

Seminar in Life Pathways

SEM 140.H1

Spring 2020

Number of Credits: 3 credits

Student Services Phone: 517 796 8425

Days Class Meets: M/R 10:00-12:00

Solution Center Phone: 517 796 8639

Meeting Times: *Online T/R 7:00-8:00*

Contact Email: knightninam@jccmi.edu

Location: McDevitt 218

Online: Yes

Instructor: Nina Knight

Course Description

Students will learn about, develop and apply On Course principles/characteristics that are necessary for success in education, careers and life. Through the Life Map Project, students will understand the rigor and requirements of their identified career pathway, set completion goals (skill set, concentration, certificate, degree and/or transfer), and create a student education plan. Students registered in a Seminar in Life Pathway are expected to bring their own laptop-style computer to every class for their use in this course. For technical specifications and the potential to use financial aid to purchase to use financial aid to purchase an appropriate device refer to [JC's Text Book Zero web site](#).

Prerequisite(s)

None

Course Goals

In SEM 140, we will

1. Assess our career interests and aptitudes and create an academic plan, through completion of the course pack and final project.
2. Learn principles and apply strategies that improve our ability to succeed in courses, persist in our college career, and achieve our goals.
3. Increase communication, leadership, and interdependence skills through group work and discussions with peers as well as College instructors/staff.
4. Access and effectively use college resources.
5. Build critical thinking skills through exploring active reading and writing strategies.

Course Objectives

Students will develop skills to promote success in education and in life. Learners will become equipped in navigating academic advising and financial aid. Our required communication with our Navigator to schedule an appointment to build our Long-Term Plan, the course pack, and final project will be completed; academic success strategies are introduced and reinforced.

This seminar explores four major journeys in life.

- One is our **inner journey** of learning more about ourselves, our strengths, our learning styles, our dreams, etc. This journey develops inner traits that lead to success, self-confidence and a sense of purpose, in school and in life.
- Another is our **learning journey** in courses. This journey includes active learning, effective and efficient study and test-taking strategies, and the use of self-management tools.
- In this course we will consider our **career path**. We will spend time considering career options and develop an educational plan that leads us toward our particular career goals.

Another journey involves navigating college, using available resources for academic planning, as well as understanding the systems and processes for achieving our academic goals including receiving a college degree or certification.

Textbook and Course Pack

- *On Course*, 9th Edition, by Skip Downing, ISBN: 978-0-357-02268-9*
- SEM 140 Course Pack, available at the bookstore: "Seminar 140: Seminar in Life Pathways"*

***Text Book Zero!** This text is available in a digital format. Please see the links posted on our class JetNet site. This text is available through the JC Bookstore.

Extras

Required Materials: Laptop/desktop computer with reliable internet access throughout the term along with textbook and course pack. The textbook and course pack were ALREADY PAID FOR IN FULL when signing up for this class.

Recommended: 3-ring binder (1-inch wide), loose-leaf paper, pens, highlighters.

Grading Procedure

Required Course Assignments	Points	Percentage
<i>On Course</i> content, additional weekly Activities/Assignments, Final	405 pts	80%
Attendance and Participation in weekly class and group forums	25 pts	20%
	430 pts	100%

Grading Scale

GPA	GRADE RANGE
4.0	90-100%
3.5	85-89%
3.0	80-84%
2.5	75-79%
2.0	74-70%
1.5	65-69%
1.0	60-64%
0.5	55-59%
0.0	0-54%

Requirements for Passing the Course

Students must earn a minimum 2.0 grade in all pre-requisites and all courses contributing to an earned certificate or degree. Grades are computed by dividing the number of points earned by the total number of points in the class.

This class has a total of 430 points, which means in order to receive a passing grade of at least 2.0 final grade a minimum number of 313 points must be earned. Earning less than this 313-point cut off will result in a failure of SEM 140

Additionally, communicating with our Navigator to schedule an appointment is mandatory for success in this course.

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources.

Plagiarism includes but is not limited to:

- Submitting other's work as your own

- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization.

Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

Course Time Management

Weekly homework assignments are in our Course Calendar that starts on page 6 of this syllabus. We need to have a specific place such as a small planner or phone calendar to record all our assignments' due dates, so we can be certain we submit these on time.

Even when life happens, we are responsible for our success in this class. Our best strategies are to use our time wisely, begin assignments early, prioritize what will take the most time to get those done first, and actively participate during class to understand and feel prepared with what needs to be completed.

