Semester: Summer 201716
Course Title: College Foundations
Course Number: COLL1040
Credit Hours/ Minutes: 3/ 2625-Institutional Credit
Class Location: Blackboard
Class Meets: Online 9 weeks
CRN: 60038

Instructor: Casandra Hardy
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Daytime Instructor: David Standard
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PREFERRED METHOD OF CONTACT: EMAIL

REQUIRED TEXT: *Success Skills, Strategies for Study and Lifelong Learning,* **Abby Marks Beale, Thomson/Southwestern, 2007 ISBN: 13:978-0-538-72963-5.** **AND** *The Enhanced Microsoft Office 2013: Illustrated Introductory, First Course.* 1st *edition.* **Cram, Duffy, Freidrichsen**

REQUIRED SUPPLIES & SOFTWARE: Supplies can include pencils, pens, paper, notebooks, etc. **Students are required to use Microsoft Applications for this class, specifically Microsoft Word**. Access to a computer is mandatory!

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 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.

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 & Personality Styles
8. Time & Money Management
9. Stress Management & Wellness
10. Study & 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 (Online): Online courses require students to be academically engaged each week doing course related 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 or receives an F in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress. **Students are expected to complete all tests and assignments by the due dates. Students are required to submit all assigned chapter assignments via the weekly drop boxes.** **ASSIGNMENTS WILL NOT BE ACCEPTED LATE FOR THIS CLASS. THIS INCLUDES BOOK WORK, DISCUSSION BOARDS, AND/OR TESTS. IF WORK IS NOT COMPLETED BY THE DUE DATES A GRADE OF ZERO WILL BE GIVEN. NO EXCEPTIONS.** Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam.

REMEMBER:
- **Submit all assignments in a Word document.**
- **Always use APA formatting (including headings).**
- **Do not plagiarize. All assignments should be completed in your own words.**
- **Submit all assignments as attachments through the provided digital drop box. (Assignments submitted in text box will receive a 0.)**
- **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 or the student** R**-drive.**

<mark>Online students are responsible for checking e-mails and Blackboard announcements daily</mark>.

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**. **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.

ONLINE ATTENDANCE: It is the student's responsibility to be academically engaged each week doing course related 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. 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. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at **11:55PM** on **Monday** of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

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, 912-538-3126, hthomas@southeasterntech.edu, 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, 912-538-3126, hthomas@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 accessed 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.

PROCTORED EVENT REQUIREMENT: In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor for approval a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse

within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates and times:

Vidalia Campus. Mar. 27, 8:00AM- Room 405, Main Campus

Swainsboro Campus. Mar. 29, 1:00PM- Room 6204, Building 6

Failure to take the proctored exam will result in an F for the course.

Proctored exam will cover material from chapters 12 & 13.

NO BOOKS ALLOWED IN TESTING ROOM

Please log into the proctored event folder and sign up for your preferred campus.

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 and/or requiring student to come to campus to take the final exam. **Note: If student notifies instructor about exam problems after the due date or on the last day of the semester, the student will NOT be allowed to make-up the exam. No exceptions!**

<u>**There will be no make-up of Final Exams**</u>

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: 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:

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

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

GRADING POLICY
Exams -50%
Homework- 10%
Proctored Event- 20%
Final -20%

GRADING SCALE
A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 0-59

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.*

	COLL 1040 – COLLEGE FOUNDATIONS Summer Semester 201716			
Date	**Chapter / Lesson**	**Content**	**Assignments Tests**	**Competencies 1, 2, 3, 4, 5 6, 7, 8 ,9,10,11, 12 Gen. ED: a, b, c**
Week 1 5/17-5/21	Computer book	Introduction to Course Syllabus, Outline, Rules, Regulation Coverage **Computer Terminology** **Introduction to Windows Environment**	Log on to Blackboard and read orientation. **Start Here- Discussion Board** –STC Pledge Acknowledgement (Located in getting started). **Due 5/22 by midnight.** **Student Introduction Discussion Board**- (Located in getting started) **Due 5/22by midnight.** **Complete New Student Questionnaire- Due 5/22 by 11:55pm.** **Failure to complete the above assignments by due date will result in being dropped form the class as a no show.** Print syllabus and lesson plan. Become familiar with contents of Blackboard. **Computer Terminology** **Computer Lab-Independent Challenge 1**-page Concepts 28- Follow Directions found in Assignment drop box. **Computer Lab**-Complete **Independent Challenge 2**-page concepts 29-Follow Directions found in Assignment drop box. **Introduction to Windows Environment** **Computer Lab**-Complete **Skills Review**-page windows 21 & 22-Follow Directions found in Assignment drop box. **Scavenger Hunt Quiz** **Exam -Computer Concepts**. **Complete online orientation and take Quiz**- You must pass the quiz before you may proceed with this course. **Read** Concepts & Windows chapters: The Enhanced Microsoft Office 2013. **Read** Introduction to Internet and Email **Read** Introduction to Word Processing and Software **All Assignments due 5/22 by 11:55pm**	1, 2 a, b, c

