



Instructor: R. Joy Walters

Weather Closings: <http://www.jccmi.edu/info/closings.htm>

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Hillsdale Main Office Phone: 517-437-3343

COURSE DESCRIPTION

This First-Year Seminar course equips students for transitions in education and life. Students will be actively involved in learning and integrating practical tools to succeed. Students will create a College Success portfolio and an educational plan while enhancing critical thinking and study strategies.

COURSE OUTCOMES & GOALS

Upon completion of this course, students should be able to:

- Assess career interests and aptitudes.
- Create an academic plan.
- Learn, expand, and apply study strategies that improve academic success.
- Develop communication and leadership skills through group work and public speaking.
- Access and effectively use college resources.
- Build critical thinking skills in a variety of contexts.

ASSOCIATE DEGREE OUTCOMES (ADOs)

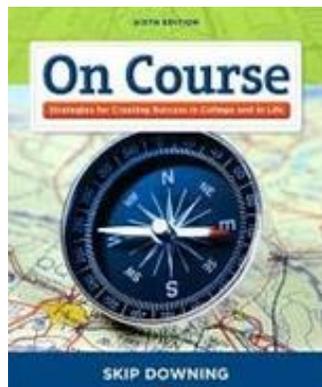
The Board of Trustees of Jackson Community College has determined that all JCC graduates should develop or enhance certain skills while enrolled in the College.

JCC's goal is to prepare students to live productive and meaningful lives. Implicit in this goal are efforts to prepare students to: (a) live and work in the twenty-first century, (b) be employed in situations which will require retraining several times during a productive life, and (c) function in a rapidly changing informational society. In this course the ADO covered includes

- **ADO 7, think critically**, demonstrate critical thinking through questioning, interpreting, analyzing, evaluating, inferring from and synthesizing information to solve problems in a variety of settings.
- **ADO 9, work productively with others, recognizing individual contributions to group success**, demonstrate through practice the ability to work collaboratively with others to solve problems, achieve goals or complete tasks and to evaluate the roles and contributions of all participants. Understand the value of individual service to the functioning of the group, family, community, and world.

REQUIRED MATERIALS

Course Pack – available at JCC's bookstore



On Course: Strategies for Creating Success in College and in Life

Skip Downing

ISBN-10: 1439082170

ISBN-13: 9781439082171

Sixth Edition

TECHNOLOGY & OTHER MATERIALS

In order to help you keep track of what we are doing during class and have your materials organized our class work will be kept within JetNet: <http://jetnet.jccmi.edu> This means you will want to check this area for the most recent work we are doing as well as to keep track of your course grade. Additional materials you might find useful in this class may include:

- Portable flash memory stick for file management.
- Notebook, folder, and/or 3-ring binder.
- Pens and/or pencils.

JCC SOLUTION CENTER – 517-796-8639

Any issues with JetNet, computer logins, student email logins, printing, or needing a password reset can be done by contacting the Solution Center immediately at the number above or stopping by **William Atkinson Hall Room 203 on Main Campus**.

For assistance with the Hillsdale computers check with the main Office Staff to check for the Solution Center staff member's hours.

Their website is <http://www.jccmi.edu/informationtechnology/SolCen.htm>

CENTER FOR STUDENT SUCCESS – 517-796-8415

Tutors as well as additional services for academic success can be obtained by calling the number above or **emailing Sue Skiendziel for Hillsdale at SkiendzSueE@jccmi.edu**

Students requiring special assistance, including those affected by the **Americans with Disabilities Act**, should contact the Center for Student Success **immediately**. This is the first step in acquiring the appropriate accommodations to best facilitate learning.

Their website is <http://www.jccmi.edu/success/>

PARTICIPATION & ATTENDANCE POLICY

Your success will depend upon your participation in class, time spent completing assignments, time practicing on the computer, and utilizing opportunities to work with peers. Attendance will be reported periodically to the Registrar's Office during weeks 2, 4, and 7 in the following form:

- H – the student is not doing acceptable work and needs “HELP” to be successful.
- Q – the student has not participated/attended and the instructor believes the student has unofficially withdrawn or “QUIT” the class. (***Applied if 2 classes in a row are missed***).
- V – the student is “VERIFIED” by participating/attending class and doing acceptable work.

