

Hidalgo Early College District Toolkit

HIDALGO EARLY COLLEGE HIGH SCHOOL College Success Syllabus Fall 2009

INSTRUCTOR'S INFORMATION:

Ms. Renée Palacios

Email Address: mapalacios@hidalgo_isd.org

Conference Period: 2nd & 8th

Room #: E-5

COURSE INFORMATION:

Course Name: College Success

Course #: ORIN0101

Days: Monday - Friday

COURSE'S CATALOG DESCRIPTION:

ORIN 0101 College Success

Credit Hours: 3

Lecture Hours: 3

Lab Hours: 0

This course aids the student to perform successfully in college by understanding his or her (personal learning style, study environment, and personality as well as multiple and emotional intelligence skills), understanding and using college policies and procedures, setting goals, managing time, memorizing information, reading textbooks for maximum learning, taking effective notes from lectures and books, maximizing test scores, thinking critically, listening effectively, communicating well both orally and in writing, and by learning and applying library and technological research techniques.

Prerequisite: None.

COURSE LEARNING OUTCOMES:

- demonstrating successful personal and classroom behavior
- demonstrating appropriate comprehension of course material
- analyzing personal learning style, abilities and needs and personality
- utilizing effective study environments
- assessment and development of multiple and Emotional Intelligence skills.
- setting of personal short-term and long-term goals
- knowledge of the benefits of a higher education and how to pay for a higher education
- managing time effectively through use of self-monitoring, planners, and not procrastinating
- learning and using useful memory techniques

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- developing positive reading skills and techniques to enhance vocabulary
- using close listening, recording, and reviewing in note-taking by using different note-taking methods
- understanding test question formats and preparing for tests; learning to cope with test anxiety
- participating in cooperative learning and study groups
- learning to value different people from different cultures
- learning and using techniques to improve creative and critical thinking (problem solving)
- engaging in the writing process to produce an effective research essay
- utilizing library resources for study and research
- knowing what plagiarism is and how to avoid it
- demonstrating public speaking skills through discussion and an oral presentation
- learning how to get along with others
- understanding the need for personal integrity and honesty
- using current technology to do e-mail assignments, Internet research, access STC and departmental websites; create a PowerPoint slide presentation
- knowing where to find campus resources and services and how to use them
- learning about grades and Grade Point Averages, choosing majors and degree plans, transferring to other colleges and universities
- learning some basic information, through Money Smart (including Credit Smart & Financial Aid information) about dealing practically with the American Economy

COURSE REQUIREMENTS:

The College Success course is intended to foster those attitudes and skills which students will need to have a successful college career and to obtain and maintain employment:

- **Regular punctual class attendance** is mandatory and is an integral part of the grade. Attendance will be factored into the final grade. Attendance will be taken by the instructor at the beginning of each class. If the student must be absent for any reason, it is his/her responsibility to communicate with the instructor. Students may arrange with the instructor to attend another section taught by that instructor if an absence is necessary. Because College Success is a developmental class, if a student is dropped by the instructor for attendance or any other reason, the student will be dropped from all classes he/she is taking.
- **Deadlines and due dates** are announced in advance and are final. If the student cannot attend class on the due date of an assignment, it is his/her responsibility to get the assignment to the instructor as the instructor directs. Assignments are due in class as assigned. Make-up exams will be given at the discretion of the instructor. It is the responsibility of the student to

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get assignments in on time.

- **Academic Dishonesty** Students who are found guilty of academic dishonesty (cheating or plagiarism, etc.) will be given a grade of F for the class at the discretion of the instructor.

CLASSROOM EXPECTATIONS:

1. Students and instructor will show respect for and cooperate with each other. The following activities are distracting to the instructor and classmates and should not occur:
 - i. Side conversations not on classroom topics
 - ii. Cellular phones and pagers: turn them off in class.
 - iii. Guests and children
2. Instructor will begin and dismiss class on time.
3. Come prepared to learn as each lesson will build on the skills learned previously. Buy your books and bring them to class; also paper, pen or pencil.
4. Class format will include lecture, group activities, discussion, individual learning projects, videos, and guest lectures.
5. Assessments will include daily written assignments, a research paper, reflective writings, oral presentations, cooperative learning presentations, portfolio, quizzes and examinations.

