



Syllabus for General Studies 1:

College Success

Course Information

Semester & Year: Spring 2023

Course ID & Section #: GS 1 K4966

Instructor's name: Elizabeth Leach-O'Rourke

Day/Time of required meetings: Tuesdays and Thursdays, 8:30-9:55AM

Location: HTEC Classroom 1

Course units: 3.0

Instructor Contact Information

Office location: Classroom 1; Computer Lab

Office hours: 8-8:30am; 1-1:30pm

Phone number: (530) 625-4846

Email address: elizabeth-leach@redwoods.edu

Catalog Description

A course designed to inform and assist students to obtain the knowledge and skills necessary to reach their educational objectives. Topics covered include: Self-discovery, motivation, memory development, time and stress management, textbook reading, note and test-taking skills, healthy living practices, and career and academic planning. Students will be utilizing a wide variety of college resources, study skills, and techniques to support their goals.

Course Student Learning Outcomes *(from course outline of record)*

1. Examine and communicate personal decisions regarding issues typically faced by college students: academic & career choices, study skills, health-related practices, and lifestyle choices.
2. Demonstrate a variety of effective study methods: time management, memory, note taking, textbook reading, and test taking.
3. List and describe college policies and procedures including: student rights and responsibilities, scheduling courses, and developing a Student Educational Plan (SEP)
4. List and describe a variety of resources, services, and activities available to students.

Prerequisites/co-requisites/ recommended preparation

Advisory

ENGL150 - Precollegiate Reading and Writing

Students will be more likely to succeed with college-level reading and critical thinking skills.

Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS).

Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

Student Support

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

Evaluation & Grading Policy

[Should include info such as final grade calculations, rubrics, late assignment policy, and other grading practices]

Admissions deadlines & enrollment policies

Spring 2023 Dates

- *Classes begin: 01/14/23*
- *Martin Luther King's Birthday (all campuses closed): 01/16/23*
- *Last day to add a class: 01/20/23*
- *Last day to drop without a W and receive a refund: 01/27/23*
- *Census date: 01/30/23 or 20% into class duration*
- *Last day to petition to file P/NP option: 02/10/23*
- *Lincoln's Birthday (all campuses closed): 02/17/23*
- *President's Day (all campuses closed): 02/20/23*
- *Last day to petition to graduate or apply for certificate: 03/02/23*
- *Spring Break (no classes): 03/13/23 – 03/18/23*
- *Last day for student-initiated W (no refund): 03/31/23*
- *Last day for faculty-initiated W (no refund): 03/31/23*
- *Final examinations: 05/06/23 – 05/12/23*
- *Commencement: 05/15/23*
- *Semester ends: 05/12/23*
- *Grades available for transcript release: approximately 05/26/23*

Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the [Student Information Update form](#).

Canvas Information

Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at [My CR Portal](#)

For help logging in to Canvas, visit [My CR Portal](#).

For help with Canvas once you're logged in, click on the Help icon on the left menu.

For tech help, email its@redwoods.edu or call 707-476-4160

Canvas online orientation workshop: [Canvas Student Orientation Course \(instructure.com\)](#)

Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information, see the [Redwoods Public Safety Page](#).

Eureka Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [CR Police Department- Public Safety](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.

5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
 - a. Dial 911, to notify local agency support such as law enforcement or fire services.
 - b. If safe to do so, notify key administrators, departments, and personnel.
 - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
 - d. Contact 530-625-4821 to notify of situation.
 - e. Contact Hoopa Tribal Education Administration office 530-625-4413
 - f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
 - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
 - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
 - c. Close all window curtains.
 - d. Get all inside to safe location Kitchen area is best internal location.
 - e. If a police officer or higher official arrives, they will assume command.
 - f. Wait until notice of all is clear before unlocking doors.
 - g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
 - h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

Student Support Services

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)
- [Online Tutoring Resources](#)

[Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)
- [Academic Support Center](#) – offers tutoring and test proctoring for CR students.
- [Student Tech Help](#) – provides students with assistance around a variety of tech problems.

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- [CalWORKS](#) – assists student parents with children under the age of 18, who are receiving cash assistance (TANF), to become self-sufficient.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821

Required Materials:

1. **Textbook: On Course: Strategies for Creating Success in College and in Life by Skip Downing, 9th edition. (O.C.)**
2. One single subject notebook for your journal
3. Paper or electronic Planner.