Attending every class AND participating, including being prepared, will earn you the full 80 participation points in this course. If you are late, leave early, miss a day (WITHOUT a valid doctor's note), or come unprepared points WILL be deducted from your grade.

WITHDRAWAL

Because courses vary in length, it is critical that you check the last day to drop or withdraw by going to the following site located in **Student Services** and then **Registration & Records** http://www.jccmi.edu/student-services/registration/canceled_drops_withdraws.htm
If you receive financial aid, call 517-796-8410 to discuss the impact of dropping or withdrawing.

Students who stop attending class without completing a withdrawal form will receive a grade of 0.0 from the instructor. It is ***your responsibility*** to withdraw from a course. You should initiate a withdrawal at the main campus Registrar's Office or at any JCC center if you cannot complete the course. You should also contact the instructor when considering a withdrawal.

INCOMPLETE

No incomplete grades will be given in this class except under extenuating circumstances and ***only if*** the student has completed at least ***75% of the work and has a grade of at least 2.0*** in the course. The grade of “I” is not awarded to students who did not attend, or seldom attended, or to those who simply are not pleased with their final grades. Students receiving an “I” submit only the remaining work that was not completed at the end of the semester; students ***do not*** redo work that was already graded.

ACADEMIC HONESTY & CONSEQUENCES

Academic honesty is expected of all students. Please refer to the Student Handbook for Student Rights and Responsibilities or by going to these sites:

- <http://www.jccmi.edu/student-life/handbook>
- <http://www.jccmi.edu/policies/StudentServices/Policies/2701.pdf>
- <http://www.jccmi.edu/policies/Academics/Policies/1004.pdf>

Anyone caught cheating on an assignment or exam will receive a zero for that project. If caught cheating more than once, the student will receive a zero for the class. This includes any student who attempts to submit work that belongs to someone else – such as copyright material or that of another student – as his/her own. All academic honesty violations will be reported to the Dean of Occupational Education. While JCC encourages students to collaborate each student must take responsibility for accurately representing his/her own contribution.

LATE POLICY

All of the work for class is posted in JetNet. Generally, each assignment is due **one week** after assigned unless otherwise noted. Any work submitted after the due date (**for any reason – even technical difficulties**) will be accepted with a **50% deduction**.

You are responsible for making sure the schedule in JetNet is followed **even when being absent from class**. *There is no makeup work when missing a class*; the work in this class builds upon previous assignments and must be completed in a timely manner. Any work turned in after the deadline even when you are absent from a class session will be treated as late. The only exception to the late policy is the final for class, which is due the last day of class and therefore cannot be accepted late for any reason.

GRADING PROCEDURE & SCALE

You can determine your grade at any point by taking the total amount of points earned and dividing this number by the total amount of points possible at that time in the semester as grades are posted in our course JetNet site. Make sure to write down what you earn in the space provided below to assist you in knowing your current grade status for the class.

GRADING SCALE			COURSE WORK** [tentative and subject to change with prior notice given]		
Points	Percent	Grade	Assignment	Points Possible	Your Points
470-500	94-100%	4.0	15 In Class Activities	75 points total	
440-469	88- 93%	3.5	5 Additional Activities	50 points total	
410-439	82- 87%	3.0	10 Reflections	100 points total	
380-409	76- 81%	2.5	1 Advisor Meeting	25 points	
350-379	70- 75%	2.0	1 Best Resource	20 points	
320-349	64- 69%	1.5	1 Final Presentation	50 points	
290-319	58- 63%	1.0	1 Final Course Portfolio	100 points	
260-289	52- 57%	0.5	Attendance	80 points	
0-259	0-51%	0.0	OVERALL TOTAL	500 points	

CLASSROOM POLICY & ETIQUETTE

Be respectful to the instructor as well as to your peers. This is a learning community so being positive and encouraging others will create the most productive, safe, and friendly environment. Any behavior considered disruptive, disrespectful, inappropriate, or threatening will be addressed by the instructor and/or security and/or the Dean of Students. Consequences may involve deduction of points/grade and/or may include removal from the class.

