

Sample Course Syllabus for an 8-Week Course

Course Title Here

Term and Year

Instructor name:

Office:

Phone:

Email:

Office Hours:

Other times can be arranged by appointment.

Course Information:

Section:

Synonym:

Time of class:

Campus and Room:

Dates of course:

Course Student Learning Outcomes:

- To provide you with an orientation to the college experience and the course itself.
- To identify your expectations, motivation, strengths and areas for improvement.
- To assist you in setting effective academic, personal, and career goals.
- To ensure that you are familiar with college support services and resources.
- To increase your skills in self-management to help you to succeed.
- To introduce essential learning and study skills for college-level work.

Instructional Methods: This course will include the following teaching and learning methods: lecture, individual application exercises, small group activities, class discussions and homework assignments.

Required Texts/Materials:

- *Achieve College Success...In 20 Hours or Less, 5/e, Brief* by Raymond Gerson,
ISBN: 978-0-9986223-0-9
- One package of six scantrons.
- A spiral notebook for keeping a journal (optional)

Grading: Your final grade will be based on the scores for the following items:

1. **Attendance and class participation** is worth **20 points** toward your final grade.

Your regular attendance and participation is very important in this class. Much of the benefit you will get from what we do comes from the activities and interactions you do in class, and ***your participation is very important*** for your own learning as well as that of others.

- a. If you attend **every** class session, you will receive a bonus of **2 extra points** toward your final grade.
 - b. Your first absence will not affect your grade, but for **each** absence after that you will **lose 2** points from your final average.
 - c. If you miss **five** classes you will be **withdrawn** from the course.
 - d. If you are late to class **three** times you will lose **3 points** and you will lose 3 points for every three further tardies.
2. **There will be two one-page papers, goal and time management, due during the class;** both are worth **10 points each**. The papers are described later in this syllabus. Assignments will be due at the beginning of class on the dates indicated in the session schedule, and there will be a *1-point penalty for each class day an assignment is late*.
 3. **There will be a Success Story** paper required for this class. It is described at the end of the syllabus. This paper will be worth **15 points** toward your final grade. A *2-point penalty will be assessed for each class day it is late*.
 4. **There will be eight multiple-choice exams beginning of week two through week seven.** Each exam will be worth a maximum of 10 points each. The exams are based on both the textbook and lectures. One exam with the lowest score will not be counted.
 5. **There will be one take home essay exam** at the end of the semester that will be worth 15 points toward your final grade.

The final and total points earned will be assigned a **grade** based on the following scale:

A= 130-146; B= 115-129; C= 99-114; D= 83-97; F= 82 and below.

Incomplete Grade: Students are expected to complete the course within the session time frame. A grade of incomplete will only be given in very special circumstances. If you fail to complete the requirements of the incomplete grade agreement by the due date, you will receive a grade of “F”.

Scholastic Honesty: Acts prohibited for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework. (*Student Handbook*) The penalty for violation of this policy will be determined by the instructor and could result in an “F” in the course.

Academic Freedom: You are strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences improve your learning experience and create an atmosphere where you and your instructor will be encouraged to think and learn. On sensitive topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that both you and instructors will respect the views of others when expressed in classroom discussions.

Student Discipline: "You have the rights accorded by the Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry the responsibility to give the same rights to

others in school and not to interfere with or disrupt the educational process. As a willing partner in learning, you must comply with College rules and procedures" (Student Handbook p. 31).

ACCmail: All college email communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely manner. ACC will send important information and will notify you of any college related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Instructions for activating an ACCmail account can be found on the main web page or at: <http://www.austincc.edu/accmail/index.php>

Withdrawal: Students are responsible for withdrawing themselves from class if they are unable to complete the semester. Withdrawal may affect financial aid status, veterans' benefits, international student status, and/or academic standing and students are advised to consult with their instructor and/or a counselor prior to withdrawal. Instructors have the right to withdraw students for excessive absences, failure to progress, and other reasons as appropriate. The last day to withdraw is (specify).

Classroom Climate: Learning takes place best in a setting where there is respect, positive regard, and freedom from distraction. It is my responsibility and intention to provide these conditions during the semester, and I will need your help to do so. Make every effort to arrive on time for class and if you are delayed, please enter quietly and take the seat closest to the door to avoid disrupting the class. Treat others in the class with the respect and courtesy that you would want for yourself. Refrain from engaging in work for other courses or reading that is not course-related while in class. All cell phones or other electronic devices should be turned off during class. Please do not leave your phones on vibrate or engage in text messaging while class is in session since that can become a distraction not only to you, but to me and others as well. Keep side conversations to a minimum and focused on the topics and tasks during the class session. Creating a safe, focused, and positive classroom climate will make our time together more effective and rewarding for all of us and I appreciate your assistance in making this happen.

