CSS 101, SECTION A92 (COLLEGE SUCCESS SEMINAR)
FALL 2016: FRIDAYS, 11:00-11:50 AM

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The General Idea (Course Description):
This course facilitates the new student’s transition to college. Students become familiar with the college’s resources and begin to make connections with faculty, staff, and support services. By clarifying the values and purposes of higher education, students gain an understanding of the skills, tools, and competencies needed to be a successful college student. As part of this course, students explore and utilize college-based technology resources such as accessBCC and DegreeWorks. Students learn to identify and apply their learning style to academic courses and study skills. Students develop their academic and career goals. One class hour per week.

This is a one-credit course. That means that in addition to your fifty minutes per week in class, most people can expect to spend an average of two to three hours per week outside of class on CSS 101 homework.

A few basic things to know about this course’s importance:

1) A passing grade in this course will complete your First-Year Experience (FYE) competency, which is required for the great majority of BCC students.

2) Your grade in this course affects your grade-point average (GPA), which is one way colleges track how well you’ve done overall in your classes.

3) I can tell you from experience that an FYE course can be useful: I took one myself when I first went to college, and found it to be worth it.

Course Outcomes (What, By Semester’s End, You Should Be Able to Do):

- Identify, locate and utilize college resources
- Demonstrate an understanding of the executive functioning skills required of a college student
- Utilize available college-based technology resources
- Identify and apply personalized study skills that will enhance your college success
- Formulate academic and career goals
- Develop basic financial literacy
- Develop awareness of both the benefits and the dangers of social media

What You’ll Need (Course Materials):
- A binder or folder, paper or a notebook, and a pen (blue or black ink) or pencil
- Consistent access to a computer, internet connection, and printer. If you don’t have your own, using BCC’s is totally fine.
- Our free e-textbook, College Success, produced by University of Minnesota Libraries Publishing (see below)
- A free copy of the BCC Student Handbook and Academic Calendar. They’re at the Rogers Welcome Center, on the first floor of the G building.

About Our Textbook:
College Success is an “open” textbook, which means that its authors have made it free to own, share, and adapt for non-commercial purposes. So, instead of having to buy it, you can just read it online, download it to an electronic device (like a computer or e-reader), or print out some or all of it. It’s at http://open.lib.umn.edu/collegesuccess, and a link to it will also be on our eLearning page.
By the way, you’ll see that the textbook includes some activities for you to do as part of its chapter sections. Except for any lessons when I specifically tell you to complete those activities, you’re not expected to - but if you think that doing some of them anyway would help you learn those lessons better, then I’d be glad to see you do so. (Sorry, usually no extra homework points for that. But greater understanding of your material is a reward by itself!)

**What Makes Up Your Overall Grade:**
Homework (and other miscellaneous graded material): 40%
Quizzes: 10%
“Getting to Know BCC” Project (more info will be given in class): 20%
Final Project (more info will be given in class): 20%
Attendance/Citizenship: 10%

**Grading System:**
*Graded Assignments and Projects* - These will range in point value anywhere from five to fifty, depending on size/importance. Quizzes will range in point value anywhere from five to ten. Grading criteria will vary by what I deem appropriate for each assignment or quiz; they may include (but are not limited to) completion of tasks, accuracy, writing that shows evidence of informed and careful thought, or a combination of these.

Unless otherwise noted or arranged, I will accept late homework for up to **two weeks with a late penalty (you’ll lose up to half of the assignment’s points)**. After that point, the grade will turn to a zero, and can’t be made up. *Midterm and final projects are generally not accepted late at all.*

**Attendance** - Although attendance is a smaller fraction of your grade, make no mistake: you need to be here. You’re allowed four absences for any reason; after that, if I do not agree that you have extenuating circumstances, you may be withdrawn from the course. Coming in excessively late, leaving excessively early, or repeatedly being late to class may be counted as absence.

For every assignment, and also for your overall course grade, the grading scale works like this:

- A+ = 97%-100%
- A = 93%-96%
- A- = 90%-92%
- B+ = 87%-89%
- B = 83%-86%
- B- = 80%-82%
- C+ = 77%-79%
- C = 73%-76%
- C- = 70%-72%
- D+ = 67%-69%
- D = 63%-66%
- D- = 60%-62%
- F = 0%-59%

**Citizenship** – You’re expected to do the following things: come to class regularly, on time, and prepared (any readings or other materials should be with you, and any homework should be done); pay attention when I or one of your peers is speaking; and volunteer answers or thoughts periodically.

**Academic Dishonesty:**
Do NOT give in, at any time, to any temptation to do something dishonest as regards your homework - this includes such things as copying other people’s work, getting other people to do your work for you, etc. Full details (such as examples of what counts as dishonesty) are available in your student handbook. If you’re having trouble with an assignment or have forgotten about it until the last minute, it’s a much better choice to ask questions, to ask for an extension if you can demonstrate a decent reason, or to do it late for partial credit.

If I determine that you’ve behaved in a deliberately-dishonest way in connection with a particular assignment, quiz, or project, **you will permanently lose all possible points for it, and your dishonesty may be officially documented** (which goes on file with BCC). Instead of risking a mess like that, do what’s right.

**Out-of-Class Communication:**
My availability pattern is a little bit different (but possibly more predictable!) than many instructors’. My normal schedule is to be here on campus from roughly 8:15 AM - 4:15 PM, Monday through Friday. During most of that time, contacting me should be a pretty quick and simple process - e-mail or call, or stop by B204. However, the tradeoff is that when I’m gone from campus, I’m much less likely to check my work e-mail. Keep this in mind when...
you contact me. (In return, I’ll try to plan ahead in my communication with all of you, since probably many of you have weekly schedules that change a lot more than mine.)