Grades will be based on:

Participation Assignments 20%

Journal Assignments 20%

Interview Project 10%

Student Education Plan 10%

Completed FAFSA Application 10%

Midterm Exam #1 10%

Midterm Exam #2 10%

Final Exam 10%

Assignment descriptions will be given to students in class and/or on Canvas.

93-100%. A

90-92% A-

88-89% B+

83-87% B

80-82% B-

78-79% C+

70-77% C

60-69% D

Below 59% F

Grades may be posted on Canvas. Please also check there for any possible changes to our schedule, and for information regarding specific assignments. Schedule is subject to change.

Date of Class:

Readings (On Course):

- | | |
|-----------------------|---|
| 1. January 31, Feb. 2 | Chapter 1: Getting on Course to Your Success; syllabus C/R email, Canvas, Web Advisor |
| 2. February 7, 9 | Chapter 2: Accepting Personal Responsibility |
| 3. February 14, 16. | FAFSA and scholarship Workshops |
| 4. February 21, 23 | Chapter 3: Discovering Self-Motivation |
| 5. Feb. 28, March 2 | Review and Midterm Exam #1 |
| 6. March 7, 9 | Chapter 4: Mastering Self-Management |
| 7. March 14, 16. | Spring Break—no classes |
| 8. March 21, 23 | Chapter 5: Employing Interdependence |
| 9. March 28, 30. | Chapter 6: Gaining Self-Awareness |

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|---------------------|---|
| 10. April 4, 6 | Review and Midterm Exam #2 |
| 11. April 11, 13 | Chapter 7: Adopting Lifelong Learning Interviews Due |
| 12. April 18, 20. | Interviews Due |
| 13. April 25, 27 | Chapter 8: Developing Emotional Intelligence |
| 14. May 2, 4 | Chapter 9: Staying On Course to Your Success |
| 15. May 9 (Tuesday) | Final Exam : 8:30-10:30AM. Last day to turn in coursework |

Some General Guidelines for my Classes:

PLEASE BE RESPECTFUL TO YOURSELF AND TO THE CLASS:

--Do not come to class if you are sick or have any symptoms of any kind of illness; no colds, no flus, definitely not COVID!! Please message me if you are sick or quarantining so we can make sure you have all the assignment information.

--We need to get comfortable using CANVAS in case of illness or quarantine status for any of us. As we move along into the semester, I will start posting more information on Canvas for those who are unable to come to class.

--Creating a dynamic learning environment depends on everyone's participation. I will do my best to help us create a trusting space to openly exchange ideas.

--Don't use cell phones in class. Phone use during class is a big distraction. It is also detrimental to your learning. Class time is limited so focus while you're here.

--Please arrive to class on time. Stay to enjoy and learn for the whole class period.

--If you are absent and miss assignments and/or information, please first ask a classmate to fill you in on what happened in class. It is a good idea to exchange phone numbers

with a classmate for this reason. Also consult Canvas. If you are absent for 2 or more consecutive classes, please let me know ahead of time if possible. Communication with me in person or by email or Canvas is imperative; otherwise, I may drop you from the course.

--If at any time I feel that you have not been attending class or turning in sufficient work to pass the course, I may drop you from the course. Please communicate with me regarding your grade, coursework, progress, and any relevant challenges you are facing. I am here to help you succeed. This policy reflects instructor practices at the C/R main campus, as well as HSU. I am thus preparing you for that next step, as well as the

demands of the job world. At the same time, if you need to drop this course for any reason, you are responsible for doing so yourself. If you stop attending class and don't drop it, you will receive a grade of "F" at the end of the semester, which can mess up your financial aid as well as your GPA. Last day for student or faculty initiated drop is March 31, 2023.

. --Be tolerant when others express views you don't agree with. It is important to be able to openly exchange ideas. It is essential for learning that classmates feel safe discussing concepts and perspectives. In many cases, we can agree to disagree. The class is fuller when people are able to discuss diverse viewpoints openly.

--Plan your writing assignments with lots of time in advance. Feel free to talk to me about your ideas for topics. Perhaps I can give you suggestions. It is obvious to me when people do their assignments at the last minute; generally they are of lower quality than writing done with plenty of time for revisions.

--Each one of us has an individual way of learning. Please let me know if you have learning differences that I can assist with or help you to accommodate.

--Enjoy the class and do your best. Learning is fun, and challenging