

Cleveland Community College
ACA 115, Section 404

Success and Study Skills (Class=0, Lab=2, Credit=1)
Fall 2017

Instructor: Kendra Haneline

Email: hanelinek274@clevelandcc.edu (Please put ACA 115-404 in the subject line of your emails.)

Class Meeting Day(s), Time, and Room Location: Online, beginning 8/31/17 and ending 12/11/17

Office Location and Phone Number: Student Activities Center (upstairs in the gym, on the walking track) Office 2161 – 704-669-4246

Office Hours: Monday, Tuesday, Wednesday, Friday 8 am to 4 pm, Thursday, 10 am to 6 pm, and whenever you notice I am online through Blackboard IM. You can schedule an appointment with me here: <https://calendly.com/hanelinek274>

Response time to e-mail messages: Within 48 hours except weekends (Email only. I do not use the Message feature of Blackboard.)

COURSE DESCRIPTION

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. Basic computer skills will be introduced to students unfamiliar with computers.

REQUIRED COURSE MATERIALS

Textbook –

FOCUS on Community College Success (2016). Constance Staley. 4th edition. Wadsworth, Cengage Learning. ISBN: 978-1-305-10957-5

Supplies –

None required except textbook

Technology –

- You will need access to the internet at least 2-3 days a week, each week. (The Jim and Pasty Rose Library is open to students in the fall and spring semesters on Mondays-Thursdays from 7:30 am to 4:00 pm and on Fridays from 7:30 am to 2:00 pm) If you are registered for an online, hybrid, or *web-assisted* course, it is your responsibility to make sure that you have reliable and regular internet access during the course.

- You will need Microsoft Office 2013 to complete coursework. This software (Microsoft Office 365) is available to you FREE as a CCC student. Visit the Technology Requirements and Expectations menu item in Blackboard or contact the HelpDesk in the Rose Library for more information. 704-669-4133.
- You will need your CCC student E-mail account; all students are required to use their CCC student e-mail address.

COURSE OBJECTIVES

1. Develop academic and personal competencies for utilizing technology in a college environment.
2. Construct personal goals for college and career.
3. Identify learning styles and explain how you can adapt your learning style with various instructor-teaching styles.
4. Identify essential campus resources and services designed to promote learning, support, and student success.
5. Apply critical thinking skills.
6. Demonstrate knowledge of college success concepts.
7. Evaluate and apply learning strategies for personal and academic improvement.
8. Describe the concept of diversity and how it relates to college life as well as and living in and working in a global society.
9. Define and apply the concepts of college student success through self-exploration and personal development.
10. Demonstrate academic etiquette principles and concepts of professionalism through written and oral communication.

STUDENT LEARNING OUTCOMES

- A. Promote academic, personal and career development skills necessary for college and career success
- B. Cultivate a positive attitude about personal goals and college success
- C. Help to foster behaviors that will lead to academic success
- D. Help students learn about learning from a variety of vantage points and in a variety of ways
- E. Provide guidance, support, and college resources for first-year students
- F. Students should be able to define, think about, act upon, and demonstrate behaviors of critical thinking

EVALUATION / GRADING

Your final grade will be determined as follows:

Orientation to ACA 115 (5 assignments)	5%
Module 1 Starting Strong, Building Resilience (2 assignments)	5%
Module 2 Building Dreams, Setting Goals (3 assignments)	5%

Module 3 Learning Styles and Studying (1 assignment)	10%
Module 4 Managing Your Time, Energy, and Money (2 assignments)	5%
Module 5 Thinking Critically and Creatively (2 assignments)	5%
Module 6 Learning Online and Information Literacy (1 assignment)	10%
Module 7 Engaging, Listening and Note-Taking (1 assignment)	5%
Module 8 Reading, Writing, and Presenting (1 assignment)	15%
Module 9 Developing Memory, Taking Tests (1 assignment)	5%
Module 10 Working in Groups, Valuing Diversity (1 assignment)	5%
Module 11 Choosing a College Major and Career (1 assignment)	10%
Module 12 Creating Your Future (1 assignment)	5%
*Participation	<u>10%</u>
	100%

*Participation will be determined by will be determined by things such as timeliness of responses, such as not waiting until the last day to submit, as well as the number of missed assignments in a semester. A participation grade is assigned at the discretion of the instructor. All details and requirements for assignments are located in Blackboard, under Assignments>Modules.

Grading rubrics for each assignment are located in Course Tools>MyGrades, then click VIEW RUBRIC. Looking at the rubric before you do your assignments will help you determine how to get the best grade possible!

You may work ahead when possible, but I will only grade the current week's Module one week at a time.

GRADING SCALE

Grading the performance of students in course work is the responsibility of individual faculty members as indicated by the course syllabus. Instructors use different grading scales at CCC depending on the course. This course uses a 7-point grading scale:

- A** = 93-100%, Excellent
- B** = 85-92%, Good
- C** = 77-84%, Average
- D** = 70-76%, Below Average
- F** = Below 70%, Failing, No credit
- I** = Incomplete (Requires instructor's prior approval)

NOTES:

- Final Grade may be rounded on a case-by-case basis by instructor.
- You should check your grade in Blackboard (Course Tools>-My Grades) on a weekly basis.