Disability Access:
Bristol Community College complies with federal legislation for individuals with disabilities and offers reasonable accommodations to qualified students with disabilities. If you are a student with a disability and are eligible to receive accommodations, or if you suspect that you might have a disability, you should visit BCC’s Office of Disability Services (ODS) in L109 if you haven’t already, or call them at 508-678-2811, extension 2955.

If you have an accommodation sheet from ODS, please consider sharing that with me (sooner is usually better). You’re certainly not required to do so, but knowing more about how you learn may help me make decisions about how best to structure the course.

Four Other Policies to Know:
1. Unless I allow otherwise, homework given during a class you missed will still be due on its regular due date (in other words, “I was absent last class” does not automatically give you an extension on the homework that was assigned while you were away). Homework assignments will be available on eLearning (please let me know right away if you don’t see them there); you’ll need to get notes from a classmate.

2. Except when otherwise specified, you may only use electronic devices during class to access our textbook or, if permitted, to take notes. My phone is set to receive any text messages from BeNotified, so we’ll still know if there’s an emergency.

3. Since you have at least a week for all assignments, they must be done by the start of class time on the due date. If you won’t be in class that day, please e-mail your homework to me by the start of class if you can’t submit it in person. If you e-mail me a homework assignment, I’ll e-mail you back to confirm that I was able to open it (or let you know if you accidentally forgot to attach it, etc.). If that e-mail back from me doesn’t come to you within twelve hours, you should assume that I did NOT get your assignment.

4. If anything odd or stressful is going on in your life that has a chance of interfering with your studies, please let me know (the sooner, the better). You’re welcome to make an appointment to discuss it outside of class if that’d be helpful; or, if you’d rather, you can certainly e-mail or call.

Note: Terms of this syllabus subject to change if necessary (they probably won’t, but if they do, I’ll make it clear).

One Final Thing: What’s QUEST?
QUEST is the program I work for here at BCC, and with which some sections of CSS 101 (including this one) and other classes are affiliated. You may have heard about QUEST during orientation: it’s a federally-funded (TRIO) program that offers various kinds of support to eligible college-student populations, such as subject-specific tutoring labs, free tours of four-year colleges/universities (to help you consider where to transfer when you get done here), an extra scholarship opportunity, and more.

Because of our funding, the program is free to apply to and free for participants to belong to. If you’d like to see whether you qualify, you’re invited to apply anytime: talk to me or visit B105.
Tentative Class/Homework Schedule

All homework listed will be due the following class.
Since this schedule is subject to change, though, please make sure that you double-check with me after any absences.

Week 1 (9/9) - Intro and Basics
Homework: Part 1: Log on to Blackboard Learn, go to our class, and complete “A Little About You.”
Part 2: Complete the homework assignment “Syllabus Comparison.”

Week 2 (9/16) - What College is Like / Project Overview
Homework: Part 1: Read Section 2.3 in your textbook.
Part 2: Complete “Project Prep Worksheet.”

Week 3 (9/23) - Time Management
Homework: Part 1: Complete “Use Your Sources, Know Your College.”
Part 2: Fill out one of the time-management templates on Blackboard.

Week 4 (9/30) - “Getting to Know BCC” Project Workday
Homework: Part 1: Finish your project!
Part 2: Fill out one of the time-management templates on Blackboard.

Week 5 (10/7) - Projects Due / Learning and Studying, Part 1
Part 2: Fill out one of the time-management templates on Blackboard.

Week 6 (10/14) - Learning and Studying, Part 2
Homework: Part 1: Read Section 7.3 (you may skip the “Additional Benefits of Talking With Your Instructors” and “Finding a Mentor” parts).
Part 2: Take note of the Quiz Alert on Blackboard, and prepare accordingly.

Week 7 (10/21) - Know What to Do When Things Get Complicated
Homework: Part 1: Read Section 12.3.
Part 2: Complete the “Reflective Response” assignment (prompt will be on Blackboard).

Week 8 (10/28) - What To Know About Choosing (or Staying In) a Program: Academic Programs, Career Services, and More
Homework: Complete the “Reflective Response #2” assignment (prompt will be on Blackboard).

Week 9 (11/4) - Know Where You’re Going Next Semester: Course Catalog, DegreeWorks, Sequencing
Homework (both parts due 11/18): TBA

Week 10 (11/11) - Veterans Day - no classes. Thanks to all who’ve served or are currently serving.
Homework: See Week 9.

Week 11 (11/18) - Know What Might Come Next: Transfer
Homework: This will be explained in class and on Blackboard.

Week 12 (Wednesday, 11/23 - following the Friday schedule) - Do More than Just Survive: Co-Ops, Clubs, and Other On-Campus Opportunities
Note: December 2nd’s class will likely be held online, with an in-class option. Stay tuned for details!
Homework: Part 1: TBA
Part 2: Take note of the Quiz Alert on Blackboard, and prepare accordingly.

Week 13 (12/2) - Social Media and College
Homework: This will be given within our lesson, and will probably include another Quiz Alert.

Week 14 (12/9) - Financial Literacy and College
Homework: Work on your final project, and come next class with any lingering questions you may have about it.

Week 15 (12/16) - In-Class Work on Final Projects
Homework: You guessed it - finish your project!

Finals Week (12/23 - CHECK FINALS-WEEK SCHEDULE FOR START TIME): Final Project Due
Congratulations! You’ve arrived at the end of the semester!