Course Syllabus

Course:

Course Number/Name: Student Success and Orientation
Course Reference Number (CRN): 60420, 60421, 60422,
Credit Hours/Contact Hours: 45/3
Prerequisite(s): N/A
Co-requisite(s): N/A

Instructor:

Email Address: csanders@chattahoocheetech.edu
Email Response Time: 24hrs
Office Phone: (770) 528-4451
Office Location: B209.9 (On-Campus) or Remind 101 (Online)
Office Hours: M/W 7AM – 1PM and 2PM – 6PM (Remind 101); TR/F - Appointment Upon Request

Course Meetings:

Campus/Room: Online
Day/Time: Online
Format: On Campus / Blended / Online Synchronous / Online Asynchronous

Required Textbook:

College Success (Online Textbook)

Materials/Supplies: One inch three ring binder, notebook paper, pens, pencils (Please use these things to take notes and to keep your materials organized.)

Technology Requirements: Updated version of **Google Chrome,** Web Browser must support HTML5 and JavaScript. **Blackboard** is required. **Microsoft Office 365** (Word, Excel, PowerPoint) is required. **Remind 101** is required. Accessing School email is required.

Course Description:

This course is designed to help you build the academic and personal skills needed to succeed in college. You'll learn practical strategies for studying, managing your time, taking notes, and handling test anxiety. We'll also cover topics like stress management, communication, health and wellness, and building strong relationships.

COLL 1500 will guide you in setting academic, personal, and career goals. You'll explore your learning style, learn how to plan your career path, understand college policies, and gain insight into different cultures. We'll take a virtual tour of CTC's resources, including the Academic Success Centers and Libraries, so you know where to go

for help. By the end of this course, you'll be better prepared to handle college life, stay on track to graduate, and successfully transfer if that's part of your plan.

Course Competencies and Learning Outcomes or Course Standards:

Getting Off to a Good Start

1. Apply knowledge to use of BannerWeb, student email, registration, and withdrawal procedures.
2. Utilize the service of Financial Aid and Student Affairs Offices. Understand the policies and procedures of the college.
3. Discuss what it means to be a responsible student in a college environment.
4. Identify potential personal stumbling blocks and available resources to help students experience college success.
5. Evaluate information by judging currency, relevancy, authority, accuracy and purpose.
6. Demonstrate use of LMS (learning management system, such as Blackboard Learn), e-books, and electronic media.

2. College Campus Knowledge

1. Demonstrate knowledge of college policies and procedures.
2. Demonstrate knowledge of college vocabulary (the "language" of the institution.)
3. Identify key college personnel based on directory information, campus locations, and job duties.
4. Understand the role of advising in college success.

Understand the role of Academic Support services in college success.

3. Learning and Personality Styles

1. Identify learning styles and best learning styles for the individual student.
2. Anticipate ways to utilize individual learning styles and strategies to adapt to various teaching methods.
3. Identify personality styles and understand students' individual personality style.
4. Identify and adapt personality styles to classroom situations.
5. Understand how to use personal responsibility to create own success.

4. Time and Money Management

1. Identify effective time management strategies.
2. Utilize specific time management strategies to include: self-evaluation, action plan, color coding, planners, home organizers and scheduling appointments.
3. Understand the importance/ramifications of a budget and prepare a personal budget.
4. Understand earning, how earning is tied to location, and earning potential.
5. Understand the cost of tuition, college fees, and required materials.

5. Stress Management and Wellness

1. Identify stress levels and stressors.
2. Demonstrate stress-reducing techniques.
3. Identify emotional triggers and develop coping skills to manage emotional and behavioral reaction to challenging environments.
4. Develop a nutritional plan that promotes self-care for a healthy body.
5. Describe the importance physical activity to maintain wellness and develop a personal fitness plan.
6. Discuss the effects products such as alcohol, drugs, and tobacco usage have on health and fitness.

6. Study and Test-taking Skills

1. Demonstrate effective note-taking skills.

2. Describe and implement effective study strategies.
3. Describe effective test-taking strategies and identify strategies to use under various testing situations.
4. Prepare for and take assessments electronically and in person that reflect a variety of test questions.

7. Communication Skills

1. Identify effective communication techniques utilizing listening skills; body language; verbal, written, and electronic communication.
2. Demonstrate appropriate etiquette in all forms of communication.
3. Utilize effective communication techniques when dealing with conflicts and diversity.
4. Create written work and visual aids that adhere to standard written English.
5. Describe the critical thinking process.
6. Apply critical thinking to problem scenarios.
7. Examine ways to deal with failures and mistakes in a positive manner.
8. Discuss ways to improve relationships.

8. Career Exploration

1. Identify and evaluate career options.
2. Establish career goals.
3. Develop a career plan.
4. Research a career that matches personality and interests.

9. Presentation and Interview Skills

1. Prepare and present information using visual aids.
2. Utilize research in presentations.
3. Prepare for and participate in a mock interview including appropriate dress.
4. Prepare and present information as a group using visual aids.

10. Research Skills

1. Demonstrate effective research techniques.
2. Identify documentation basics.
3. Understand plagiarism and unintentional plagiarism.
4. Determine the validity of sources.

11. Memory and Reading Skills

1. Read electronic media for information.
2. Read instructions.
3. Read various texts for information, implied information, tone and main idea.
4. Describe how the memory works.
5. Apply memory techniques to college studying and reading.
6. Use positive thinking about the future.

12. Group Skills

1. Demonstrate the ability to form groups.
2. Create work and present as a group.

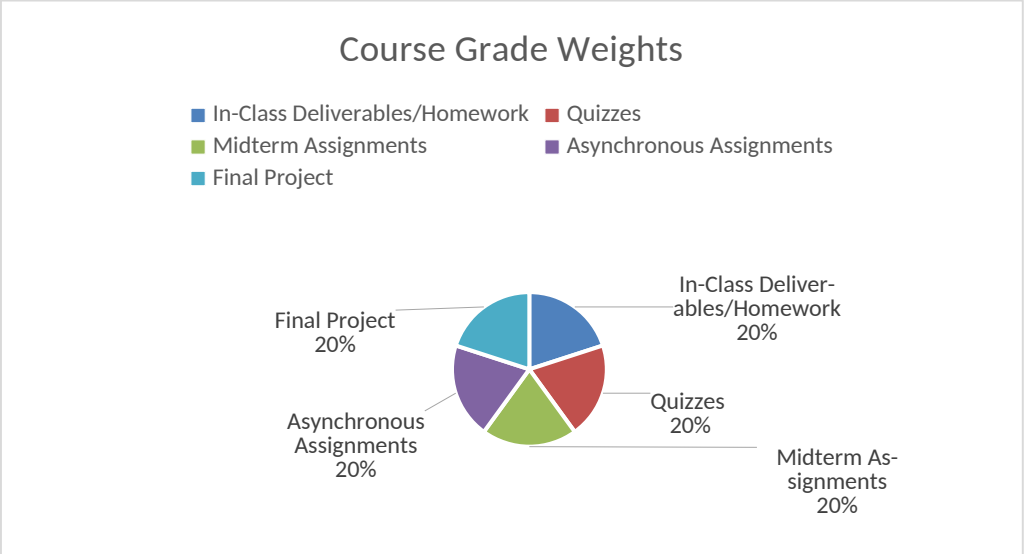
Grading Scale:

Grade	Numerical Score	Rating	Quality Points
A	90-100	Excellent	4.0
B	80-89	Good	3.0
C	70-79	Satisfactory	2.0
D	60-69	Poor	1.0
F	0-59	Failing	0.0

Grading Criteria:

Final Grades for this course will be calculated as follows:

Assignment or Category	Percentage
In-Class Deliverables/Homework	20%
Quizzes	20%
Midterm Assignments	20%
Asynchronous Assignments	20%
Final Project	20%
Total:	100% or point total



Classroom Policies and Procedures

No Show:

In all courses, regardless of the method of delivery (face-to-face, blended, or online), faculty will conduct a graded activity the first week of the class in order to verify student attendance. Any student reported as a "no show" by an instructor will be administratively withdrawn from the course and will show no enrollment history or credit for the course.