Week / Date	Computer Book	Topics	Assignments	Objectives
Week 2 **5/22-5/28**	Computer Book	**Introduction to Internet and Email** **Introduction to Word Processing Software** **HAVEN is LIVE**	. **Introspection Paper** due in Drop Box. **Internet and Email** **Computer Lab**-Complete **Independent Challenge 1**-page Internet Explorer 21.Follow Directions found in Assignment drop box. **Computer Lab**-Complete **Independent Challenge 3**-page Internet Explorer 22.Follow Directions found in Assignment drop box. **Intro to Word Processing Software** **Computer Lab**-Complete **Skills Review**-page word19-word21.Follow Directions found in Assignment drop box. **Register and complete HAVEN** Read chapter 4. Read Introduction to Spreadsheet Software **All assignments due 5/29 by 11:55pm.**	3,4 a, b, c
Week 3 **5/29-6/4**	Computer Book 4	**Introduction to Spreadsheet Software** *Time & Money Management,* Chapter 4	**Exam Chapter 4.** Drop box- **Budget Spreadsheet** Discussion Board -**Time Management** **Intro to Spreadsheet Software** **Computer Lab**-Complete **Skills Review**-page Excel 19 & 20. Follow Directions found in Assignment drop box. **Computer Lab**-Complete **Independent Challenge 3**-page Excel 22 Read Chapters 1-3 **All assignments due 6/5 by 11:55pm.**	5,8 a, b, c
Week 4 **6/5-6/11**	1-3	*Learning by doing,* Chapter 1 *Learning Styles,* Chapter 2 *Concentration,* Chapter 3 **Wellness** **Stress Management** **Watch Video: Randy Pausch's Last lecture**	**Exam Chapters 1-3.** **Exam - Wellness and Stress Management-** Discussion Board: **Learning style Inventory**. Download and Read wellness PowerPoint's. Discussion Board- Randy Pausch's Last Lecture Read chapters 7-9 **All assignments due 6/12 by 11:55pm.**	6,7,9 a, b, c
Week 5 **6/12-6/18**	7,8,9	*Taking Notes from Reading material*, Chapter 7 *Improving Reading Comprehension*, Chapter 8 *Revving up reading.* Chapter 9 **Mastering Tests, Chapter 10** **Watch Video: Paul Graham, Director of IT**	**Exam Chapter 7, 8, 9** **Exam Chapter 10** Discussion Board-**Reading Speed.** Drop box- **Ten Rules of Test Taking.** Discussion Board-**Test Taking.** **All assignments due 6/19 by 11:55pm.**	10 a, b, c

Week 6 6/19-6/25	5 & 6	*Studying Smart,* **Chapter 5** *Note Taking Skills,* **Chapter 6** **Watch Video: Helen Thomas, Special Needs Specialist**	**Exam Chapters 5 & 6.** Discussion Board**: Cornell Note Taking method and Mind Mapping** pages 160 – 169**.** **All assignments due 6/26 by 11:55pm.**	10 a, b, c
Week 7 6/26-7/2		**Communication Skills** **HAVEN is LIVE**	**Exam Communication** **Watch Communication PowerPoint.** Discussion Board**: Body Language-Power of Handshakes.** **COMPLETE Part 2 of HAVEN** **All assignments due 7/10 by 11:55pm.**	5 a, b, c
July 3 –July 9		*HOLIDAY NO CLASS*		
Week 8 7/10-7/16 **Proctored Event**	12 & 13	*Reading and Researching Online. Chapter 12* *Watch Video: Leah Dasher, Librarian* *Writing in the real world. Chapter 13* **Proctored Event**	**Proctored Exam over Chapters 12 & 13** **Vidalia Campus Monday, July 10 @ 8:30am.** **Vidalia Main Campus, Room 405 or** **Swainsboro Campus Wednesday, July 12 @ 9:00am** **Room will be announced in an Email for Swainsboro campus.** **Note: Failure to complete this proctored exam will result in automatic F for the course.** **Drop Box- Goals/UGA Speech** **Due 7/18 by 11:55pm.**	
Week 9 7/17-7/18		**Planning for the Future** **Goal writing** **Wrapping things Up!** **Final Exam**	**Final Exam** will become available on 7/16 due 7/18 by 11:55pm	
		==*The Instructor reserves the right to alter these plans/assignments as necessary*.==		

COURSE COMPETENCIES:
 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 & Personality Styles
8. Time & Money Management
9. Stress Management & Wellness
10. Study & Test Taking Skills
11. Communication Skills
12. 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: Casandra Hardy
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. Post 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
TOTALS				
X 4				
Total Pts. ___/100				

NOTES:

Written Assignments- Digital Drop Box
Standard

Grade	Description
A = 90-100	The A paper engages the reader's interest and shows strength of composition: clear, logical ideas; original thought; careful word choice and effective phrasing; no serious errors; and concentration on main purpose, with strong development and support.
B = 80-89	The B paper shows strength in most areas of composition: a clearly stated central purpose along with logical and adequate development. It includes one (1) serious error. Although showing competence, the B paper lacks the original thought and style that characterize an A paper.
C = 70-79	The C paper is a satisfactory composition with a worthwhile central development. Although it may be organized clearly and logically, its paragraphs may not be as fully developed as those in a B paper. It may have up to two (2) serious errors. While a C paper may have correction marks on it, it lacks clarity of thought and expression to be considered above average.
D= 60-69	The D paper indicates below-average achievement in expressing ideas correctly, sensibly, and effectively. A D paper contains three (3) serious errors and fails to present a central idea or to develop it adequately.
F = 1-59	The F paper may have one or more of the following problems: four (4) or more serious errors in grammar, spelling, punctuation, and sentence structure; missing or vague main idea; incomplete development or lack of specific support, or failure to follow directions.
0	Plagiarism: Copying word-for-word from an outside source of information without giving proper credit.

NOTES: