Instructor Information
Barbara Putman, Ph.D.
Dean of Arts and Sciences
Oaks Hall G-1
828-339-4496
bputman@southwesterncc.edu

Office Hours
Monday, Tuesday, Thursday 8:30 - 10:00 a.m. and by 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
- SCC Catalog and SCC Student Handbook

Supplemental Material
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 site, leave a message with Kathy Thomas (339-4300) and post a note on the door. 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 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. 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).
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.
Class Schedule

**August 16**
**Introduction**
Who we are and why we’re here

**August 21, 23, 28 and 30**
**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 both due by 10 am on Sept 4

**September 4**
**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)

**September 6, 11 and 13**
**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 due by 10 am on Sept 18

**September 18, 20, 25 and 27**
**Study Skills**
- Reading and researching college level material
Fall 2012

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 due by 10 am on Oct 2

October 2, 4 and 9
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 both due by 4 pm on Oct 9
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Description</th>
<th>Date Due</th>
<th>Points Possible</th>
</tr>
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<tbody>
<tr>
<td>Academic Plan</td>
<td>Write an academic plan including revisions as needed to anticipate potential double-majors, change of major, or anticipated work/life commitments.</td>
<td>Sept 4 10 am</td>
<td>100</td>
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<tr>
<td>Advising Session Plan</td>
<td>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.</td>
<td>Sept 4 10 am</td>
<td>40</td>
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<tr>
<td>Resources Portfolio</td>
<td>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.</td>
<td>Sept 18 10 am</td>
<td>100</td>
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<tr>
<td>Study Skills Applications</td>
<td>Show evidence of application of at least two strategies and reflection on effectiveness and areas for improvement.</td>
<td>Oct 2 10 am</td>
<td>100</td>
</tr>
<tr>
<td>Time Management Plan</td>
<td>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.</td>
<td>Oct 9 10 am</td>
<td>60</td>
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<tr>
<td>Personal Budget</td>
<td>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.</td>
<td>Oct 9 10 am</td>
<td>40</td>
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<tr>
<td>Class participation</td>
<td>10 points per class for active participation. Points will be deducted for arriving late, leaving early, inattention, or absence.</td>
<td>16 classes</td>
<td>160</td>
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A= 540-600 points  B= 480-539 points  C= 420-479 points  D= 360-419 points  F= 0-359 points