Big Sandy Community and Technical College

Course Syllabus

PS Number: 82569  Semester: Spring  Year: 2017

Faculty Name: John Carroll  Title: Professor

Course Prefix and Number: FYE 105 B001  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 8:15-9:15; MW 11:00-12:00 and MTWR 2:00-3:00

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: 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:

College Success developed and distributed by the Saylor Foundation. The digital book will be loaded in Blackboard. This is free to students. You may download it from Blackboard.

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.)

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:**

<table>
<thead>
<tr>
<th>Week / Date</th>
<th>Activities / Assignments</th>
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<tbody>
<tr>
<td>Week 1 1/9/17-1/13/17</td>
<td>Syllabus, Ice Breaker Workplace ethics, Syllabus Quiz (50 pts)</td>
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<tr>
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<td>Ice Breaker Blackboard, online courses, Starfish, Email +netiquette email professor (25 pts)</td>
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<tr>
<td>Week 2 1/16/17-1/20/17</td>
<td>MLK – Holiday Monday, Ice Breaker, Student Self-serve</td>
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<td>Free Word Download Learning Guide for Chapter 1 (25 pts)</td>
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<td></td>
<td>Study Skills - Notetaking Chapter 2 Learning Guide (25 pts)</td>
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<tr>
<td>Week 4 1/30/17-2/3/17</td>
<td>Scholarships, Scholarships Case Study, Test Taking Chapter 3 - Learning Guide (25 pts)</td>
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<tr>
<td>Week 5 2/6/17-2/10/17</td>
<td>Time Management, Time Management Continued Chapter 4 - Learning Guide (25 pts)</td>
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<tr>
<td>Week 6 2/13/17-2/17/17</td>
<td>Career, Total points for Career includes priority registration (300 pts)</td>
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<td>Library – Career Continue My Next Move</td>
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<tr>
<td>Week 7 2/20/17-2/24/17</td>
<td>Pres. Day – Holiday Monday, Continue My Next Move</td>
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<td>Priority Registration Email Advisor, Chapter 5 - Learning Guide (25 pts)</td>
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<tr>
<td>Week 8 2/27/17-3/3/17</td>
<td>Priority Registration Email Advisor, Finish Schedule sheet and Check Sheet priority register</td>
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<tr>
<td>Week</td>
<td>Dates</td>
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<tr>
<td><strong>Spring Break Week</strong></td>
<td>3/6/17-3/10/17</td>
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<td>Week 9</td>
<td>3/13/17-3/17/17</td>
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<tr>
<td>Week 10</td>
<td>3/20/17-3/24/17</td>
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<tr>
<td>Week 12</td>
<td>4/3/17-4/7/17</td>
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<tr>
<td>Week 13</td>
<td>4/10/17-4/14/17</td>
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<td>Week 14</td>
<td>4/17/17-4/21/17</td>
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<td>Week 15</td>
<td>4/24/17-4/28/17</td>
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<td>Week 16</td>
<td>5/1/17-5/5/17</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>Attendance</td>
<td>200</td>
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<tr>
<td>Exam</td>
<td>100</td>
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<tr>
<td>Career Project (Total)</td>
<td>300</td>
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<tr>
<td>Learning Guides</td>
<td>200</td>
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<tr>
<td>Class Activities</td>
<td>200</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
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<tr>
<td><em>Extra Credit for up to two TMI Workshops</em></td>
<td><em>20 points each</em></td>
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**Grading Policy:**

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<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:**
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 **two class periods for emergencies**. After two absences, **20 points** will be subtracted for each absence. Excessive absences (more than one third of class meetings) may also jeopardize a student’s financial aid.

**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:**
Exams will be scheduled the week they are listed in the Course Outline. In emergency situations, exams may be made up. However, a student must contact the instructor as soon as possible to make arrangements.

**Late Assignment Policy:**
Assignments are due according to the course outline. Please contact your instructor if you have circumstances for turning in an assignment past the due date. Arrangements for accepting late assignments are made between you and the instructor.

**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