No Show Policy

Grading Policies:

Make-Up and Late-Work Policy:

It is expected that all work will be submitted on time, by the due date. If work is not received by the due date, a zero will be placed in the Blackboard grade center. All assignments, except discussion board assignments, are accepted late. Deductions are added for all late submissions.

Late Deductions for Assignments (excludes Discussion Board).

- Assignments submitted within 7 calendar days after the stated due date: **10% penalty of total assignment points.**
- Assignments submitted 8–14 calendar days after the stated due date: **20% penalty of total assignment points.**
- Assignments submitted 15–21 calendar days after the stated due date: **30% penalty of total assignment points.**
- Assignments submitted 22–28 calendar days after the stated due date: **40% penalty of total assignment points.**
- Assignments submitted after the 28th calendar day of the stated due date **will not be accepted or graded.**
- No assignments, including late assignments, will be accepted after the end of the course unless an approved Incomplete has been granted.

Discussion Board Assignments will not be accepted after that Due Date and the zero will remain in the grade center.

Completion of Course Work

Assignments in this course are typically due on Sunday nights at 11:59 PM. All course work must be completed by the final day of the semester in order to receive credit for that work. Discussion Boards have two submission dates. ***First submission date*** is for the main post which is due ***Wednesday*** of the week. The ***second submission*** is the two or more replies to the main post. They are due between ***Thursday and Sunday*** of the week.

Communicating with the Instructor

Our goal at CTC is to encourage students to self-advocate and solve problems independently. Students should communicate **directly** with the instructor via **CTC email, phone, Remind 101, or office visit**.

Email Etiquette and Instructions

All email communication will be done through the Chattahoochee Technical College (CTC) Email System. When contacting your instructor, advisor, or any other CTC department, please use you student email address. Netiquette, internet etiquette, is a set of rules for behaving and interacting properly online to ensure respectful and professional communication in the online environment. Netiquette is important to clarify because the online environment is stripped of gestures, facial expressions, voice tone, body language, and other non-verbal communication cues. These cues allow for more informed interaction between the sender and receiver of a message in a traditional setting.

Positive Learning Environment/ Universal Design

At Chattahoochee Tech we strive to create a positive learning environment that is accessible to all students and that promotes engagement and learning.

This course has been designed so that it is compliant with **Section 508 of the Rehabilitation Act**. Where content cannot not be rendered accessible, alternate accessible versions of the content are provided. Should you find any content or Blackboard components in this course that are not accessible to you, please notify the instructor immediately. It is the goal of everyone at Chattahoochee Technical College to provide a learning experience that is equally engaging and accessible to all students.

Attendance Policy:

Students are encouraged to actively participate in their classes as engaged and committed partners in the learning process. Your presence, contributions, and commitment to learning are valuable parts of your academic success. Instructors will clearly communicate their attendance and make-up policies through the course syllabus and program handbooks. These policies help ensure fairness and consistency for all students. Some courses may include participation as part of the final grade, which may be influenced by your attendance and engagement. We encourage you to review and follow these guidelines to stay on track and make the most of your learning experience.

This is an online course so you will not physically attend class. However, you will be expected to login to Blackboard daily to check for announcements and complete assignments. You will also be expected to check your Chattahoochee Technical College Student Email frequently (daily is best!)

Assignment Schedule:

Please see the Assignment Schedule posted in Blackboard.

