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| <b>Course Code &amp; No. - Section:</b>   | ELEC 105 and ELEC 95   |
| <b>Course Title (Credits):</b>            | <b>Strategies for College Success</b>  |
| <b>Term &amp; Year:</b>                   | Fall 2017  |
| <b>Course Ref. No. (CRN):</b>             | M/W (5:30pm) 80185(105) & 80184(95)      T/TH 80187(105) & 80186 (95)<br>M/W (4:00pm) 80189 (105) & 80188 (95)                                     |
| <b>Instructor:</b>                        | Henry Conover  |
| <b>Phone(s):</b>                          | 775-881-7534 (daytime) or Cell: (775) 450-1627   |
| <b>Email:</b>                             | <b>hconover@sierranevada.edu/</b>  |
| <b>Office:</b>                            | Prim Library, 3 <sup>rd</sup> Floor, #304  |
| <b>Office Hours:</b>                      | by appointment.  |
| <b>Class Meeting Time &amp; Location:</b> | M/W 5:30-6:45pm (Prim Library 214) - T/TH 4:00-5:15pm (Prim Library 213)<br>M/W 4:00-5:15pm (Prim Library 3 <sup>rd</sup> Floor – Tutoring Center) |
| <b>Prerequisites/Co-requisites:</b>       | Approval of Instructor   |

### Course Description

A focused, hands-on course which will introduce a habit of regular and focused study time and good time management strategies. Each class meeting provides a structured, supervised environment in which to learn and apply proven methods for college success to your immediate situation. The instructor may work with the students' other instructors to use coursework as a real-world model for implementing new strategies.

### Student Outcomes

The student will finish the course with an improved habit of studying, goal setting, time management, and general organizational skills related to managing a full load of college courses.

### Methods of Assessing Student Outcomes

The instructor will use the student's performance in other courses as a guide to assess his/her progress towards better academic skills. Student will report his/her attendance, homework completion and test grades from other courses to the mentor on a weekly basis; instructor will evaluate student's progress based on improvement in these areas. Instructor will also assess student's improvement on basic academic skills through one-on-one meetings throughout the semester.

Grades will be determined primarily by engagement, participation, and attendance in this course, according to the guidelines outlined below. Students will receive a participation grade, which will be determined by the activity and level of effort in each class meeting.

The allocation of points will be as follows (for more detail, see the Expectations section below):

|                      |                   |
|----------------------|-------------------|
| Attendance:          | 35 percent        |
| Participation:       | 50 percent        |
| <u>Organization:</u> | <u>15 percent</u> |
| Total:               | 100 percent       |

### Instructional Strategies

This 45 hour course will be conducted as a combination of class discussions and supervised independent study time. Student participation is essential. Students will meet one-on-one with a personal mentor during each class meeting to discuss his/her workload in other courses, discuss strategy for completing the week's assignments, and prepare study materials.

### Texts/Supplies:

**Students must bring these items to class if they already have them, or purchase them in the bookstore.**

*Sierra Nevada College Academic Calendar or a personal calendar*

Three-ring Binder or folders to hold all assignments for all classes, or one folder/binder for each class.

## Attendance

It is essential that you commit to attending absolutely every class meeting. Creating a regular work and study routine is a major goal for the course, and therefore missing class directly interferes with your progress towards the goal. Attending class and keeping appointments with your instructor, mentor and tutors are the primary way your grade will be determined in this course.

Please note that **each** unapproved absence will decrease your grade by a half-letter, and they are cumulative. Therefore, if you are genuinely sick or have a real emergency, please contact your instructor **in advance** of class and we can make arrangements. No matter what your excuse, if you have not received advance approval, you run the risk of an unapproved absence. Examples of Approved absences include: a doctor's note, a request from a professor, or a police report.

|            |                             |   |                                |
|------------|-----------------------------|---|--------------------------------|
| 1, 2, or 3 | approved absences: <b>A</b> | 1 | unapproved absences: <b>A-</b> |
| 4          | approved absences: <b>B</b> | 2 | unapproved absences: <b>B+</b> |
| 5          | approved absences: <b>C</b> | 3 | unapproved absences: <b>B</b>  |
| 6          | approved absences: <b>D</b> | 4 | unapproved absences: <b>B-</b> |
| 7          | approved absences: <b>F</b> | 5 | unapproved absences: <b>C+</b> |

So for example, if you have one approved absence and two unapproved absences, you will receive a B+ for attendance. If you have 4 approved absences and 2 unapproved absences, you will receive a C for attendance.

Arriving late for class or leaving early will earn you half an absence—approved or not, depending on the circumstances.

## Expectations

- 1) **Come to each class, with work to do.** Attendance to this class is 35% of your grade in this course. If you do not bring work to do, you will receive an unexcused absence for the day.
- 2) **Stay Organized.** This is 15% of your grade in this course. With your mentor, you will create a system that organizes all of the materials your professor gives you, as well as your completed work. You must bring this system with you to every class. Your binder will be graded according to how well you keep it organized.
- 3) **Participate.** 50% of your grade is based on good faith effort. You are expected to study or do homework for the entire 1.25 hours you are here. At the end of each class you and your mentor will assign points based on the following scale:
  - 2 pts**—Brought work to do, and did it, the whole time.
  - 1 pt** — Did some work, but spent significant time on the internet, eating dinner, on the phone, etc. Was more than 10 minutes late.
  - 0 pts**—Did not put in a fair effort today. Was absent, disappeared without permission, did not bring something to do.

If you are on probation or provisional status, you will be given 2 pts per week for your weekly meeting with me. If you don't go to your weekly meeting, you will lose those 2 points and that will affect your overall participation grade. If you miss your originally scheduled meeting time, but can make up your meeting, you will receive 1 pt. for the week.

Take care that your phone is silent and put away while you are in this class. Ringing cell phones and text messages will result in loss of participation points for that class session.

## Staying Organized

Maintaining a binder/folders will help you keep everything you need to be successful in one place. As stated above, 15% of your semester grade will be based on this system—whether you put it together properly, whether you maintain it throughout the semester, and whether or not you bring it to class consistently.

## **Honor Code**

The faculty of SNC believes students must be held to high standards of integrity in all aspects of college life in order to promote the educational mission of the College and to encourage respect for the rights of others. Each student brings to the SNC community unique skills, talents, values and experiences which, when expressed within the community, contribute to the quality of the educational environment and the growth and development of the individual. Students share with members of the faculty, administration and staff the responsibility for creating and maintaining an environment conducive to learning and personal development, where actions are guided by mutual respect, integrity, responsibility and trust. The faculty and students alike must make diligent efforts to ensure high standards are upheld by their colleagues and peers as well as themselves. Therefore faculty and students accept responsibility for maintaining these standards at Sierra Nevada College and are obligated to comply with its regulations and procedures, which they are expected to read and understand.

## **Consequences of Violating the Student Honor Code**

SNC students and faculty share the responsibility for maintaining an environment of academic honesty. Thus, all are responsible for knowing and abiding by the SNC Faculty/Student Honor Code published in the current SNC Catalog. Faculty are responsible for presenting the Honor Code and the consequences of violating it to students at the start of their classes AND for reporting all incidences of academic dishonesty to the Provost. Students are responsible for knowing what constitutes CHEATING, PLAGIARISM and FABRICATION and for refraining from these and other forms of academic dishonesty. Violations of the Honor Code become part of a student's academic record.

**1st Offense:** Student receives a zero for assignment/exam and counseling with faculty on the honor code, consequences for violating the honor code, and the value of academic honesty in learning.

**2nd Offense:** Student fails course and receives counseling with faculty on the honor code, consequences for violating the honor code, and the value of academic honesty in learning.

**3rd Offense:** Student is expelled.

## **Academic Accommodations**

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, students with a documented disability are eligible for support services and accommodations. If a student wishes to request an accommodation, please contact the Director of Academic Support Services, Henry Conover, at (775) 881-7534, [hconover@sierranevada.edu](mailto:hconover@sierranevada.edu) or go to the Academic Support Services Office on the third floor of Prim Library within the first week of the semester. I want every student at Sierra Nevada College to succeed, so if you are struggling or need some assistance, please let me know and we discuss this.

## **SNC Email System**

The SNC email system is the official communication vehicle among students, faculty members and administrative staff and is designed to protect the confidentiality of student information as required by the Family Educational Rights and Privacy Act of 1974 Act (FERPA). Students should check their college email accounts daily during the school year.

Students have a right to forward their SNC e-mail to another e-mail account (for example, @hotmail or @gmail). However, confidentiality of student information protected by FERPA cannot be guaranteed for SNC e-mail forwarded to an outside vendor. Having email redirected does not absolve a student from the responsibilities associated with official communication sent to his or her SNC email account.

## **Mission Statement**

Sierra Nevada College graduates will be educated to be scholars of and contributors to a sustainable world. Sierra Nevada College combines the liberal arts and professional preparedness through an interdisciplinary curriculum that emphasizes entrepreneurial thinking and environmental, social, economic and educational sustainability.

**Our Core Themes Are:** Liberal Arts    Professional Preparedness    Entrepreneurial Thinking    Sustainability