Big Sandy Community and Technical College

Course Syllabus

PS Number: 82565  Semester: Spring  Year: 2017

Faculty Name: Stephania B. Conn  Title: Assistant 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: Pike Building Room 107B

Office Hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>9:00 AM – 11:30 AM (Pikeville) and</td>
</tr>
<tr>
<td>W</td>
<td>10:30 AM – 12:00 PM  and</td>
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<tr>
<td></td>
<td>12:30 PM – 2:00 PM  or by appointment</td>
</tr>
<tr>
<td>T/R</td>
<td>8:30 AM – 11:00 AM (Prestonsburg)</td>
</tr>
<tr>
<td>T</td>
<td>(Mayo)</td>
</tr>
<tr>
<td></td>
<td>2:00 PM – 3:00 PM  or by appointment</td>
</tr>
<tr>
<td>Friday (Online)</td>
<td>10:30 AM – 11:30 or by appointment</td>
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</tbody>
</table>

Office Phone Number: (606) 218-1243  Alternate Number: 1-800-641-4132 ext. 82143

Best Times to Call: You can call anytime. However, I am available during office hours.

KCTCS Email: sconn0008@kctcs.edu

Special Instructions: Please use the Blackboard e-mail tool and include a subject in the subject line.
Supervisor Contact Information:

Name:  Mary Stepp Wallen, Division Chair

Campus Location:  Prestonsburg  Building & Room:  Pike Building Room 107E
Office Phone Number:  889 - 4761  Ext.

KCTCS Email:  mary.wallen@kctcs.edu

Text and Supplies:

*The textbook is included in tuition and may be picked up at the Prestonsburg Campus bookstore.


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

Tentative Assignment Outline – Assignments and due dates are subject to change with notification from the instructor if circumstances arise to necessitate such change.

<table>
<thead>
<tr>
<th>Week / Date</th>
<th>Activities / Assignments</th>
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</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Discussion Board – Introductions &amp; Syllabus &amp; Course Survey</td>
</tr>
<tr>
<td></td>
<td>*Failure to submit both assignments by the due date could result in being dropped from the course.</td>
</tr>
<tr>
<td>Week 2</td>
<td>Orientation Activities (College Website, Blackboard, Email, Netiquette, Student Self-Service, etc.) &amp; Orientation Quiz</td>
</tr>
<tr>
<td>Week 3</td>
<td>Chapter 1 Assignments (Journal)</td>
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<tr>
<td>Week 4</td>
<td>Chapter 2 Assignments &amp; Career Inventory</td>
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<tr>
<td>Week 5</td>
<td>Chapter 3 Assignments &amp; Soft Skills (Blog)</td>
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<tr>
<td>Week 6</td>
<td>Chapter 4 Assignments Career Decision Report Part I</td>
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<tr>
<td>Week 7</td>
<td>Chapter 5 Assignments &amp; Soft Skills (Blog)</td>
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<tr>
<td>Week 8</td>
<td>Mid-term Exam</td>
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</tbody>
</table>
Spring Break Week | March 5 – 12
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Week 9 | Chapter 6 Assignments (Journal) & Discoveries Summaries
Week 10 | Chapter 7 Assignments
Registration Activity
Week 11 | Chapter 8 Assignments (Journal)
Week 12 | Career Interview Assignment Due
Week 13 | Chapter 9 Assignments
Week 14 | Career Decision Report Part II Due
Week 15 | End of Course Survey (Journal)
Week 16: | Final Exam

**Technology/Media Component:**
- Students have access to Blackboard through the Big Sandy Community & Technical College website at http://www.bigsandy.kctcs.edu.
- Mindtap will be utilized for some text-based assignments.
- Students should have Microsoft Word to view assignments and complete assignments. A free version is available (see course menu for details).

**Service-Learning:**
N/A

**Course Requirements and Evaluation:**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus &amp; Course Survey</td>
<td>20</td>
</tr>
<tr>
<td>New Student Orientation Quiz</td>
<td>30</td>
</tr>
<tr>
<td>Discussion Boards</td>
<td>20</td>
</tr>
<tr>
<td>Mid-term Exam</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Other Assignments:</td>
<td>730</td>
</tr>
<tr>
<td>Pre and Post Assessments</td>
<td>60</td>
</tr>
<tr>
<td>Career Project</td>
<td>300</td>
</tr>
<tr>
<td>Mindtap</td>
<td>250</td>
</tr>
<tr>
<td>Journals &amp; Blogs</td>
<td>120</td>
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<tr>
<td><strong>Total Points Possible</strong></td>
<td>1000</td>
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</tbody>
</table>

**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>
</tr>
<tr>
<td>C</td>
<td>700 – 799 points</td>
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<tr>
<td>D</td>
<td>600 – 699 points</td>
</tr>
<tr>
<td>E</td>
<td>599 points and below</td>
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</tbody>
</table>

**Attendance Policy:**
Students are expected to check email and Blackboard frequently and participate in discussions.
Rules of Engagement:
- E-mail is my preferred method of communication. However, if you would like to meet with me, I will set up an appointment to meet with you in my office. I will also respond to voice messages.
- I will respond to all e-mail messages within 24 hours (unless otherwise indicated). For instance, if you email outside of my office hours on Friday, I will return the email on Monday. *You should not plan to send an e-mail immediately before an assignment is due. If you do, it may be too late.
- When you e-mail an instructor, you should be professional. Text language or slang is not appropriate.
- I prefer to be addressed as Mrs. Conn or Stephania.
- In the email subject line, please include a subject.
- Please use your KCTCS e-mail address for official communication. Other email addresses may be filtered and not reach my mailbox. Also, please do not reply to group emails or Blackboard Announcements.

Classroom Etiquette and “Netiquette”:
- Communication is imperative in this course. To maintain a positive online environment, each of us is expected to follow netiquette guidelines.
- Be advised that rules for student conduct apply in the online environment. Any use of electronic communication on BSCTC’s network, which includes Blackboard, BSCTC e-mail, etc. for flaming or other kinds of harassment may be treated as a student conduct violation under the Student Code of Conduct.
- Show respect for the instructor, classmates, and for the privacy of those in the online environment.
- Nothing threatening is appropriate
- Express differences of opinion in a polite and rational way maintaining a supportive academic environment.
- Stay focused by avoiding irrelevant topics in discussion or collaboration activities.
- Use of proper capitalization and punctuation rules is expected.
- Use of all uppercase in a message is the equivalent of shouting and is considered offensive.

Discussion Board:
Discussion board forums take the place of classroom discussion that would normally take place in face-to-face classes. As such, their purpose is to provide a place to share your thoughts, findings, and learning experience with your classmates.

Quizzes and Exams:
- All quizzes and exams will be accessible through the Blackboard course.
- Students are allowed only one attempt to complete each quiz or test.
- Should you be “locked out” while taking a quiz or exam, you must notify me by e-mail. I will reset it once only, and you will need to take the entire quiz/test again.
- Do not wait until the last minute to take a quiz/test. If you should experience technical difficulties, your answers may not be available for grading and may cause you to fail the quiz/test.

Late Assignments:
- I will accept late work up to one week. However, there will be a 10% deduction for each week after that.
- Students should allow sufficient time for “technical emergencies” when completing assignments.
- Unless noted, I will not accept work via e-mail.
Class Progress:
- Students are responsible for keeping track of their class progress through the My Grades button in Blackboard.
- Students who need help are responsible for seeking assistance.
- Grading will normally be completed within one week after assignments are due.

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

Withdrawal Policy:
Students may withdraw from this course until midterm and receive a W (see Academic Calendar). After this 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