Statement about Email and Online Etiquette:

When communicating via email, students should follow guidelines for professional email etiquette. These guidelines include maintaining a polite tone, using a greeting (Dear Professor Smith) and a closing (Thank you for your time), providing a short, informative subject line that includes your course name/ number (ECCE 1112 – question about quiz 1), keeping the email short and understanding when the information you need to convey would be better communicated in another way (such as a phone call or visit during an instructor's office hours). Observe the same guidelines when participating in all aspects of the online course environment.

See the full Distance Learning Netiquette Guidelines here.

Proctored Events (Online)

All online courses at CTC normally require students to attend at least one proctored event. CTC instructors will use additional technologies to verify the identity and/or work of online students during proctored events. Faculty will inform students about any academic penalties associated with failure to complete a proctored event in the manner it is assigned. **THIS EVENT HAS BEEN WAVED UNTIL FURTHER NOTICE.**

Subject Matter Disclaimer:

This course includes readings, discussions, and materials that may contain mature themes such as profanity, violence, sexuality, religious references, and philosophical ideas. These topics will always be approached in a thoughtful, respectful, and academic way. Please be aware that some content may be sensitive or challenging. If you have concerns, you're encouraged to speak with the instructor early on before issues arise so we can support your learning experience.

College Policies and Procedures

Generative Artificial Intelligence (AI) Statement:

Chattahoochee Technical College is committed to providing a learning environment which supports our mission to prepare students for the workforce. We recognize the ethical use of Artificial Intelligence (AI) is an evolving and integral skill for career development. Instructors will determine the extent, if at all, to which AI is permitted for transparent and professional work in their specific courses when appropriate. Any use of AI for coursework will have the following expectations:

Academic Integrity: Students will be responsible for content that does not fulfill any assignment guidelines or clearly violates the student code of academic dishonesty.

Privacy: Students should avoid sharing personal information with AI tools which may violate or compromise an individual's privacy.

Documentation: All work generated through AI, when permitted, must be clearly documented and attributed to the source according to the instructor's guidelines.

Discrimination: Students should be aware of the potential for AI generated work to exhibit bias and/or discrimination against individuals or groups. Use of AI to engage in and promote such discrimination is strictly prohibited in course work.

Discernment and Critical Thinking: Students should be aware of the possibility that AI generated work may be inaccurate, incomplete, or completely false in nature. When using AI tools, the student will be responsible for evaluating and analyzing the work that is produced before it is submitted.

Academic Integrity:

Chattahoochee Technical College promotes and expects all members of the college community to conduct themselves professionally and with honesty and integrity. The college considers academic integrity an integral part of the learning environment. Any infraction of this policy is detrimental to the student's education and the integrity of the college. Cases of academic

misconduct that are strictly forbidden include:

- Plagiarizing any assignment or part of an assignment. Plagiarizing means to use someone else's ideas or words as one's own, without giving appropriate credit using quotation marks, if necessary, and citing the source(s).
- Copying and submitting another's work as one's own.
- Using unauthorized notes or equipment (programmable calculator, smart phone, smart watch, etc.) during an examination.

- Stealing an examination or using a stolen examination for any purpose.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his/her own.
- Having someone else take a quiz or exam in one's place, taking an exam for someone else, assisting someone in any way during a quiz or exam, or using any unauthorized electronic device or other unauthorized method of support during a quiz or exam.
- Falsifying or fabricating information such as data for a lab report.
- Falsifying a patient's medical record, a student's clinical record, or any other student record, including a record of attendance.
- Using or copying another person's electronic file or copying any electronic information or computer program.
- Other forms of cheating or misconduct are forbidden, even if not listed here specifically.

Instructors may use any one or more of the following disciplinary measures for addressing instances of academic misconduct:

1. Award a grade of zero for the assignment;
2. Assign a failing grade for the course;
3. Recommend the suspension or dismissal of the student from the course, program, or college.

