Big Sandy Community and Technical College

Course Syllabus

PS Number: 54187, 54188, 54193

Semester: Fall Year: 2015

Faculty Name: Judith Valade Title: Professor

Course Prefix and Number: FYE105 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: Pike 209

Office Hours:

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<tbody>
<tr>
<td></td>
<td>8:30 a.m. – 11:00 a.m. or by appointment</td>
<td>8:30 a.m. – 11:00 a.m. or by appointment</td>
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If you want to speak with me during the times listed above and I am not in my office, please check the Johnson Building, room 144.

Office Phone Number: 606.889.4775 Alternate Number: 1-800-641-4132 ext. 64775

Best Times to Call: You can call anytime. If I am unable to take your call, please leave your name and phone number on the voicemail.

KCTCS Email: judith.valade@kctcs.edu

Special Instructions: Please use the Email button in Blackboard to send me an email.

Supervisor Contact Information:
Text and Supplies:

Your textbook and other materials will be available in Blackboard on the first day. The cost will be paid in your tuition.


**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 material
- Computer assisted instruction
- Written assignments (clinical and/or classroom
- Web-enhanced instruction
- Workshops
- Self-assessments
- Homework

Students must read and complete all assigned exercises and journals using the assigned text. Required exercises will be submitted to the instructor on the date that the material is due. Blackboard will be used to upload all assignments.

<table>
<thead>
<tr>
<th>Week / Date</th>
<th>Activities / Assignments</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Ice Breaker Activity</td>
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<tr>
<td>Aug. 17 - 20</td>
<td>Using Blackboard</td>
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<tr>
<td></td>
<td>Review Course Syllabus &amp; complete syllabus survey - (50 pts)</td>
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<tr>
<td></td>
<td>Activity (Perception and Possibility) + Journal - (10 pts)</td>
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<tr>
<td>Week 2</td>
<td>Getting on course to success – Self-assessment - (50 pts) + Journal - (10 pts)</td>
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<tr>
<td>Aug. 24 - 27</td>
<td>In-class activity</td>
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<tr>
<td></td>
<td>Ch. 1 Study guide - (10 pts)</td>
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<tr>
<td>Week</td>
<td>Dates</td>
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<tr>
<td>3</td>
<td>Aug. 31 – Sept. 3</td>
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<td>4</td>
<td>Sept. 7 – 10</td>
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<td>Sept. 7 – Labor Day – College Closed – No classes</td>
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<td>5</td>
<td>Sept. 14 - 17</td>
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<td>6</td>
<td>Sept. 21 - 24</td>
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<td>7</td>
<td>Sept. 28 – Oct. 1</td>
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<td>8</td>
<td>Oct. 5 - 8</td>
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<td>9</td>
<td>Oct. 12 - 16</td>
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<td>Oct. 19 - 22</td>
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<td>11</td>
<td>Oct. 26 - 29</td>
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<td>12</td>
<td>Nov. 2 - 5</td>
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<td>13</td>
<td>Nov. 9 - 12</td>
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<td>14</td>
<td>Nov. 16 - 19</td>
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Ch. 8 Study Guide – (10 pts)

<table>
<thead>
<tr>
<th>Week 15</th>
<th>Staying On Course to Your Success</th>
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<tbody>
<tr>
<td>Nov. 23 - 26</td>
<td>In-class activity</td>
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<tr>
<td>Nov. 26 – Thanksgiving College closed – no classes</td>
<td>Post-test - (50 pts) and Journal - (10 pts)</td>
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<td>Tips for taking final exams</td>
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<td></td>
<td>Conferences</td>
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<table>
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<tr>
<th>Week 16</th>
<th>Tips for taking final exams</th>
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<tbody>
<tr>
<td>Nov. 28 - 31</td>
<td>Conferences</td>
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<tr>
<td></td>
<td>Final Test - (50 pts)</td>
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**Technology/Media Component:**
Students will need to save files to a USB device, upload and download documents, communicate through email, attach and send files, as well as use and edit word processing documents. If you have any questions or concerns about the use of Blackboard, or computers in general, please contact me as soon as possible. Students have access to Blackboard through the Big Sandy Community and Technical College website at [http://www.bigsandy.kctcs.edu](http://www.bigsandy.kctcs.edu).

**Service-Learning:**
N/A

**Course Requirements and Evaluation:**

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>900 – 1000 points</td>
</tr>
<tr>
<td>B</td>
<td>800 – 899 points</td>
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<tr>
<td>C</td>
<td>700 – 799 points</td>
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<tr>
<td>D</td>
<td>600 – 699 points</td>
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<tr>
<td>E</td>
<td>599 points and below</td>
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**Attendance Policy:**
There is a total of 200 participation points for the course. There are 29 total class days for the semester. For each class you attend up to 25 class days, you will receive eight participation points. The other four days are for when you are sick or are unable to make it to class, and they will be considered excused absences. If you are absent more than four days, you will not earn participation points if you are absent, no matter what the reason might be that you are unable to be in class. If you have perfect attendance, you will receive **10 bonus points**.
Classroom Etiquette

- No working on homework assignments during class
- No tobacco products
- No wandering in and out of the classroom
- Students who sleep through class will be marked absent.
- Be respectful of others. NO talking while other people are speaking.
- Come to class prepared and ready to participate.
- It is the policy of this class to require that cell phones be turned off.
- With education being one of the most important things you can do to increase your overall chances of a successful career and life, having interruptions during scheduled class time will become a distraction not only to other students but to the class as a whole.
  - Cell phone distractions are as follows:
    1. Texting during class
    2. Making or answering incoming calls
    3. Beeps whistles from cell phone
    4. Gaming or watching movies on a phone during class
    5. Catch-all – “Anything that disturbs the class and related to a cell phone”

Referral

At midterm if a student has a percentage of 59 or below, they may be referred to a counselor.

Quizzes

Quizzes may be given at the beginning of class. All quizzes will be housed in Blackboard and will be opened and closed in a specific window of time. Students will need to contact the instructor to complete a quiz late.

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:

I will not accept assignments more than one week late.

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