COLL 1040/College Foundations

COURSE SYLLABUS
Hybrid (60 % In Class- 40% Online)
Spring Semester 2019

COURSE INFORMATION
Credit Hours/Minutes: 3.0 /2625
Campus/Class Swainsboro/Building 6- Computer Lab
Class Meets: Wed. 6:00-8:50 p.m. (10 weeks- Term C)
Course Reference Number (CRN): 40106
Preferred Method of Contact: Email

INSTRUCTOR CONTACT INFORMATION
Adjunct Instructor Name: James May
Adjunct College Email Address: James May jmay@southeasterntech.edu
Office Location: Building – 6 Room 6215
Office Hours: 3:00-5:00 p.m. (Mon-Wed.)
Phone: 478-289-2345
Fax Number: 478-289-2276 – Building 2 fax

Full-Time Instructor Name: Leisa Dukes
Email Address: ldukes@southeasterntech.edu
Office Location: Building 6- Room 6215
Office Hours: (Mon-Wed) -3:00-5:00
Phone: 478-289-2345
Fax Number: 478-289-2276
Tutoring Hours (if applicable): 3:00-5:00- Mondays

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's Catalog and Student Handbook

(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT
COLL 1040 College Foundations. **Beskeen, Cram, Duffy, Freidrichsen, Reding. Cengage.**

Students should not share login credentials with others and should change passwords periodically to maintain security.

REQUIRED SUPPLIES & SOFTWARE
Supplies can include pencils, pens, paper, notebooks, etc. Students are required to use Microsoft Applications for this class, specifically Microsoft Word and Excel.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION
This course is designed to provide tools to assist students to acquire skills necessary to achieve academic and professional success in their chosen occupational/technical program of study. Topics include: Computer Applications / Technology Skills, Getting off to a Good Start, Learning and Personality Styles, Time and Money Management, Study and Test Taking Skills, Stress Management and Wellness, Communication Skills, and Career Exploration

MAJOR COURSE COMPETENCIES
Topics include: Computer Terminology, Intro to Windows environment, Intro to Internet and Email, Intro to Word Processing Software, Intro to Spreadsheet Software, Getting off to a Good Start, Learning and Personality Styles, Time and Money Management, Study and Test Taking Skills, Stress Management and Wellness, Communication Skills, and Career Exploration.

PREREQUISITE(S) NONE
COURSE OUTLINE
1. Computer Terminology
2. Intro to Windows Environment
3. Intro to Internet and Email
4. Intro to Word Processing Software
5. Intro to Spreadsheet Software
6. Getting Off to a Good Start
7. Learning and Personality Styles
8. Time and Money Management

9. Stress Management and Wellness
10. Study and Test Taking Skills
11. Communication Skills
12. Career Exploration

GENERAL EDUCATION CORE COMPETENCIES
STC has identified the following general education core competencies that graduates will attain:
A. The ability to utilize standard written English.
B. The ability to solve practical mathematical problems.
C. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (HYBRID)
Students are expected to complete all tests and assignments by the due dates. NO assignments will be accepted after due dates and a grade of 0 will be assigned for all incomplete work. COLL1040 instructor requires students to submit all assignments through the Blackboard learning systems. Exams will be taken on Blackboard within the classroom and outside of class. Students are required to submit all work in **Microsoft Word**. Blackboard assignments including essays, discussion boards, and drop box submissions which are not submitted through **Microsoft Word** will not receive credit. Instructor requires **all assignments in American Psychological Association (APA) format and submitted via Blackboard. Assignments are to be submitted through Digital drop box or discussion boards only!**

REMEMBER:

1. Submit all assignments in a Word document.
2. Always use APA formatting (including headings).
3. Do not plagiarize. All assignments should be completed in your own words.
4. Submit all assignments as **attachments** through the provided digital drop box (Assignments submitted in text box will receive a 0.)
5. Do not submit any written assignment in text-like format. Use standard forms of writing.
6. It is a good idea to save all your assignments on a jump drive or the student R-drive.

EVERFI: Southeastern Technical College has partnered with **EverFi,** whose mission is to help students address critical life skills such as alcohol abuse prevention, sexual assault prevention and financial literacy, in higher education institutions across the country. This is a **Mandatory requirement for this course**. **Failure to complete will result in an F for the course**. The live dates for HAVEN are located on your syllabus. Please locate the HAVEN folder in Blackboard and follow directions.

