

RSC LIBERAL ARTS AND SCIENCES

EDUC 1103 | College and Life Strategies

Spring 2024 - 16 Weeks Syllabus

Instructor Information



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Communication Preferences & Response Times

The best way to reach me is by sending a message through our class in Canvas. You may also send e-mail messages to my official campus email (pmayhew@rose.edu). Be sure to use your official Rose State email. I respond to email messages within 24 hours (a little longer over the weekend), so if a day or two goes by and I haven't responded, more than likely, that means I didn't get your email. You may also call the Humanities office and leave me a message.

Course Information

Course Title: College and Life Strategies

Course Number: EDUC 1103 2339

Day and Time: (TR 9:30a)

Course Description & Prerequisites

Course description: This course is designed to help students develop effective approaches for completion of their Rose State College education. The knowledge and concepts behind such strategies are also transferable to other educations, professional, and personal context.

Prerequisites: None

Delivery Method and Course Structure

Face to Face in class with a mix of lecture, group work, presentations, and other practices.

Textbook & Instructional Materials

All materials will be available in CANVAS. No Textbook is required for this course.

Course Overview

The goal of the course is to improve student success within Rose State College as well as in other educational, career, and personal experiences. Mentoring instructors guide students to generate a personal set of strategies, resources, and skills ranging from basic knowledge about higher education and day-to-day study to the softer skills of effective communication and working in groups composed of diverse individuals.

Course Learning Outcomes (CLO's)

At the conclusion of this class, the student should be able to do the following:

1. Explain the role of resiliency in collegiate success and demonstrate methods to manage time, energy, and finances

2. Examine motivations for attending college and formulate academic and career goals
3. Locate and utilize campus resources, including appropriate mentors and technology
4. Identify learning preferences along with effective methods to remember and apply academic concepts and information
5. Demonstrate college-level communication skills
6. Employ strategies for working in groups composed of diverse individuals

Course Learning Outcomes

At the conclusion of this course, you should be able to:

- Give at least two examples of the ways in which this course will strengthen understanding of and steps to a more successful college experience
- Send an email to a professor, utilize the class page in Canvas, find information and resources on the Rose State College website, and calculate a GPA
- Identify the locations and services of at least five campus student resources
- Explain the importance of communicating with class instructors, advisors, and other campus personnel
- Define the term “academic professionalism” and give three examples of academic professionalism in the college environment
- Describe the different kinds of higher education institutions and available degrees at each
- Explain the importance of goal-setting, list personal short and long-term goals, and design an action plan

- Define the terms “growth-mindset” and “resiliency,” and give specific examples of how each concept contributes to academic and personal success
- Work effectively as a member of at least three different groups of diverse individuals to achieve assigned goals
- Recognize personal learning preferences and demonstrate specific study and note-taking methods that utilize those preferences
- Contrast the requirements of e-learning with those of the classroom environment
- Recognize the importance of time management and financial literacy by creating personal calendars and budgets
- Use test-taking strategies, including relaxation techniques, for increased focus and memory
- Identify a possible degree program and create a semester-by-semester plan for achieving that degree
- Research and present a study of a specific career field containing both a written component and a class presentation

Grading Scale

Grading Scale

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 0-59%

Grade Breakdown by Assignment Type

Student grades will be calculated based on total points earned divided by total points possible. The grade book on Canvas will be updated continually to reflect students' current grades.

Overview of Learning Activities & Assessments

Since this is a course designed to help you learn skills, there are several skills-based assignments designed to help you reach the learning goals and give you an opportunity to demonstrate what you have learned. The list below is not inclusive, but it does spell out the kinds of activities that students will complete.

- Students will complete assignments reflecting on their own life and school experiences and write about them.
- Students will analyze some case studies of other college students.
- Students will complete a presentation that will be used to assess their ability to identify quality sources, create visuals to go with their presentation, and speak in front of an audience.
- Students will make a map of their future academic career.
- Students will participate in discussion about the various topics presented.
- Students will create a final reflective essay that synthesizes all the material learned in this class.

Make-Up and Late Assignments Policy

All assignments are expected to be completed on or before the due date. Since there are normally several days for assignments to be submitted in a timely manner and Canvas is virtually a 24/7 tool, **late work is penalized with a 10% deduction.**

Participation and Engagement Policy

It is extremely important for students to attend class. Students will receive a grade based on attendance AND participation with in-class discussions and activities. Failure to attend or complete assignments may result in a recommendation for the student to withdraw from the course. Simply ceasing to attend does not withdraw you from the course, and may result in you receiving a grade of F for the course (see Withdrawal Policy below).

