
Resources Portfolio	Engage with at least three resources, show evidence of the engagement and write a description of the benefits of the resource and how/when you may use it in the future.	100
Study Skills Applications	Show evidence of application of at least two strategies and reflection on effectiveness and areas for improvement.	100
Time Management Plan	Use a daily calendar to plan academic, extracurricular, work, and personal commitments for the remainder of the semester. You will maintain a detailed daily calendar for at least a week, including the weekend, analyze your use of time, and describe the ways your time could be used more efficiently.	60
Personal Budget	Use the sample budget form in your text (chapter 10) to create a budget. Conduct self-analysis of estimated and actual expenses. If you are a dependent of parents or guardians you should research expenses and write a realistic, predicted budget as if you were paying all of your own expenses.	40
Quizzes	Most questions are worth 2 pts. Some questions are worth more depending on the question.	62
		Total points possible = 502

A= 450-502 points B=400-449 C= 350-399  
D= 300-349 F= 0-299