A 6-week class meets for 2 hours each week and we are expected to complete 2-3 hours of additional work outside of the scheduled class time for every credit hour the course is worth. For our class our outside responsibilities include completing reading assignments, research, communicating with our Navigator, and so forth.

In an accelerated schedule a 6-week class meets for 2 hours each week and is expected to do 4-6 hours of additional work outside of the scheduled class time. This comes to **a total of about 18-24 hours every week we need to dedicate to our class to be successful.**

Being diligent with our time from the beginning will keep us on course.

Late Work Policy

All assignments are due by the dates/times listed in the Course Calendar that starts on page 6 of this syllabus unless otherwise noted in our online class area in JetNet. Aside from our first week when we only have 6 days to finish all our Week 1 assignments, the rest of our semester is open and available for us to work ahead on items like journals, chapter reviews, our initial weekly forum posts, etc.

With this in mind **late homework assignments will only be accepted within 48 hours after the assignment's original due date and reduced by 20%** (10 pts * 80% = 8 pts).

Technical issues are not a valid excuse for not getting work successfully submitted in-full and on-time. Be prepared by looking ahead at what we can do on our own easily as well as by keeping ahead on readings. Use our Course Calendar on the next page to know what we need to be sure to complete so we can be sure to do our very best.

Help and Accommodations

Education is a self-initiated, goal-directed process. As students we are expected to be accountable for our own learning. Our instructors are facilitators and resources who will assist in this process.

If we recognize that we need additional help to be successful, we have several options. The most important thing about getting help is to do so as soon as we feel we are getting off course. The quicker we seek help, the more likely it is that we will be able to get back on course and be successful. If we need help, contact as soon as possible:

Our Classmates: Please make use of peers! If we are unclear about an assignment, talking it over with a classmate may help us sort out our confusion. We can email, message, or use our Community Chat Forum as well as Help! Questions, Support, Etc Forum found near the top of our class JetNet page. Remember that together we are a community of learners – so asking each other for help is a good strategy to adopt for our success.

Our Instructor: Please make use of instructors! Instructors are here to help. You can text me using the Remind App for immediate contact. I check email regularly as this is my preferred means of communicating with students and I typically respond within 24-48 hours.

Center for Student Success: Located in Bert Walker Hall, the Center provides tutoring and other services. The staff is here to help us succeed in our studies so do not hesitate to make use of this free resource for any class. Please call 517-796-8415 or [visit their website for more information](#).

Accommodations: Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester.

Please call 517-796-8415 or [visit their website for details on the steps to follow](#).

Course Calendar

Below is our detailed class assignment schedule. Each assignment is due by the date/time listed. Please note this is subject to change with adequate notification given to students. Check JetNet for updates.

Assignments To Complete	Due Dates	Points
Week One		
READ REQUIRED NAVIGATOR INTRODUCTION POWERPOINT	July 26 by Midnight	NA
Read How to Fail SEM 140 PowerPoint	July 26 by Midnight	NA
Read Chapter 1	July 26 by Midnight	NA
Course Pack pages 30-35	July 26 by Midnight	/50
CSFI Assessment	July 26 by Midnight	/20
Chapter 1 Review Quiz	July 26 by Midnight	/10
Chapter 1 Total		/80
Week Two		
Read Chapter 2	August 2 by midnight	NA
Read Chapter 4	August 2 by midnight	NA
Course Pack pages 44-55	August 2 by midnight	/60
Course Pack page 103 – Navigator Questionnaire	August 2 by midnight	/30
Chapter 2 Review Quiz	August 2 by midnight	/10

Chapter 4 Review Quiz	August 2 by midnight	/10
Week Two Total		/110

Week Three

Read Chapter 3	August 9 by midnight	NA
Read Chapter 5	August 9 by midnight	NA
Course Pack 62-69	August 9 by midnight	/90
Chapter 3 Review Quiz	August 9 by midnight	/10
Chapter 5 Review Quiz	August 9 by midnight	/10
Week 3 Total		/110

Week Four

Read Chapter 6	August 16 by midnight	NA
Read OnCourse pages 99-102	August 16 by midnight	NA
Course Pack 115-121	August 16 by midnight	/65
Chapter 6 Review Quiz	August 16 by midnight	/10
Week Four Total		/75

Week Five

Read Chapter 7	August 21 by midnight	NA
Study Skills Self-Assessment	August 21 by midnight	/20
Chapter 7 Quiz	August 21 by midnight	/10
Week Five Total		/30
Course Total		/430

Weather Closings and Cancelations

Jackson College utilizes Nixle for sending information about college building closings and alerts. Sign up with Nixle and receive messages on cell phones (message and data rates may apply; check with your provider for details) as well as email. Visit [the weather closings and cancelations website](#) for more details.