Statement on Students with Disabilities: Each ACC campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through the Office for Students with Disabilities (OSD). Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester, otherwise the provision of accommodations may be delayed. Students who have received approval for accommodations from OSD for this course must provide the instructor with the 'Notice of Approved Accommodations' from OSD before accommodations will be provided.

Arrangements for academic accommodations can only be made after the instructor receives the 'Notice of Approved Accommodations' from the student. Students with approved accommodations are encouraged to submit the 'Notice of Approved Accommodations' to the instructor at the beginning of the semester because a reasonable amount of time may be needed to prepare and arrange for the accommodations. Additional information about the Office for Students with Disabilities is available at: <http://www.austincc.edu/support/osd/>

Safety Statement: ACC is committed to providing a safe and healthy environment for study and work. Students are expected to learn and comply with ACC environmental, health and safety procedures and to agree to follow ACC safety policies. Additional information on these can be found at: <http://www.austincc.edu/ehs>

Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at <http://www.austincc.edu/emergency/>

Please note that students are expected to conduct themselves professionally, with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be dismissed from the day's class activity, may be withdrawn from the class, and/or barred from attending future activities.

Testing Center: Use of the Testing Center for our discipline is only allowed for make-up tests and retests. Students needing to use the Testing Center for these purposes (with instructor approval) can find Testing Center policies and information at the following web site:

<http://www2.austincc.edu/testctr/>

You will need to show your Student ID and have relevant course information in order to use the center.

Student and Instructional Services: ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these services and support systems is available at: <http://www.austincc.edu/s4/>

Links to many student services and other information can be found at:

<http://www.austincc.edu/current/>

ACC Learning Labs provide free tutoring services to all ACC students currently enrolled. The tutor schedule for each Learning Lab may be found at:

<http://www.austincc.edu/tutor/students/tutoring/php>

For help setting up or accessing your ACCeID, ACCmail account, or ACC Blackboard, see a Learning Lab Technician at any ACC Learning Lab.

Session Schedule

Tuesday/Thursday

Session	Topic	Assignment Due
Week 1		
1. Aug. 29	Introduction and overview	Read Chapter 1 Pre-Course Assessment
2. Aug. 31	Goal setting	Prepare for Goal Paper
Week 2		
3. Sept. 5	Learning Styles	Read Chapter 2 Quiz Chapter 1
4. Sept. 7	Multiple Intelligences	Goal Paper due
Week 3		
5. Sept. 12	Time Management	Read Chapter 3 Quiz on Chapter 2 Start Time Management Project

6. Sept. 14	Time Management	
Week 4		
7. Sept. 19	Studying Textbooks	Read Chapter 4 Quiz on Chapter 3
8. Sept. 21	Studying Textbooks	Time Management Paper Due
Week 5		
9. Sept. 26	Note Taking and Writing	Read Chapter 5 Quiz Chapter 4
10. Sept. 28	Note Taking and Writing	Prepare Success Paper
Week 6		
11. Oct. 3	Memory Strategies	Read Chapter 6 Quiz Chapter 5
12. Oct. 5	Test Taking Strategies	Success Story due
Week 7		
13. Oct. 10	Career Development	Read Chapter 7 Quiz on Chapter 6
14. Oct. 12	Career Development	Final paper prep
Week 8		
15. Oct. 17	Create the Life You Want	Read Chapter 8 Quiz Chapter 7
16. Oct. 19	Create the Life You Want	Quiz Chap 8 Final Paper Due Post-Assessment

This is the expected schedule of activities. I will let you know if there are any changes.

FIRST THREE GRADED PAPERS

1. The Pre-Course Assessment Paper

At the beginning of the semester you will complete a brief questionnaire/ assessment. You will need to write a **half-page** Reflection Paper on the results of the Pre-Course Assessment and what they suggest to you about your strengths and areas for improvement during the semester. See Syllabus for Reflection Paper format.

2. Goal Setting Paper

This assignment is based on the goal setting process that we will study during the course. You will select a specific short-term goal that you intend to accomplish within one week. Your goal setting report will be a **one to two-page** Reflection Paper on the results of your efforts and what you learned from the process.

3. The Time Management Project and Paper

This assignment will prepare you for managing your time more effectively. You will monitor your use of time during a one-week period and identify any changes you want to make in order to achieve your goals. You will need to complete the Assessing Your Use of Time packet for this project. Prepare a **one to two-page paper** about what you learned from this activity.

Additional assignments will be given that are not graded, but their completion will be considered as part of class participation.

FORMAT FOR ALL PAPERS

For the Reflection Papers, Pre-Course Assessment Paper, the Goal Setting Paper and the Time Management Paper use the format below:

General Formatting Instructions

Each paper should be between one and two pages in length. The Pre-Course Assessment Paper can be a half a page. **All papers should be typewritten, double-spaced, using Times New Roman font style, 12-point type and with 1.25-inch margins** on each side. Check before you write your paper to make sure the settings in your computer program are appropriate. If you need assistance, you can get help in the Learning Lab or Computer Center from a tutor or staff member. Prepare a cover sheet for your paper with the title of your paper, your name and the date, and the name of your instructor and of the course.