- All students enrolling in ACA 115 must earn a final grade of “C” or better or they will be required to repeat the course the following semester. See the [2017-18 Academic Bulletin/Student Handbook](#) for further information.

ATTENDANCE POLICY

[The Cleveland Community College Attendance Policy](#)

NOTE: Attendance policies for students beginning online courses are determined when a student successfully logs into Blackboard **and** completes the first assignment requested by the instructor.

CODE OF CONDUCT POLICY

[Student Responsibilities \(Student Code of Conduct\)](#)

ACADEMIC AND PHYSICAL ACCOMMODATIONS

Access and Accommodations: Your experience in this class is important to your instructor, and it is the policy and practice of Cleveland Community College to create inclusive and accessible learning environments consistent with federal and state law. If you experience barriers based on a temporary health condition or disability (which could include but is not limited to mental health, attention-related, learning, vision, hearing, physical or health impacts) and as a result cannot participate fully in this class, complete course requirements, or benefit from the College’s programs or services, contact Disability Services as soon as possible.

To receive any academic accommodation, you must be appropriately registered with Disability Services at CCC. This office works with students confidentially and does not disclose any disability-related information without the student’s permission. You are welcome to contact them at 704-669-4096 or disabilityservices@clevelandcc.edu. If you have already established accommodations with Disability Services for this semester, your instructor has been notified. You will want to discuss your approved accommodations with your instructor at your earliest convenience to make sure your needs in this course are met.

If you have a condition which may affect your ability to exit the premises in an emergency or which may cause an emergency during class, you are encouraged to discuss this in confidence with the instructor and/or Disability Services.

ACADEMIC INTEGRITY POLICY

[CCC Academic Integrity Policy](#)

CALENDAR / IMPORTANT DATES

[Calendar and Important Dates](#) for this term.

COURSE SCHEDULE

All assignments in this class will be due on designated **MONDAYS BY 4:00 PM**. The assignment links to tests, quizzes, blogs, discussion boards, and any other assignment will CLOSE automatically on the designated due date and time and will not be re-opened. Plan your time carefully!

Orientation to ACA 115

- Orientation Module 1.1 Orientation email to instructor- due by 4:00 pm on 9/11/17
- Orientation Module 1.2 Orientation online quiz due by 4:00 pm on 9/11/17
- Orientation Module 1.3 Student Guide to CCC online quiz- due by 4:00 pm on 9/11/17
- Orientation Module 1.4 Introduce Yourself to the Class with Padlet- due by 4:00 pm on 9/11/17
- Orientation Module 1.5 Send your Success Coach a message in Aviso – due by 4:00 pm on 9/11/17

Module 1

- Module 1.4 Resiliency and Grit- due by 4:00 pm on 9/18/17
- Module 1.5 Academic Etiquette- due by 4:00 pm on 9/18/17

Module 2

- Module 2.1 Chapter 2 online Quiz- due by 4:00 pm on 9/25/17
- Module 2.2- SMART Goals- due by 4:00 pm on 9/25/17
- Module 2.3- Program Evaluation- due by 4:00 pm on 9/25/17

Module 3

- Module 3.1 VARK Learning Styles assessment- due by 4:00 pm on 10/9/17

Module 4

- Module 4.1 Time Management Calculation- due by 4:00 pm on 10/16/17
- Module 4.2 Chapter 4 online Quiz- due by 4:00 pm on 10/16/17

Module 5

- Module 5.1 Chapter 5 online Quiz- due by 4:00 pm on 10/23/17
- Module 5.2 Critical Thinking Blog- due by 4:00 pm on 10/23/17

Module 6

- Module 6.2 Library Resources online Test- due by 4:00 pm on 10/30/17

Module 7

- Module 7.1 Student Engagement Discussion Board- due by 4:00 pm on 11/6/17

Module 8

- Module 8.1 Project- due by 4:00 pm on 11/13/17

Module 9

- Module 9.1 Chapter 8 and 9 online Quiz- due by 4:00 pm on 11/20/17

Module 10

- Module 10.1 Diversity in College Discussion Board- due by 4:00 pm on 11/27/17

Module 11

- Module 11.1 CFNC.org results- due to me by email by 4:00 pm on 12/4/17

Module 12

- Module 12.1 College Will Change You- due by 4:00 pm on 12/11/17

ADDENDUM

Late Work and Make-up Work Policy

Late assignments will not be accepted or graded for credit unless there are extenuating circumstances beyond your control such as illness that prevented you from completing your work during the week. Waiting to do your work until the day before, or the day the assignment is due is not an excuse. Documentation of illness or hospitalization may be required at the discretion of the instructor. Keep the lines of communication open with me if you experience unanticipated problems. When I know what is happening with you, I can better address your situation and help you make some decisions about your course work.

Twitter for ACA 115

I highly encourage you to follow the [@ACA_115](#) Twitter page for important information about study skills, organization, and a little inspiration for being a great college student!