



**COLL1040**  
**College Foundations**  
**COURSE SYLLABUS**  
**HYBRID**  
**Summer Semester 2017**

**Semester: Summer FY 2017**

**Instructor: Leisa Dukes**

**Email Address: [ldukes@southeasterntech.edu](mailto:ldukes@southeasterntech.edu)**

**Instructor: Leisa Dukes**

**Office Hours: Mon.- Wed. 3:00-5:30**

**Office Location: Rm. 6216- Building 6**

**Course Title: College Foundations**

**Course Number: COLL1040**

**Credit Hours/ Minutes: 3.5 / 2625**

**Class Location: Bldg. 6- Room 6215**

**Phone: 478-289-2345 Fax: 478-289-2224**

**Tutoring Hours: Mon-Wed. 3:00-5:30**

**Class Meets: 40% Hybrid /60% Face to Face**

**T/R- 9:30-11:05 (10 weeks)**

**CRN: 60002**

**REQUIRED TEXT: Success Skills, Strategies for Study and Lifelong Learning, Abby Marks Beale, Thomson/Southwestern, ISBN: 13:978-0-538-72963-5 2007 "AND" The Enhanced Microsoft Office 2013. Illustrated Introductory, first Course, 3st edition, Cram, Duffy Freidrichsen, Cengage ( Book Store Purchase Only)**

**REQUIRED SUPPLIES & SOFTWARE:**

Supplies can include pencils, pens, paper, notebooks, etc. Students are required to use Microsoft Applications for this class, specifically Microsoft Word.

Note: Although students can use their smart phones and tablets to access the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither BBL nor 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 complete the online portion of the course.

**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: 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: 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. Getting Off to a Good Start
2. Learning & Personality Styles
3. Time & Money Management
5. Study & Test Taking Skills
6. Communication Skills
7. Career Exploration

#### 4. Stress Management & Wellness

**GENERAL EDUCATION CORE COMPETENCIES:** STC has identified the following general education core competencies that graduates will attain:

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.

**STUDENT REQUIREMENTS (Hybrid):** Students are expected to complete all tests and assignments by the due dates. Therefore, it is vital to be in class every day. COLL1040 instructor requires students to submit all assignments through the BBL learning systems. Exams will be taken mostly in BBL. Your final exam will be taken in class. Your weekly assignments will be completed in BBL. Students are required to submit all work in **Microsoft Word**. BBL 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 APA format and submitted via BBL. Assignments are to be submitted through Digital drop box or discussion boards only! All weekly folder assignments MUST be completed by the due dates assigned on the lesson plan.**

**All tests MUST be made up (IF approved by instructor) within three days of the missed test. If a student misses more than 2 tests and/or quizzes/assignments, the student will NOT be allowed to make up tests/quizzes after the 2<sup>nd</sup> attempt.**

**Students are not allowed to use their cell phones in class. If you have an emergency, please step outside the class to handle your telephone conversation. Texting in class is not allowed.**

**Remember: Submit all assignments in Word document, always use APA formatting, do not plagiarize, submit all assignments as attachments through the provided digital drop box. All assignments submitted in text box will receive a zero. Do not submit any written assignment in text like format, Use standard forms of writing. It is a good idea to save all your assignments on a jump drive.**

**HAVEN: 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. The live dates for HAVEN are located on your syllabus, Please locate the HAVEN folder in Blackboard and follow directions.**

#### **ATTENDANCE GUIDELINES:**

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 also 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 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.

**SPECIAL NEEDS:** *Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.*

**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 advise me and make appropriate arrangements with Helen Thomas Room 108 (912) 538-3126 or email at [lthomas@southeasterntech.edu](mailto:lthomas@southeasterntech.edu).

**WITHDRAWAL PROCEDURE:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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 when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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 assessed due to the withdrawal. All grades, including grades 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. Makeups will be given at the discretion of the instructor. Continued make-up exams and quizzes will not be 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. **There will be NO MAKEUP of Final Exams!**

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

**If a student is on a field trip, this will be excused. You will be considered TARDY after I call roll.**

**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:

#### --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.

#### --Second Offense--

Student is given a grade of "WF" 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.

#### --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 second 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:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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:

<b>ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer</b>	<b>Title VI - Title IX (Employees) - EEOC Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus  3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus  3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC's website.

**ACCESS TO TECHNOLOGY:** Students can now access BBL, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the MySTC portal or by clicking the Current Students link on the STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

### GRADING POLICY

### GRADING SCALE

### TCSG GUARANTEE/WARRANTY

**STATEMENT:** *The Technical College System of Georgia guarantees employers that*

**Final Exam**

A: 90-100

*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 employee*

**With Tardies and/or Absences**

B: 80-89

Exams-60%

C: 70-79

Homework-20%

D: 60-69

Final-20%

F: 0-59

**Final Exempt**

**No tardies and No absences**

Exams-70%

Homework-30%

**COLL 1040 – COLLEGE Foundations**

**Hybrid- Summer SEMESTER FY 2017**

**NOTE: Lab times throughout the semester will be arranged and incorporated into class times.**

**Note: In class defines what will be taught in class for the 60% and online will be identified what the student will do online outside of class the remainder 40% to = HYBRID**