All phones should be turned off OR placed on vibrate mode during every class session. If a call must be made or taken you must wait for an appropriate portion of the lesson and quietly move out into the hallway to quickly complete this outside communication. During class time all computer use must be related to the academic tasks at hand. The focus of class time is the completion of our daily work in order to keep all students appropriately on course. Distractions can detrimentally lower single assignment grades and your overall grade in the course.

There may be things that require revisions to the syllabus or calendar. For example, severe weather or instructor illness causing changes in the calendar. In any case, the entire class will be notified as soon as possible of any changes to the syllabus or calendar.

Assignment Checklist Page 1*

Getting On Course: Week 1**	Due By	I Did This On (Date)	My Grade
Read pages 2-27 (Chapter 1)	6/12/13		N/A
Reflection #1	6/12/13		/10
Week 1 In Class Activities	6/17/13		/10
Read pages 30-62 (Chapter 2) AND 207-214 (part of Chapter 7)	6/17/13		N/A
Week 1 Additional Activity	6/17/13		/10
Reflection #2	6/17/13		/10
Attendance for June 10 and 12	EACH DAY		/10
Accepting Personal Responsibility: Week 2**	Due By	I Did This On (Date)	Grade
Reflection #3	6/19/13		/10
Week 2 Additional Activity	6/19/13		/10
Week 2 In Class Activities	6/24/13		/10
Read pages 63-100 (Chapter 3)	6/24/13		N/A
Reflection #4	6/24/13		/10
Attendance for June 17 and 19	EACH DAY		/10
Discovering Self-Motivation: Week 3**	Due By	I Did This On (Date)	Grade
Reflection #5	6/26/13		/10
Week 3 Additional Activity	6/26/13		/10
Week 3 In Class Activities	7/1/13		/10
Read pages 101-137 (Chapter 4)	7/1/13		N/A
Reflection #6	7/1/13		/10
Attendance for June 24 and 26	EACH DAY		/10
Mastering Self-Management: Week 4**	Due By	I Did This On (Date)	Grade
Week 4 Additional Activity	7/3/13		/10
Week 4 In Class Activities	7/8/13		/10
Read pages 139-170 (Chapter 5)	7/8/13		N/A
Reflection #7	7/8/13		/10
Attendance for July 1 and 3	EACH DAY		/10
CONTINUED ON NEXT PAGE			

* Schedule subject to change with adequate notification given to students.

** Always check JetNet for the most recent updates as well as the **full listing** of In Class and Additional Activities that must be completed on time.

Assignment Checklist Page 2*

Employing Interdependence: Week 5**	Due By	I Did This On (Date)	Grade
Reflection #8	7/10/13		/10
Week 5 In Class Activities	7/15/13		/10
Week 5 Additional Activity	7/15/13		/10
Read pages 171-206 (Chapter 6) AND 215-242 (rest of Chapter 7)	7/15/13		N/A
Attendance for July 8 and 10	EACH DAY		/10
Gaining Self-Awareness: Week 6**	Due By	I Did This On (Date)	Grade
Reflection #9	7/17/13		/10
Week 6 In Class Activities	7/22/13		/10
Read pages 243-278(Chapter 8) AND 279-285 (Chapter 9)	7/22/13		N/A
Attendance for July 15 and 17	EACH DAY		/10
Developing Emotional Intelligence: Week 7**	Due By	I Did This On (Date)	Grade
Reflection #10	7/24/13		/10
Best Resource	7/24/13		/20
Advisor Meeting	7/24/13		/25
Week 7 In Class Activities	7/29/13		/10
Attendance for July 22 and 24	EACH DAY		/10
Lifelong Learning & Staying On Course: Week 8**	Due By	I Did This On (Date)	Grade
Final Presentation	7/29/31		/50
Final Course Portfolio	7/24/13		/100
Week 8 In Class Activities	7/31/13		/5
Attendance for July 29 and 31	EACH DAY		/10
Your Total Course Points			/500

* Schedule subject to change with adequate notification given to students.

** Always check JetNet for the most recent updates as well as the **full listing** of In Class and Outside Activities that must be completed on time.