Concurrent Student Policies

We are here to help you succeed, and the policies below will help us collaborate to reach that goal.

School Calendar Conflicts

- Rose State College's semester start and end dates differ from high school start and end dates. Students are expected to adhere to the college's semester schedule.
- Concurrent students are expected to follow both calendars, so it is important to be aware of any conflicting dates for spring break, holidays, teachers' meetings days, etc.
- When the high school is closed for inclement weather, students are still expected to attend their college classes if Rose State College remains open. Please check Canvas for any special instructions from your professor.
- If the college is closed but the high school remains open, your class may still be held virtually. Students should always check Canvas for any updates or assignments.

Excused Absences for High School Activities

- The high school student is expected to adhere to the same attendance policy as the college student. The only exception is if a student misses class due to a school sanctioned event.
- High school students' absences are excused if the professor is notified **before** the school- sponsored event and if a counselor/advisor will confirm the event.
- It is the student's responsibility to contact the professor before the missed class period for course work and to establish a due date.

- If high school events interfere with college testing, the student is responsible for taking the test during the established testing time frame in the Rose State College Academic Testing Center or for making arrangements with the professor to take the exam at the high school under appropriate supervision.

Classroom Etiquette and Behavior Issues at the Remote Site

- The Concurrent classroom at any high school is considered a college classroom.
- All students in remote classroom locations are considered college students and expected to behave as college students.
- You can refer to the [Student Conduct Code section of the Student Handbook](#) as a guide.
- Any behavioral problems of concurrent students will be reported to both the high school counselor and the Concurrent Enrollment Office at Rose State.

Keys to Success

- Attend on-campus classes and/or ITV classes regularly or log in to Canvas regularly for an online class.
- Active participation, whether online or in person.
- Ask questions of your professor in class, via email, or during the professor's office hours.
- Be prepared for class participation, tests, and quizzes.
- Read the textbook and/or the instructional materials on the Canvas home page.
- Complete your homework and submit it on time.
- Check Canvas regularly for any course announcements.

For more information and other important details, please review the [Rose State College Concurrent Student Handbook](#).

Additional Course Policies

WITHDRAWAL POLICY

The professor may administratively withdraw students who do not attend during the first week of an 8-week term, or first two weeks of the 16-week semester. **If it becomes impossible for you to finish the course, you should officially withdraw. If you quit this class halfway through the term, you will NOT be automatically dropped from the course. If you stop attending, you will receive an F for the course unless you have completed the withdrawal process.** If you are having problems with the course, please let me know.

Key Semester Calendar Dates

Event	Semester Dates
Last Day to Drop with 100% Refund	Friday, February 2, 2024
Spring Break	March 18th - 23rd
Last Day to Withdraw	Friday, April 19, 2024
Final Examinations	May 13th - 18th
Last Day of Semester	Saturday, May 18, 2024

*NOTE: Failure to attend and complete assignments by required due dates may result in a student being administratively withdrawn (AW). Receiving an AW grade does **not release a student from financial responsibility** for the course.

Academic Integrity

Rose State College expects students to understand and to follow basic standards of honesty and integrity. Some common violations of these basic standards of academic integrity include but are not limited to, plagiarism, cheating on tests and examinations, **presenting one's own work completed for one course as original work for another**, and other forms of dishonest performance on college assignments, as explained below.

Plagiarism means the use of the thoughts, ideas, words, phrases or research of another person or source as one's own without explicit and accurate credit to the original author.

Cheating on examinations of any kind (quizzes, midterms, finals, etc.) includes copying another student's answers, exchanging information, using notes or books unless expressly permitted to do so by the instructor, or gaining access to examinations prior to the actual taking of such examinations.

Other examples of academic dishonesty include, but are not limited to, copying or preparing another person's work; or buying prepared papers.

NOTE: Assisting anyone to engage in any of the violations described above qualifies as academic dishonesty.

Student Technology Skills and Expectations

Students will need reliable internet service to access Canvas for the readings and assignments.