REQUIRED TEXTBOOK AND RESOURCES:

- **You must purchase the textbook:** *Keys to Success* by Carol Carter, Joyce Bishop & Sarah Kravits, Pearson/Prentice Hall. Used textbooks are not accepted. A used textbook will be missing some of the pages since crucial activities are torn from the book and turned into the instructor.
- **Purchase the customized workbook developed by College Success faculty.**
- **You will need a daily planner/calendar** (free with the textbook).
- **Supplies needed include a 1-2" 3-ring binder with tab dividers, paper & pen/pencil.**

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DEVELOPMENTAL STUDIES POLICY STATEMENT:

The College's Developmental Education Plan requires students who have not met the college-level placement standard on an approved assessment instrument in reading, writing, and/or mathematics to enroll in Developmental Studies courses including College Success. Failure to attend these required classes may result in the student's withdrawal from ALL college courses.

Grading System: A B C D F (59 below)	Grading Scoring Percentages: Class Assignments 60 % Research Essay & Presentation 20 % Exams 20 % Attendance & Participation will count in your grade at the instructor's discretion.
Attendance means always coming to class and being on time.	Participation means bringing your books and supplies to class & being part of class activities.

ADA Statement: Individuals with disabilities requiring assistance or access to receive services should contact DISABILITY Support Services at 956.843.4300.

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SCOPE & SEQUENCE - WHAT WE WILL DO AND WHEN WE WILL DO IT:

(Order may be changed at instructor's discretion)

WEEK	TOPICS	ASSIGNMENTS
Week 1	Orientation & Introduction, Syllabus, Campus Resources, ESAP Pre-Assessment	Chapter 1 – pgs. 2 – 31 “Welcome to College”
Week 2	Personal Values, Goal Setting & Time Management	Chapter 2 – pgs. 32 – 63 “Managing Yourself”
Week 3	Making the most of your abilities: learning styles & multiple & emotional intelligences	Chapter 3 – pgs. 64 – 98 “Learning how you learn”
Week 4	Problem solving and decision making in a practical way	Chapter 4 – pgs. 99-133 “Critical, Creative Thinking”
Week 5	Focusing on what you are reading	Chapter 5 – pgs. 134-169 “Reading and Studying”
Week 6	Taking in information, recording and remembering it	Chapter 6 – pgs. 170 – 207 “Listening, Note-taking & Memory”
Week 7	Showing what you know.	Chapter 7 – pgs. 208-239 “Test Taking”
Week 8	Writing the Research Essay – gathering and communicating ideas	Chapter 8 – pgs. 240-279 “Researching and Writing”

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Week 9	Continue Research Essay Review & Mid-term exam	All materials used up to now
Week 10	Communicating and sharing with others in a diverse world	Chapter 9 – pgs. 280-309 Relating to Others
Week 11	Taking care of yourself – making healthy choices	Chapter 10 – pgs. 310 – 343 “Personal Wellness”
Week 12	Reality resources: your job, your finances and your lifestyle	Chapter 11 – pgs. 344-379 Managing Money & Career
Week 13	Building a successful future	Chapter 12 – pgs. 380-405 “Creating Your Life”
Week 14	Research Essay/presentations	
Week 15	Research Essay/presentations Portfolios due (see last page)	Catch-ups – getting everything in
Week 16	Review & Final exam	

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PORTFOLIO:

The student will be responsible for completion of a portfolio of assignments to be turned in to the instructor. The portfolio will be checked at the end of the semester for final examination of ongoing activities. The student is required to bring portfolio to class as instructor assigns.

Class Assignments (60%)

Students will be responsible for assignments in the following content areas:

- Campus Resources
- Personal Assessment
- Values/Goal Setting
- Time Management
- Memory
- Reading and Note-Taking
- Writing and Research
- Test-Taking
- Problem Solving
- Communication
- Personal Wellness
- Money
- Career
- Other

Informative Research Essay & Presentation (20%)

300 - 500 word, typed essay on topic: "What is required to succeed in your chosen career?"

Research Theme Power Point or other visual/oral Presentation

Examinations (20%)

Mid-Term Exam (other quizzes & exams are at instructor's discretion)

Final Exam

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Statement of Equal Opportunity: *No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status or disability.*

Alternative Format Statement: *This document is available in an alternative format upon request by calling 956.618.8302.*