Recommendation must be forwarded to initiate a Student Code of Conduct procedure. These actions also violate the college's Student Code of Conduct and will be subject to the Student Judicial Review Process.

Important College Policy and Procedure Links: (Click for more information.)
Withdrawal Policy and Procedure
Student Email Account
Distance Learning

Technology Support:

Do not let technology issues become an excuse for missing work. If you have technology problems, please take the necessary steps to correct them. For trouble with Chatt Tech email, visit Technology Answers, or contact the Student Help Desk via Helpdesk@chattahoocheetech.edu. With all requests, please include your first and last name and your 900#.

Electronic Submissions Statement:

It is and shall remain the responsibility of the student to make sure that electronic submissions have been received by the instructor. This responsibility includes checking grades regularly, notifying the instructor of missing grades immediately, and providing proof of having submitted work in a timely fashion. If the work was submitted, there will be a record of this action in the student's computer "sent" file. The burden of proof of submission lies solely with the student. If no proof is provided that work was completed and submitted by the due date, the work will not be accepted.

Important Support Services Links: (Click for more information.)

Support services, such as the links shown below, are available to enhance students' academic journey. Services that support students' health and wellness are also available. All campus resources may be accessed via Blackboard Assist on the institution page Table of Contents as well as via the Student Portal.

Open Computer Labs **Academic Success Centers** **Libraries**

Chattahoochee Technical College's Equity Statements:

Chattahoochee Technical College complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Chattahoochee Technical College is committed to providing accessible education to all students. We are working toward making our electronic and information technologies accessible to individuals with disabilities by meeting or exceeding the requirements of Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended in 1998. Section 508 is a federal law that requires agencies to provide individuals with disabilities equal access to electronic information and data comparable to those who do not have disabilities, unless an undue burden would be

imposed on the agency. More information on Section 508 and the technical standards can be found at www.section508.gov.

The following persons have been designated to handle inquiries regarding the nondiscrimination policies:
Title IX Coordinator: Shanequa D. Warrington, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023 or sdwarrington@chattahoocheetech.edu.

- Section 504/ADA Coordinator: Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, 770-975-4099, or Caitlin.Barton@ChattahoocheeTech.edu.

If you are a military service member or veteran or a family member of a military service member or veteran, you can obtain veteran services by visiting our Veteran's Services Center on the Marietta campus, through our veteran services email (veteranservices@chattahoocheetech.edu) or by calling Michael Payne at 770-528-3491. You may also visit our website.

Course Accessibility/Positive Learning Environment:

This course is designed to be compliant with Section 508 of the Rehabilitation Act. Should you find any content or Blackboard components are not accessible, please notify the instructor immediately. The goal of Chattahoochee Technical College is to provide equally engaging and accessible learning experiences to all students.

TEAMS Early Alert System:

Chattahoochee Technical College has implemented an early alert system to help students be successful in their academic endeavors. The early alert system, named TEAMS, will allow instructors to submit an alert when they identify any one of three areas of concern – attendance issues, academic preparedness, or personal hardships. Alerts are not punitive and do not affect students' grades or standing within a given course.

Technical College Guarantee (Warranty Statement):

The Technical College System of Georgia guarantees that graduates of state technical colleges or participating local technical colleges have demonstrated competence in those competencies as defined by the Industry Technical Committee and included in the approved state curriculum standards. *"Should any student within two years of graduation not be able to perform one or more of the competencies contained in the industry validated standard or program guide, including failure to pass a state required licensing examination, the Department agrees to provide specific retraining at any state technical college offering the program to the former student at no cost to the employer or graduate for tuition or instructional fee."* Georgia's technical colleges take pride in being the first to offer this guarantee to our partners in business and industry. To inquire or to file claims under this warranty please contact the Vice President of Student Affairs, Marietta Campus, 770.528.4545.

Accreditation:

Chattahoochee Tech is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling **(404) 679- 4500**, or by using information available on SACSCOC's website (**www.sacscoc.org**).