Technology Support/Help

Technical Support for Canvas

Canvas may be a new system for many of you in our course. It is very student friendly and easy to navigate ... plus, it is designed to provide great reminders to help students recognize key due dates and locate learning materials. If you would like some help learning more about Canvas (or if you get stuck on any of the tools), here are some help tips for you:

- Click the following link to see a variety of Canvas Videos (scroll down to find the videos for Students): [Canvas Video Guide](#) (Links to an external site.)
- Click the following link for the Canvas Student Guides for help with almost any feature of Canvas: [Canvas Student Guide](#) (Links to an external site.)
- **Click the "Help" icon for 24/7 help with Canvas via phone or chat** (icon is at the bottom of the far left navigation menu)

Other Technical Support

For Technical Assistance, use the Help link. You can find many resources that may help you find what you need, such as the Users Guide or Knowledge Base. Or if those don't help answer your question, you can use the link to contact the [eLearn Helpdesk](#) (Links to an external site.)

Academic Support Services & Resources

We have several services and resources to help our Rose State College students succeed...whether you are on campus or online. Click the following link to view our Student Resources webpage:

<https://www.rose.edu/content/academics/student-resources/>

The above link will connect you to the following resources and more:

- Learning Resources Center
- Our Rose State College Library
- “The Study” offered through our Humanities Department
- Computer Labs across campus
- Reading Lab
- Writing Lab
- Tutoring Center

ACADEMIC TESTING CENTER

Our Academic Testing administers and proctors class exams at the request of instructors for online, on-campus, and hybrid courses. If your instructor has required a proctored exam at our testing center, please click the following link to confirm [Academic Testing's policies, location, and hours of operation](#).

Raider Alert (Campus Emergency Alerts)

Raider Alert is Rose State's emergency notification system. It allows authorized Rose State officials to send information and instructions simultaneously through cell phones, text messaging, landline phones and email.

While you are automatically registered for Raider Alert when you come to Rose State College, we ask that you regularly confirm or update your contact information at <https://www.getrave.com/login/rose> to ensure we can contact you at a moment's notice.

You can also receive Rose State College emergency text notifications on your phone by **texting the phrase RSCAlert to number 67283**. A confirmation will be sent back along with instructions on how to unsubscribe to Raider Alerts. Please note message and data rates may apply, depending on your phone provider's plan.

Student Access Services

Rose State College complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek accommodations must make their request by contacting Student Access Services (formerly the Office of Disabilities Services), located in LRC 106 or call **(405)733-7373**. The student will be asked to provide documentation concerning the disability.

All accommodations must be approved by Student Access Services. Click on the following link for more information: (<https://www.rose.edu/content/academics/student-services/student-access-services-formerly-disability-services>).

Student Services & Resources

We have some great services and resources for our students. We encourage you to check out what is available at Rose State College to help with many areas of your life.

- Click "Help" at the bottom of the main Canvas menu to see multiple options such as:
 - The Raider Resource Guide
 - Student Support Quicklinks

- Click the following link to open our Student Services webpage which includes lots of great resources: <https://www.rose.edu/content/academics/student-services/>
- Visit The Diversity Center webpage for support for students of color and other underrepresented populations: <https://www.rose.edu/content/academics/student-services/center-for-success-inclusion-diversity/>
- Join the fun with our Student Clubs & Organizations:
<https://www.rose.edu/content/student-activities/clubs-organizations/>

To contact various offices on campuses, including advisors, click this link to [Helpful Campus Numbers \(Links to an external site.\)](#)

Mental Health Resource

Rose State College (RSC) offers short-term counseling to current students and employees. The intake process and short-term counseling sessions are at **no charge** to the student/employee. Counseling professionals in the Office of Special Services include licensed and license-eligible counselors.

Mental health concerns or stressful events may lead to diminished academic performance or reduce your ability to participate in daily activities. Rose State College provides services available to assist you with addressing these and other concerns you may be experiencing. You can learn more about personal counseling and the broad range of confidential mental health services available on campus via <http://www.rose.edu/personal-counseling> or call (405) 733-7373.

Title IX

Professors are Responsible Employees under Title IX. Our College has obligations under federal law, so professors may not be able to keep things you tell them about sexual misconduct confidential. However, the College assures everyone that information disclosed will be kept as **private** as possible, and will **only be relayed to the necessary officials on campus**.

Changes to the Syllabus

The faculty member reserves the right to make changes to a published Syllabus if it is in the best interest of the educational development of the class. Any such changes will be announced as soon as possible.