**Due Dates will be given out the first week of class for the entire semester.**

Date	Chapter / Lesson	Content	Assignments Tests	Competencies: Course: 1, 2, 3, 4, 5 6, 7 Gen. ED: a, b, c
Week 1	The Enhanced Microsoft Office 2013	<b>Introduction to Course</b> —Syllabus, Outline, Rules, Regulation Coverage, STC policies and Procedure, Introduction to Blackboard HAVEN-TBA Part I- TBA  Computer Terminology- Understanding Essential Computer Concepts	Log on to BBL and read orientation.  <b>Hybrid: Week 1 in BBL under Assignments:</b> Complete new student questionnaire for Student Affairs in BBL.  Complete the online orientation by Watch the link by Paul Graham and watch Memory Tricks video.  Print syllabus and lesson plan.	1,2 a, b,c

		<u>Intro. To Windows Environment- Getting Started with Windows 8</u>	Become familiar with Blackboard.  Read Concepts- Unit A  Read- Windows 8 Unit A and B Complete the Computer Term Worksheet by 1/16/17. <b>All Week 1 Assignments Due:</b>	
Week 2	The Enhanced Microsoft Office 2013	Intro, to Internet and Email Intro. to Word Processing Software-  Guest Speaker Karen Vereen – Guest Speaker-	<b>Computer Term Quiz- date will be announced in class</b> Read- Internet Explorer 10- Unit A Read Word 2013- Unit A Type Memo: Quest. Specialty Travel <b>All Week 2 Assignments due by:</b>	1-7 a, c
Week 3		Mitchell Fagler- Guest Speaker -Intro. To Spreadsheets Software	Read Excel 2013 Unit A Open and Modify Excel Spreadsheet Ex. A-1.xlsx <b>Hybrid Drop Box:</b> Introspection Paper - Submit in BBL Hybrid: Complete Week 3 weekly folder <b>All Week 3 Assignments Due:.</b>	
Week 4	Success Skills Strategies for Study and Life Long Learning 1-3	Lecture Chapter 1- Active Student Lecture Chapter 2- Learning Styles Lecture Chapter 3- Creating Concentration	Read Chapters 1-3- College Success Book <b>Hybrid:</b> Complete Week 4 folder in <b>BBL Due Date:</b>	
Week 5	Chapters 4-6	In class: <i>Lecture: Chapter 4 Time and Money Management Wellness</i>  In class: <i>Lecture: Chapter 5 Studying Smart</i>	<b>Hybrid: Exam</b> Read Ch. 4-6 <b>Hybrid:</b> Complete Week 5 folder in BBL <b>All Week 5 Due Dates- Due by:</b>	3-5 a, c

		In class: Lecture: Chapter 6 <i>Taking Notes in Class</i>		
Week 6	Chapters 7-9	Lecture: Chapter 7 Taking Notes from Reading Material Lecture Chapter 8- Improving Reading Comprehension Lecture Chapter 9 Reviving Up your Reading <b>Part II: HAVEN due: TBA</b>	<b>Hybrid Exam Ch. 4-6 Due</b> <b>Hybrid Complete Week 6 folder in BBL</b> <b>Weekly folder Due Dates:</b>	
Week 7	Chapter 10	Lecture: Ch. 10 Mastering Tests Lecture Ch. 11 Using Your Critical and Creative Mind	<b>Hybrid: Exam Ch. 7-9 Due</b> <b>Weekly Folder Due Date:</b>	5 a, c
			<b>Hybrid- Effective Highlighting Discussion Board Chapter 7</b> <b>Read Chapter 8 &amp; 9 (outside of class)- Complete weekly folder</b>	5 a, c
Week 8	Chapters 12-13	Lecture- Ch. 12 Reading and Researching Online Lecture Ch. 13 Writing in the Real World  Leah Dasher- Guest Speaker - TBA	Hybrid Comp- Week 8 folder due in BBL <b>Weekly Folder Due Date:</b>	5 a, c
Week 9		<b>Review for Final exam</b>	Hybrid- Complete Week 9 folder <b>Weekly Folder Due date:</b>	5 a, b, c
	Final	<b>Final Exam- In class</b> – Closed Book- <b>Note:</b> Final Exam will contain 10-15 questions from the computer book as well as questions from the Success Book	<b>Weekly folders Due Date:</b>	5 a, b, c

**COURSE COMPETENCIES:**

1. Getting Off to a Good Start
2. Learning & Personality Styles
3. Time & Money Management
4. Stress Management & Wellness
5. Study & Test Taking Skills
6. Communication Skills
7. Career Exploration

**GENERAL EDUCATION CORE COMPETENCIES:**

- 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.

**Discussion Board Rubric- COLL1000**

Instructor: Dukes

All discussion boards **MUST** contain 1 post and a minimum of 2 replies

Original Post must contain a minimum of **100 words**

Replies must contain a minimum of **50 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	All required discussions are completed by	All required discussions are completed at the	Some or all required postings



	advance of deadline. Discussions and replies are completed throughout the discussion to ensure that others have time to read and respond	deadline. Some replies or discussions are not completed in time for others to read and respond	last minute without allowing time for others to read and respond.	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
TOTALS				
X 4				
Total Pts. ___/100				

**NOTES:**

