



**Welcome to
ACA 111: Section 12
On Course College Student Success
1 Credit Hour/1 Contact Hour**

Fall Semester, 2007



Course Description

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, you should be able to function effectively within the college environment to meet your educational objectives.

Prerequisites: None

Corequisites: None

Instructor Information

Instructor:

Beth R. Mitchell

Office Location:

Room 246 (Gwaltney Building)

Telephone Number:

1-828-765-7351 or 1-800-462-9526, ext. 259

E-mail Address:

brmitchell@cc.mayland.edu

Office Hours:

Fridays from 11:00 a.m.-12:00 noon and gladly by appointment



*We shall not cease from exploration
And the end of all our exploring
Will be to arrive where we started
And know the place for the first time.*

T. S. Eliot

Course Information

This section of ACA 111 will meet Friday, 12:00 p.m.-1:50 p.m. in Room 210 (Gwaltney Building). Note, too, that our class has a “virtual presence” in LEO/Cruiser. To access your section of ACA 111 online, login to your LEO/Cruiser account (leo.mayland.edu). Please refer to the “Course Outline” in this syllabus for more details related to the ACA 111 agenda.

Required Text Materials:

Downing, Skip. *On Course: Strategies for Creating Success in College and in Life. 5th Ed.* (2008). Boston, MA: Houghton Mifflin.

Mayland Community College Student Handbook and Planner. (2007-2008 academic year).

LRC Resources:

The LRC (Learning Resources Center) offers you an array of print and electronic resources. This semester, you will have the opportunity to participate in an optional workshop related to these resources.

Required Supplies:

Have a three-ring notebook to organize and store your handouts, notes, and journals from ACA 111. Select a notebook that you really like; it will evolve into a portfolio to which you can refer any time you would like a “refresher” in being a success!

Course Rules for Success:

1. Show up! To support success, choose to attend every scheduled class period in its entirety.
2. Do the work! To support success, choose to do your very best work in preparing all of your assignments and hand them in on time.
3. Participate actively! To support success, choose to stay mentally alert in every class, offering your best comments, questions, and answers when appropriate.



Cell phones need to be turned off during class.

Mission Statement and Competencies for the General Education Core at Mayland Community College:

Mayland Community College's General Education core courses, to include ACA 111, will provide the essential body of knowledge and skills that enable all degree-level students to perform competently as employees and as contributing members of society.

Graduates of all degree programs at Mayland Community College will have completed the general education core. That core encompasses the essential knowledge and skills that enable all degree-level students to perform competently as employees and as contributing members of society. Upon completion of the general education core, students will be able to demonstrate the following:

1. Effective communication in speaking and listening situations needed for college, personal, and work successes;
2. Effective communication in writing and reading situations needed for college, personal, and work successes;
3. Logical, critical, and creative thinking to evaluate evidence and reach a conclusion;
4. Application of basic computer use skills;
5. Application of fundamental math skills; and
6. Basic awareness of the diversity of various world groups from both historical and contemporary contexts.

Specific ACA 111 Course Objectives/Competencies:

The benefits of ACA 111 are far-reaching. All of the discussions and activities are designed to provide you with the tools, resources, and skills you will need to be successful with your professional and personal goals. This means that after the class, you will gain the following to empower you to be totally *On Course!*

1. Know Mayland. You will learn about the available campus resources, services, policies, and procedures. In addition, you will become familiar with faculty, staff, and other students.
2. Take charge of your life. You will learn how to take greater personal responsibility, gaining more control over the outcomes that you create both in college and in life.
3. Increase self-motivation. You will learn to create greater inner motivation by discovering your own personally meaningful goals and dreams.
4. Improve personal self-management. You will learn numerous strategies for taking control of your time and energy, allowing you to move more effectively and efficiently toward the accomplishment of your goals and dreams.
5. Develop interdependence. You will learn how to develop mutually supportive relationships with people who will help you achieve your goals and dreams as you assist them to achieve theirs.

6. Increase self-awareness. You will learn how to understand and revise your self-defeating patterns of behavior, thought, and emotion as well as your unconscious limiting beliefs.
7. Maximize your learning. You will discover the natural process of effective learning and understand how to apply that process according to your individual learning style preference. This knowledge will enable you not only to get better grades in college but also to be a more effective lifelong learner.
8. Develop emotional intelligence. You will learn effective strategies for managing your emotional life, decreasing stress and distress while increasing your inner sense of well-being.
9. Raise your self-esteem. You will learn how to develop self-acceptance, self-confidence, self-respect, self-love, and unconditional self-worth.
10. Improve creative and critical thinking skills. You will learn how to enhance the thinking skills essential for analyzing and solving problems in your academic, professional, and personal lives.
11. Master effective study skills. You will learn how to raise your grades in college by improving essential skills like reading, note taking, memorizing, studying, and test taking.

Attendance Policy/Tardiness/Make-Up Work:

Attendance is valuable not only for your knowledge acquisition and development of a learning community but also for a good grade in class.

As ACA 111 is an interactive, hands-on class, absences are strongly discouraged. If you must miss, make-ups for class participation will be available; however, you may make up only two weeks' worth of class participation. (Make-ups will be discussed during the seventh meeting of ACA 111 and will be due no later than the beginning of the eighth meeting.)

Please refer to the section in your syllabus titled "Grading Criteria/Tests/Projects" for more information related to how attendance factors into your overall ACA 111 grade.

Grading Criteria/Tests/Projects:

ACA 111 is designed to prepare you in your quest for academic and lifelong success. Grades are based on (1) active class participation, (2) journal writings, (3) knowledge checks, and (4) a comprehensive final with questions extracted from the semester's knowledge checks.