Your paper should reflect your own thinking and feelings, with an emphasis on what you experienced when doing the activity and what you have learned about yourself, because of it. Discuss how this learning can be applied in your other educational activities in the future.

FORMAT FOR THE REFLECTION PAPER

A general format that you can use to structure your Reflection Paper is to consider the following questions:

- What did you expect or plan would happen in this activity?
- What actually happened? How did it turn out?
- How do you feel about what happened?
- What have you learned from this experience?
- How will you apply what you have learned in the future?

These papers will be graded on the basis of your effort and insight. Be sure to use the computer tools for correcting spelling and grammar errors, prior to turning in the paper. I recommend that you get a Learning Lab tutor or a friend who reads and writes well to assist you in proofreading and editing so that your ideas come through as clearly and smoothly as possible. Learning how to write effectively is one of the most valuable skills you can receive from a college education; this is a good place to practice that process. These Reflection Papers will also be valuable resources when it comes time to write your Success Story Paper at the end of the course, so give them the time and attention they deserve.

If you have any questions about the Reflection Papers, please let me know. I will be happy to work with you to make this a positive learning experience.

FORMAT FOR THE SUCCESS STORY PAPER

As one of the requirements for this course, you will need to write **at a minimum, a two-page (double-spaced) typewritten paper about an accomplishment in your life.** This will be an open and honest review from your past experience.

What is an accomplishment from your life that you feel proud of? It may have been something you did in school, volunteer work, on a job, in sports, or in a hobby or play. It doesn't have to be something society would consider to be a major success but you feel good about it. It will be something you did well.

Describe:

1. What you accomplished?
2. What obstacles you overcame?
3. What steps you took to achieve it? How did you do it?
4. What skills and lessons did you gain from this achievement?
5. How can you apply the lessons and skills gained to school and to your life?

Don't sit down and write this paper all at once. Gather the information, work on it a section at a time, and give yourself time to reflect on and refine what you have written. Be as thorough as you can be *and write in enough depth and detail to cover each area well.* This is paper describes a path from your past to your future—give it enough attention and effort to make it a great one!

FINAL EXAM

There will be one exam at the end of this course. I will discuss with you the format, scope, and type of exam as we reach the mid-point of the course. You will need to plan for the test as you are presented material during the course, so that your preparation will not be left for the last minute. The test will be an opportunity to demonstrate what you have learned during the course.

DIVING DEEPER!

ALTERNATIVE-CREDIT OPPORTUNITIES FOR TRANSITION TO COLLEGE SUCCESS

Additional credit can be earned up to a total of 4 points on your final grade average by completing a combination of the activities listed below. Please coordinate with me ahead of time to ensure you have a clear understanding of the requirements and process for each activity you select. These points can be used to offset those lost by unavoidable absences or simply to improve your learning and the likelihood of earning a better grade. *All extra-credit activities must be received by two weeks before the end of the course to generate credit.* You should complete the reports and turn them in within one week of the activity, if at all possible. *Do not wait until the last minute* if you want to be sure your efforts will be reflected in your final grade. Points will be assigned based on the completeness, quality, and depth of the work submitted, so do your best on the report for each activity.

OPTIONS QUALIFYING FOR UP TO 2 POINTS EACH

1. Read one of the free career e-books by Raymond Gerson and write a one-page paper about what you learned and how you will apply these ideas. These books are available under “Four Free Gifts” at www.successforcollegestudents.com
2. **Write a one-page paper on any journal assignment** at the end of the chapters except for the ones on goal setting and time management. You will be required to write papers on these two subjects during the course.
3. **Write a one-page paper**, which answers the four questions at the end of any chapter in the book.
4. **Class presentation.** Use your creativity and talent to cleverly teach a 5-10 minute lesson from the textbook. You can do this alone or with classmates. Please discuss this with me.
5. **Go to the Career Center and take an assessment** to help you determine a major and write a one-page Reflection Paper about what you learned.

These activities reflect active learning and a desire to succeed. To receive maximum credit, be sure they demonstrate your best level of work. Remember that all extra-credit assignments must be turned in by the deadline, to receive credit toward your final grade. Good luck and good learning!

COURSE NAME COURSE # HERE
ACKNOWLEDGMENT OF SYLLABUS

I acknowledge having received the syllabus *and having read it carefully*. I understand and agree to the requirements and policies stated in the syllabus and will ask for clarification whenever I am not sure of what is expected of me in this class.

My goal is to be successful in my studies and to support that goal *I agree to maintain contact with my instructor during the semester* and to discuss my situation with him if complications arise or I am thinking about withdrawing.

Name _____

Date _____