Important Dates: Term/Year

DATE	EVENT
SEE RSJ SCHEDULE	

For more information visit the [Academic Calendar page on the College's website found here](#).

Student Responsibilities

In this course we are expected to

- Respect each other's time by posting to our weekly forums as early as possible. Our grades are based on our *active participation* – our original posts should be added to the current week's forum early enough to allow our peers to post replies to us as well as for us to make our replies to them.

- Consider how our words will be interpreted by others to determine if the words and phrases we are typing we would say out loud directly sitting across from that other person.
- Maintain continual access to a reliable computer – laptop or desktop ideally – with internet for our full class. Just as face-to-face classes promise us a physical place to meet each week we need to think of **our digital device with internet as our course’s weekly online location**. Without that device with internet we will be unable to fulfill our obligations to successfully attend and participate.

Small Group Work

Even online we need to work as a team. Our ability to collaborate, communicate, and contribute effectively are critical to our success as a lifelong learner who can help foster others’ learning.

Employers in our tri-county area continually ask that we help students develop critical thinking and collaborative skills. They know that developing these skills requires continual practice and application. We will be working on both – critical thinking and collaboration – as these are also part of the essential competencies that faculty at Jackson College has determined all graduates should develop or enhance.

As such, in SEM 140 we will address these two skills by the following:

Critical Thinking and Problem Solving

- Grasp central ideas and arguments as outlined;
- Analyze and question underlying assumptions and logic of an issue or problem;
- Seek outside information and opinions as plans are weighed and determined;
- Evaluate and synthesize information gained and construct a plan to move forward.

Collaboration and Working Productively with Others

- Develop ability to discuss and question one’s oral and written communication and that of peers;
- Engage in small and large group work, defining and assigning roles and responsibilities;
- Listen well, attempt to resolve group conflict and work to reach consensus;
- Treat the ideas, gifts, and limits of others with respect.

Extra Credit Policy

Extra credit is not awarded in this course. Faculty are responsible for ensuring students’ learning and advancement take place in completion of assigned work in the course. We have numerous assignments we are responsible for in this class that we can complete in full and on time by following our Course Calendar starting on page 6 of this syllabus to be successful.

Attendance and Participation Policy

Attendance and participation are not optional – even online. A college course is like a job in that we are expected to make the necessary time online just as we would in person. We must engage in weekly class forums in between reading ahead, completing assignments, and research our program and career pathway options.

We each have a life and a lot competing for our time. Therefore, our Course Calendar starting on page 6 of this document will help us plan around our other family, work, and class responsibilities. Many of these items such as our readings, journals, and chapter reviews can be done in advance of the final due dates. We **MUST** have a back-up plan for accessing our online course. Technology issues happen to all of us, but these are **not** a valid excuse for late work. ***A doctor's note does not excuse a late assignment.***

In compliance with Federal Title IV funding requirements, as well as college initiatives, reporting of student participation in classes will occur during the semester. Students identified as no longer participating will be dropped or administratively withdrawn from the class and students identified as needing academic assistance will be contacted.

Participation in the class is based on our continual, active engagement. ***If we are not actively participating during the first 3 days of our class, we will be administratively dropped.***

Also, if we have not been active in the class during a unit our Navigator will be contacted. If we are inactive in two units our last day of activity will be reported as our last day of attendance and we will be dropped from the course and will not be readmitted.

Dual enrolled students: Going on vacation or missing for high school activities during the semester is NOT an excused absence. Assignments during high school vacation are expected to be completed in compliance with our Course Calendar found on page 6.

Students own the responsibility of the effect of being dropped. Being dropped from the class may adversely affect financial aid or housing status. If we are dropped, the drop status will NOT be changed because of its adverse impact on our financial aid, housing status, etc.

Once dropped, we will NOT be re-added to this course.

Bereavement Policy

The death or serious illness of a close family member or friend is a tragedy. Please let myself and your other instructors know right away if this occurs so we don't think you quit school. As much as possible we still need to keep up with our assignments by following our Course Calendar found on page 6.