Your grade will be determined by a point system. Refer to the following chart to see how many points you must earn for an A, B, C, D, or F:

Points	Grade
930-1,000	A
850-929	B
770-849	C
690-769	D
0-689	F

You may keep track of your grade during the semester by recording your points in the following charts or referring to the online grade book in LEO/Cruiser (leo.mayland.edu).

Active class participation (50 points x 8 classes = 400 points total):

You will receive 50 points per class session for active participation. Note that two tardies, two early departures, or a tardy plus an early departure equal one absence.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8

Completion and submission of journal writings (50 points x 5 entries = 250 points total):

You will receive up to 50 points per complete journal writing. If you miss a class, you will be responsible for getting your journal assignment by contacting me, your instructor, as soon as possible. Everyone will have the same due date for each journal writing. If a journal must be submitted late, 20 points will be deducted for that journal.

Note that you must complete the last journal entry, “Journal 5.” Finishing and submitting “Journal 5” is your ticket to receive a passing grade in ACA 111.

Journal 1	Journal 2	Journal 3	Journal 4	Journal 5 (Required)

Knowledge checks (50 points x 5 checks = 250 points total):

You will have the opportunity to take six (6) knowledge checks in ACA 111. I will drop the lowest knowledge check grade for everyone in class in lieu of offering any make-ups. A “0” from a missed knowledge check can count as a lowest grade.

Special incentive: If you earn perfect scores on five (5) of your knowledge checks this semester, you (1) are exempt from taking the comprehensive final and (2) will have 100% recorded as your comprehensive final exam grade.

Check 1	Check 2	Check 3	Check 4	Check 5	Check 6

Comprehensive final (100 points total):

During the last class meeting of ACA 111, you will have the opportunity to demonstrate your mastery of course content. Questions on the final will be pulled from the six (6) knowledge checks administered this semester. Only students with valid reasons can make up the final. Examples of valid reasons are *documented* illness, pre-planned vacations, family emergencies, etc. If you are unable to take the final the last class of the course, you need to make arrangements with me to take it beforehand. No finals will be administered late.

Final

Inclement Weather Procedures:

If Mayland is operating on a regular or delayed schedule, and you believe conditions are too dangerous for travel, contact your instructor *before* your class gets together in order to be *On Course* for the next class meeting. If Mayland is on a two-hour delay, the class will meet from 1:00 p.m.- 2:20 p.m.

Academic Standards/Student Expectations/Ethics:

In addition to good academic performance, you should exhibit the qualities of honesty and integrity. Any form of dishonesty, cheating, fabrication, the facilitation of academic dishonesty, and plagiarism will make you subject to disciplinary action. *At the minimum, you will receive an F for the course.* Measures for probation, suspension, or expulsion may also result.

Withdrawal Dates:

The following dates apply for withdrawal from this course or any course at Mayland Community College:

- | | |
|-----------------------|--|
| Tuesday, September 25 | Last day to drop – Unconditional Withdrawal (W) |
| Thursday, November 1 | Last day to drop – Conditional Withdrawal (WP or WF) |
| Friday, November 2→ | No drops (Emergency only) |

If you have not been in contact with me, the instructor, and have not attended class for a *two-week* period during the semester, I will promptly submit an administrative withdrawal per Mayland Community College policy. *It is not possible to re-enter a class once an administrative withdrawal has been processed.*

Accommodation:

If you would like to request special accommodations for this course due to a disability, apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, you need for success in this course.

Disclaimer:

Course procedure may vary from this outline to meet the needs of this particular group.

Message from Your ACA 111 Instructor:

I want to provide the best possible services to meet your learning needs. I look forward to working with you in an engaging, fun teaching and learning environment to reach the highest levels of success!

Course Outline/Weekly Topics:

<u>DATE</u>	<u>TOPIC</u>
<u>Meeting 1:</u> August 24	Getting <i>On Course</i> to Your Success <ul style="list-style-type: none">• Read Chapter 1; Complete Information Survey, Pre-Assessment, Assessment Score Sheet, and Journal Entry per Directions on “ACA 111 Assignment Check Sheet 1”; and Prepare for Knowledge Check 1.
<u>Meeting 2:</u> August 31	Getting <i>On Course</i> to Your Success <ul style="list-style-type: none">• Read Chapter 2; Complete Journal Entry per Directions on “ACA 111 Assignment Check Sheet 2”; and Prepare for Knowledge Check 2.
<u>Meeting 3:</u> September 7	Accepting Personal Responsibility <ul style="list-style-type: none">• Read Chapter 3; Complete Journal Entry per Directions on “ACA 111 Assignment Check Sheet 3”; and Prepare for Knowledge Check 3.
<u>Meeting 4:</u> September 14	Accepting Personal Responsibility & Discovering Self-Motivation <ul style="list-style-type: none">• Read Chapter 4; Complete Journal Entry per Directions on “ACA 111 Assignment Check Sheet 4”; and Prepare for Knowledge Check 4.
<u>Meeting 5:</u> September 21	Discovering Self-Motivation & Mastering Self-Management <ul style="list-style-type: none">• Read Chapter 5 and Prepare for Knowledge Check 5.
<u>Meeting 6:</u> September 28	Study Skills & Employing Interdependence <ul style="list-style-type: none">• Read Chapter 8 and Prepare for Knowledge Check 6.
<u>Meeting 7:</u> October 5	Critical/Creative Thinking & Developing Emotional Intelligence <ul style="list-style-type: none">• Read Chapter 9; Complete Post-Assessment and Journal Entry per Directions on ACA 111 Assignment Check Sheet 7”; and Prepare for Final Exam.
<u>Meeting 8:</u> October 12	Staying <i>On Course</i> for Your Success