Big Sandy Community and Technical College

Course Syllabus

PS Number: 49379  Semester: Fall  Year: 2017

Faculty Name: John Carroll  Title: Professor

Course Prefix and Number: FYE 105 B004  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 8:10-9:10; MW 9:10-10:40 and TR 1:45-3:15

Office Phone Number: 606.889.4717  Alternate Number: 606.886.3863

Best Times to Call: WR 8:10 a.m.

KCTCS Email: john.carroll@kctcs.edu

Special Instructions: Please use KCTCS email to contact me.

Supervisor Contact Information:

Name: Ms. Michelle Fields, Division Chair, Arts & Humanities Division

Campus Location: Prestonsburg  Building & Room: Pike 215 B

Office Phone Number: 606.886.7394

KCTCS Email: mfields0030@kctcs.edu
**Text and Supplies:**

Your textbook and other materials will be available in Blackboard on the first day. The textbook, *College Success*, is available at no cost to you.

You will need the booklet you received in Admissions when you registered. If you did not receive one, you will be given one during class.

A USB drive to save documents is also needed.

**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:*
   Discussion and group activities.

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:*
   Learning Guides and Interview summary.

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:*
   Email Netiquette and final exam.

D. **Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.**
   *Method to Achieve Competency:*
   Priority registration; career project preparation and final exam.
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.
Computers will be utilized in this course for Blackboard and web access.

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

<table>
<thead>
<tr>
<th>Week / Date</th>
<th>Activities / Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Syllabus Ice Breaker Workplace ethics Syllabus Quiz (5 pts)</td>
</tr>
<tr>
<td>8/9/14-8/18/17</td>
<td>Ice Breaker Blackboard, online courses, Starfish, Email +netiquette email professor (20 pts) Pre-survey (25 points)</td>
</tr>
<tr>
<td>Week 2</td>
<td>Ice Breaker Student Self-serve Free Word Download Learning Guide Chapter 1 (25 pts) Chapter 1 quiz (10 points)</td>
</tr>
<tr>
<td>8/21/17-8/25/17</td>
<td></td>
</tr>
</tbody>
</table>
| Week 3  | 8/28/17-9/01/17 | Ice Breaker  
Financial Aid Office  
Financial Aid/Library (LibGuide) | Study Skills - Notetaking  
Chapter 2  
Learning Guide (25 pts)  
Chapter 2 quiz (10 points) |
|---|---|---|---|
| Week 4  | 9/04/17-9/08/17 | Monday, 9/04/17 Labor Day Holiday – College Closed  
Scholarships - Case Study | Test Taking  
Chapter 3 - Learning Guide (25 pts)  
Chapter 3 quiz (10 points) |
| Week 5  | 9/11/17-9/15/17 | Time Management | Time Management Continued  
Chapter 4 - Learning Guide (25 pts)  
Chapter 4 quiz (10 points) |
| Week 6  | 9/18/17-9/22/17 | Career | Career Coach – Module 1 (75 points)  
Library – Career  
Continue My Next Move |
| Week 7  | 9/25/17-9/29/17 | Interview Assignment Sheet | Chapter 5 - Learning Guide (25 pts)  
Chapter 5 quiz (10 points) |
| Week 8  | 10/02/17-10/06/17 | Priority Registration  
Email Advisor | Group Work Collaboration  
Puzzle Activity  
Midterm Exam (chapters 1-4) – 50 points |
| **Fall Break Week**  | 10/09/17-10/13/17 |  |  |
| Week 9  | 10/16/17-10/20/17 | Priority Registration Begins  
Module II – Begin Check Sheet  
Spring Schedule of Classes  
Student Self-Service | Finish Check Sheet (50 pts)  
Priority Registration  
Printed Spring Schedule (40 pts.) |
| Week 10  | 10/23/17-10/27/17 | Career Library/Module III  
Begin resume | Library/Module III  
Complete Resume and upload to Career Coach (75 pts) |
| Week 11  | 10/30/17-11/03/17 | Work Day for Career  
Assignments/prepare for career presentations | Career Presentations (30 pts)  
Interview summary due (100 pts.) |
| Week 12  | 11/06/17-11/10/17 | Library Financial Literacy - Budget | Library Financial Literacy – Budget (25 pts) |
| Week 13  | 11/13/17-11/17/17 | Priority Registration Ends  
Critical Thinking Activities | Ch. 6 and Learning Guide (25 pts)  
Chapter 6 quiz (10 pts.) |
| Week 14  | 11/20/17-11/24/17 | Critical Thinking  
Activity  
Grade Report for missing assignments – Work day | Ch. 7 and Learning Guide (25 pts)  
Chapter 7 quiz (10pts.) |
| Week 15  | 11/27/17-12/01/17 | Friday, 12/01/17 – Last Day to Withdraw  
Health and Wellness Activities | Ch. 8 and Learning Guide (25 pts)  
Chapter 8 quiz (10 pts.)  
Prep for Final Exam  
Post-Survey (25 pts.) |
Week 16
12/04/17-12/08/17

**Finals Exams Week**
Final Exam Monday, 12/04/17

Final Exam (100 pts)
Attendance Calculated (100 pts.)

**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>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>100 points</td>
</tr>
<tr>
<td>Pre-survey</td>
<td>25 points</td>
</tr>
<tr>
<td>Email</td>
<td>25</td>
</tr>
<tr>
<td>Career Coach Modules</td>
<td>150</td>
</tr>
<tr>
<td>Career Interview</td>
<td>100</td>
</tr>
<tr>
<td>Learning Guides</td>
<td>200</td>
</tr>
<tr>
<td>Quizzes (8)</td>
<td>80</td>
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<tr>
<td>Priority Registration Assignments</td>
<td>90</td>
</tr>
<tr>
<td>Mid-semester</td>
<td>50</td>
</tr>
<tr>
<td>Budget</td>
<td>25</td>
</tr>
<tr>
<td>Presentations</td>
<td>30</td>
</tr>
<tr>
<td>Post-survey</td>
<td>25</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Total</td>
<td>1000</td>
</tr>
<tr>
<td>Extra Credit for up to two TMI Workshops</td>
<td>20 points each</td>
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**Grading Policy:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Range</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>900 – 1000 points</td>
</tr>
<tr>
<td>B</td>
<td>800 – 899 points</td>
</tr>
<tr>
<td>C</td>
<td>700 – 799 points</td>
</tr>
<tr>
<td>D</td>
<td>600 – 699 points</td>
</tr>
<tr>
<td>E</td>
<td>599 points 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. **100 points** are assigned for attendance. Students may miss two class periods for emergencies. After two absences, **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.

**Referral**

A student may be referred to the tutoring center, a counselor or academic advisor at any time during the semester if the student is missing classes or otherwise falling behind in coursework.
**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:**
Every effort should be made by the student to adhere to the schedule stipulated in the Course Outline. No assignments will be accepted after the last day of regular coursework. If there are extenuating circumstances, please contact me immediately.

**Withdrawal Policy:**
A student may withdraw from this course any time until midterm. After the midterm date, the instructor’s signature (permission) will be required. Please come see me during office hours if possible. The student may otherwise email the instructor with a request to withdraw. At that point, the instructor will generate an email that the student must present to the office of Admissions and Records to complete a formal withdrawal from the course.

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