Big Sandy Community and Technical College

Course Syllabus

PS Number: 54164  Semester: Fall  Year: 2015

Faculty Name: John Carroll  Title: Professor

Course Prefix and Number: FYE 105  Course Credit Hours: 3

Course Prerequisites: N/A

Course Title: Achieving Academic Success

Catalog Course Description: Introduces new students to strategies that promote academic, personal, and professional success in the college environment. Fosters a sense of belonging, promotes engagement in the curricular and co-curricular life of the college, and provides opportunities for students to develop academic plans that align with career and life goals.

Instructor Contact Information:

Campus Location: Prestonsburg  Building & Room: Magoffin 209

Office Hours: MTWR 8:15 a.m. – 9:15 a.m.; MW 9:25 a.m. – 10:40 a.m.; MTWR 10:40 a.m. - 11:40 a.m. and other available by appointment.

Office Phone Number: 606.889.4717  Alternate Number: 606.886.3863

Best Times to Call: MTWR 8:15 a.m.

KCTCS Email: john.carroll@kctcs.edu

Special Instructions: Please use KCTCS email to contact me.

Supervisor Contact Information:

Name: Mrs. Melinda Justice, Associate Dean of Learning Support Services

Campus Location: Pikeville  Building & Room: 105D

Office Phone Number: 606.886.3863 ext. 81204
**Text and Supplies:**


**KCTCS General Education Competencies**

Students should prepare for twenty-first century challenges by gaining:

A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
   
   **Method to Achieve Competency:**

B. Intellectual and practical skills, including
   - inquiry and analysis
   - critical and creative thinking
   - written and oral communication
   - quantitative literacy
   - information literacy
   - teamwork and problem solving
   
   **Method to Achieve Competency:**

C. Personal and social responsibility, including
   - civic knowledge and engagement (local and global)
   - intercultural knowledge and competence
   - ethical reasoning and action
   - foundations and skills for lifelong learning
   
   **Method to Achieve Competency:**

D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.
   
   **Method to Achieve Competency:**

**Course Specific Competencies (Student Outcomes):**

Upon completion of this course, the student will be able to:

1. Develop an educational plan that leads to a career path.
2. Research and understand career choices.
3. Research and understand transfer options.
4. Locate and utilize campus resources.
5. Demonstrate use of information technology (KCTCS email, Blackboard, Student Self-Service/PeopleSoft, and college website).
6. Develop self-management skills.
7. Develop strategies for academic success.

**Lab Competencies (Student Outcomes):** (Enter N/A if this does not apply.)

**N/A**

**Course Outline:**

I. Academic & Career Planning
   A. Career exploration and research
      1. Goal-setting
      2. Investigating career options
   B. Educational plan including transfer information and alignment with career choice
      1. Differences in higher education choices
      2. Developing an academic plan (educational plan)
      3. Academic Program locations
      4. General education courses and the student learning outcomes associated with them
      5. Transfer requirements and general education certification
   C. Academic advising

II. Self-Management Skills Development
   A. Personal and academic financial information
      1. Personal budgeting
      2. Financial literacy
   B. Self-Responsibility/Self-Management
      1. Time management
      2. Personal discipline
   C. Diversity
   D. Health and Wellness
   E. Critical thinking

III. Campus Information/Orientation to College
   A. Campus resources
      1. Campus environment (roles of offices, personnel)
      2. Campus maps
      3. Participation in campus events/activities/organizations
   B. College etiquette
      1. Classroom
      2. Email
      3. Instructor/student relationships
   C. Policies and Procedures (Syllabus/Student Code of Conduct)
   D. College vocabulary

   E. Technology/Electronic Resources
      1. Blackboard
      2. Email
      3. Website
      4. Student self-service/online registration process
5. Online instruction/modes of instruction

IV. Strategies for Academic Skills Development
   A. Attendance and persistence
   B. Testing and test anxiety/Memory
   C. Note-taking/study skills
   D. Self-Analysis
   E. Informational literacy
   F. Motivation and attitude
   G. Skills required for success in online classes

Course Structure:
Methods may include, but are not limited to:

- Lecture/discussion
- Case studies
- Individual and or group presentations
- Self-study materials
- Practice tests
- Audio/Visual materials
- Computer assisted instruction
- Written assignments
- Web-enhanced instruction
- Workshops
- Self-assessment
- Home work

Technology/Media Component:
- Students have access to Blackboard through the Big Sandy Community & Technical College website at http://www.bigsandy.kctcs.edu.

Service-Learning:
N/A

Course Requirements and Evaluation:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>200 points</td>
</tr>
<tr>
<td>Exams, Quizzes, Assessments</td>
<td>200 points</td>
</tr>
<tr>
<td>In-Class Assignments</td>
<td>400 points</td>
</tr>
<tr>
<td>Out-of-Class Assignments</td>
<td>200 points</td>
</tr>
</tbody>
</table>

Grading Policy:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>E</td>
<td>59% and below</td>
</tr>
</tbody>
</table>

Attendance Policy:
Students are expected to attend all scheduled class meetings and to be an active member of the class. Attendance records are kept and the students are responsible for any missed notes, assignments, etc. **200 points** are assigned for attendance. Students may miss **one class period for emergencies**. After one absence, **10 points** will be subtracted for each absence. Excessive absences (more than one third of class meetings) may also jeopardize a student’s financial aid. Any student who maintains perfect attendance during the semester will have **10 bonus points** added to her/his overall point total.

**Missed Exam Policy:**
- Students must contact the instructor prior to the test date if they will not be present.
- Students must notify the instructor within 48 hours of the exam to reschedule.

**Late Assignment Policy:**
Assignments are due at the beginning of class when attendance is taken.

**Withdrawal Policy:**
Students may withdraw from this course until midterm and receive a W. After that date students may be allowed to withdraw with faculty permission.

Additional information can be found at the following site:
http://www.bigsandy.kctcs.edu/en/Academics/Office_Hours_Schedules_and_Syllabi.aspx