HYBRID ATTENDANCE

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

PERFECT ATTENDANCE

If anyone has perfect attendance and no tardies which includes coming in late or leaving early, the ones who meet this requirement will be eligible to exempt the final exam. If you are an exempted candidate and decide to take the final exam, the final exam score will be used.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1208

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1208

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

Failure to take the chapter tests or final exam at the end of the semester will result in a grade of zero. No make-up exams are allowed. If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the exam will be reset. Instructor reserves the right to deduct points from the exam scores for exceeding the scheduled time limit on the exam. Assignment due dates are listed on the syllabus. Therefore, you are expected to have the assignment completed at the beginning of class on the date that it is due. **There will be NO MAKEUP of Final Exams!**

NOTE: Students who have **NO absences** and **NO tardies** will be allowed to exempt the final exam. Students who have absences that are excused under STC's attendance policy are not excused to exempt the final exam– **no exceptions!**

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. **First Offense**
   Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. **Second Offense**
   Student is given a grade of "WF" (Withdrawal Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. **Third Offense**
   Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the

incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the Southeastern Technical College Website (www.southeasterntech.edu.

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY INCLUDING FINAL EXAM

Assessment/Assignment	Percentage
Exams	60 %
Homework/Online Assignments	20 %
Final Exam	20 %
Total	100 %

GRADING POLICY EXCLUDING FINAL EXAM

Assessment/Assignment	Percentage
Exams	70 %
Homework/Online Assignments	30 %
Total	100 %

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

COLL 1040

College Foundations

Spring Semester 2019 Lesson Plan

It is imperative to attend class. If any changes are to the syllabus, they will be announced IN CLASS.

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 : 1/9/19- 1/16/19	Module 1: Understanding Essential Computer Concepts Module 1: Getting Started with Windows 10	**In Class:** Introduction to Course—Syllabus, Outline, Rules, Regulation Coverage, STC policies and Procedure, Introduction to Blackboard HAVEN-To Be Announced (TBA) Part I- TBA (will discuss) Computer Terminology- Read Module 1- Understanding Essential Computer Concepts and Windows Read Windows 10- Getting Started with Windows 10	==Hybrid/Computer==: Complete Week 1 in BBL under Assignments: Hybrid/Computer: Complete new student questionnaire for Student Affairs in BBL in Week 1. Complete Blackboard Online Orientation. (see the tab for this on the left side.) Hybrid/Computer: Print syllabus and lesson plan. ==Hybrid/Computer:== Become familiar with Blackboard. Read Module I: Understanding Essential Computer Concepts and Windows. Read: Module 1: Getting Started with Windows 10.	1-2 1,2,3

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		Computer Terminology	Complete the Computer Term Worksheet by the assigned due date (it is located under Week 1 Assignments) Computer Term Quiz—1/23/19 Hybrid- All Week 1 Assignments Due: 1/16/19	
Week 2 1/16/19-1/23/19	Module 1: Getting Started with Windows 10 Module 2:	Computer Term quiz: 1/23/19 In Class: Introduction to Windows 10- Internet Email,	Continue Reading. Hybrid/Computer- Discuss: Getting Started with Windows-10, Introduction to Internet, Email, and File Management.	3 1,2,3

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
	Understanding File Management	and File Management Read: Getting Started with Windows- 10 Introduction to Internet, Email, and File Management Read: Office 2016- Module 1. Getting Started with MS Office 2016. Karen Vereen Guest speaker- 1/23/19 Guest Speaker Mitchell Fagler 1/23/19	Read: Office 2016- Module 1- Getting Started with MS Office 2016. Internet/Email/Creating a Document Word- Save a File Open a File Attach a File. Complete Computer Assignment week 2. <mark>Hybrid</mark>-Complete weekly folder by 1/23/19.	
Week 3 1/23/19- 1/30/19		Complete: Computer Assignment (will complete in class with Jimmy May including Excel spreadsheet) In Class: Active Student Learning Styles Creating	<mark>Hybrid:</mark> Complete weekly folder Due: Complete Introspection Paper in Blackboard. Complete Learning Style Discussion. (1 post and 1 reply) Complete Weekly folder All due dates for this week are: 1/30/19.	4,5 1,2,3
Week 4 1/30/19- 2/6/19	Getting Off to a Good Start Learning and Personality	Concentration Communication Skills	<mark>Hybrid:</mark> Complete DQ- Karen Vereen and Mitchell Fagler <mark>Hybrid:</mark> Complete	6,7 1-3

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
	Styles		Weekly folder in BBL **Due Date: 2/6/19** **Test #1- Ch. 1-3-Due by 2/6/19**	
Week 5 2/6/19- 2/13/19	**Time and Money Management Stress Management and Wellness**	**In Class: Time and Money Management Wellness Activity- Group Stress Management and Wellness Studying Smart Taking Notes in Class**	**Hybrid:** Complete Weekly folder in BBL **Due Date: 2/13/19** Watch: Time Management Video. Review: Sample Budget. Complete DQ_ Cornell Notetaking/ Mind Mapping Complete DQ- Effective Highlighting Weekly Folder. **Hybrid**-Complete Exam #2 – Chapter 4-6 **due by 2/13/19**	8,9 1,2,3
Week 6 2/13/19- 2/20/19	**Study and Test Taking Skills**	**In Class: Mastering Tests**	**Hybrid**-Complete Exam #3- Chapters 7-9 Due by 2/20/19.Complete Part II Haven**. No other weekly assignments.	10 1,2,3
Week 7 2/20/19- 2/27/19	**Communication Skills Writing in the Real World**	**!**	**Hybrid**-Complete Weekly folder **Due by: Exam #4- Chapter 10 Due-2/27/19.** Complete Challenges of a College Student Complete DQ- 5W's (who, what, when, where ad why and How) **No exam over chapters 13-16- will be included in final exam**	11,12 1,2,3

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 8 **2/27/19-3/6/19**	**Career Exploration**	**Career Goals** **In Class Activity**	**<mark>Hybrid</mark>-Complete weekly folder by Discussion Question-Leah Dasher.** **Due by 3/6/19**	**12** **1,2,3**
Week 9-10 **3/6/19-3/13/19**	**Career Exploration**	**Last Day of Class:** **In Class: Final Exam: 3/13/19**	**Study for Final Exam- 20% of your final grade unless exempt.** **Complete: DQ- Planning for the Future. Due: 3/13/19**	**1-12** **1,2,3**

COURSE COMPETENCIES:
1. Computer Terminology
2. Intro to Windows Environment
3. Intro to Internet and Email
4. Intro to Word Processing Software
5. Intro to Spreadsheet Software
6. Getting Off to a Good Start
7. Learning & Personality Styles
8. Time & Money Management
9. Stress Management & Wellness
10. Study & Test Taking Skills
11. Communication Skills
12. Career Exploration

GENERAL CORE EDUCATIONAL COMPETENCIES
1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

Discussion Board Rubric Instructor: Macy Gay/Leisa Dukes/James May
All discussion boards **MUST** contain 1 post and a minimum of 1 reply
Original Post must contain a minimum of 50 **words**
Replies must contain a minimum of 25 **words**

Criteria	5 Points Outstanding	4 Points Proficient	3 Points Basic	2 Points Below Expectations
Critical Thinking	Discussion is rich in content. Generates thought provoking questions. Poster shows insight and analysis of subject	Discussion is substantial in content. Shows some insight and analysis has taken place.	Discussion is generally competent. Information is thin and commonplace	Rudimentary and superficial. No analysis or insight is displayed
Connections	Clear connections to previous or current real life situations.	Connections are somewhat evident. Some connection with real life situations but not very clear or obvious	Limited connections. Vague generalities	No connections. Off topic
Uniqueness	New Ideas. New Connections. Discussions are made with depth and detail	Contains new ideas or discussions but lacks depth and/or detail	Few or no new ideas or connections. Discussions rehash or summarize other postings.	No new ideas. "I agree with…" "I like that concept…." Etc…. statements
Timeliness	ALL required postings are completed in advance of deadline. Discussions and replies are completed throughout the discussion to ensure that others have time to read and respond	All required discussions are completed by deadline. Some replies or discussions are not completed in time for others to read and respond	All required discussions are completed at the last minute without allowing time for others to read and respond.	Some or all required postings are missing
Stylistics	1 or 2 grammatical or stylistic errors	3-5 grammatical or stylistic errors	5 or more obvious grammatical errors. Errors interfere with discussion content	Obvious Grammatical errors that makes understanding impossible

Criteria	5 Points Outstanding	4 Points Proficient	3 Points Basic	2 Points Below Expectations
TOTALS				
X 4				
Total Points ___/100				

NOTES: