



College Success
Class Syllabus

COURSE TITLE: College Success

COURSE NUMBER: CSS1051

INSTRUCTORS NAME: Evelyn Dufner, MA (edufner@iadt.edu) or (mrsdufner@cfl.rr.com)

DATE: Thursdays @ 1PM (4 Hours)

CREDIT/CLOCK HOURS: - 4 Quarter Credit Hours

COURSE LENGTH: 11 weeks

UNIT OF ACADEMIC MEASUREMENT (SELECT ONE):
 Clock Hours
 Quarter System
 Semester System

PREREQUISITES: None

COREQUISITES: None

	TEXTBOOKS AND MATERIALS	(CHECK ONE)	
		REQUIRED	OPTIONAL
TEXTBOOK (s)	Ellis, Dave. Becoming a Master Student 11ed ISBN 0-618-49326-3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RESOURCES & SUPPLIES	Paper, Pen/Pencil	<input checked="" type="checkbox"/>	<input type="checkbox"/>

COURSE DESCRIPTION:	This course is designed to increase the student's success in his/her professional and personal life through the discussion of career and life planning skills, personal beliefs, interpersonal relations, and performance. Topics covered include time management, test-taking skills, goal setting, study habits and techniques, self-esteem, image, and motivation.
----------------------------	---

PERFORMANCE OBJECTIVES:

Upon completion of this course, the student should be able to:

- ✓ Examine and discuss career and life planning skills, personal beliefs, and interpersonal relations as they relate to collegiate success.
- ✓ Apply time management, test taking, and goal setting techniques that are designed to improve performance.
- ✓ Demonstrate study habits, beliefs, and techniques that help to improve self-esteem, image, and motivation.
- ✓ Write a written paper that analyzes personal learning goals and strategies for succeeding in college.

INSTRUCTIONAL METHODS:

Instructor lectures and demonstration of techniques, Hands-on classroom assignments and technique experimentation, Assignments outside classroom, Classroom & individual critiques of projects, Library and other resource references.

GRADING:

Student performance will be evaluated based upon the following criteria. Attendance alone will not be included as a percentage of the grade, but participation may be included as a grade requirement.

Class Participation	20%
5 Projects	40%
Quizzes [Chapters 1-10]	10%
In-Class Assignments	20%
Final Exam Presentation/Project	10%
	100%

Grade Scale		
90 – 100	=	A
80 – 89	=	B
70 – 79	=	C
60 – 69	=	D
< 59	=	F

LIBRARY ASSIGNMENTS:

Students will research different techniques for either test taking; study skills or time management. Students will write a 1 to 2-page paper on their findings.

COURSE POLICIES:

ATTENDANCE:	Attendance is taken at every class session and becomes a part of the student's permanent record. The effect of absences on grades varies from instructor to instructor and is explained at the beginning of each course. Students who will be absent for a valid reason should notify the instructor in advance. If a class project is due during that period of absence, the student should clear the absence with the instructor in advance and make the necessary arrangements to submit work missed. Excessive consecutive or cumulative absence may result in automatic withdrawal from the course(s) in which the absence occurs. Students who do not attend the first class session may be withdrawn from the course.
MAKE-UP WORK:	Make-up work is at the discretion of the instructor. It is your responsibility to arrange make-up assignments with your instructor.

TOPICAL OUTLINE

TOPIC	DESCRIPTION OF CONTENT	APPROXIMATE PERCENTAGE OF CLASS TIME ALLOCATED TO EACH TOPIC
Time Management	The importance of good time management. Technique for managing time correctly	20%
Test-taking Skills	Techniques for test-taking	20%
Goal Setting	The importance of; how to set and keep goals	20%
Study Habits and Techniques	Techniques for developing good study habits	20%
Self-Esteem/Image/Motivation	How self-esteem, image, and motivation affect student performance	20%
TOTAL		100%

***Changes to the syllabus can be made by the instructor. The student will be notified and is responsible for all material.**

CSS1051 - College Success Course
Weekly Schedule
Bring This to Every Class

Week #1

- Who are you? What is your direction in life? Why are you here?
- Review syllabus, discuss projects, guidelines, and points for projects
 - **Project 1** Notebook= 50 points:
 - extra credit notebooks for other classes 10 points
 - Actual notebook for this class is **due week 2**,
 - and completed notebook is **due week 10**
 - **Project 2** Chapter Presentation= 50 points (set up groups right now)
 - **Project 3** Goals Paper= 100 points (start this right now) **due wk# 4**
 - **Project 4** Passion Paper= 100 points **due wk# 6**
 - **Project 5** Exploration Paper= 100 points **due wk# 10**
- Do Scavenger Hunt (send me an email from your student portal NO other address)
- Critical Thinking: The Late Paper (Late papers are -10 points each week)
- **Homework:** get a three ring binder and dividers
- **Homework:** work on Goals Paper Rough Draft **due week #3**

Week #2

- Discuss Introduction and Chapter 1
 - Do Discovery Wheel and discuss results. Put this in your notebook
 - Do exercise #1-pg 2, #2- pg 4, #3-pg 27, #4-pg 28, #5-pg-50
 - Do Learning Styles and the activity on pages 33-36
 - Do Journal Entries #1-pg8, #2-pg20, #3-pg25, #4-pg32, #5-pg LSI7
 - Do VAK System on pg 40-41 compare this with Barsch Learning Style
- **Computer Lab-Multiple Intelligence and Goals Paper**
 - Get in groups
- **Homework:** Timeline pages 62-66
- **Homework** quizzes 1-6 due week #7
- **Homework:** work on Goals Paper Rough Draft due week #3

Week #3

- Goals **Paper Rough Draft Due** -10 point if you don't have it
- Peer evaluations: must be included with your final paper
- Discuss Chapter 2 Planning
- Discuss Timeline pages 62-66
- **Computer Lab- Create a life line** pg 94 and work on Final Goals Paper
- **Homework Goals Paper**

Week #4

- **Turn in** Goals Paper
- **Group Presentation Chapter 3 Memory**
 - Do Name Game (memory technique)
 - Do JE #8 pg 109
 - Do exercise #12 and JE # 9 pg.
- **Computer Lab: What color person are you?** In class activity at www.color.com
Kiersey Temperament

Week #5

- **Group Presentation Chapter 4 Reading**
 - Do narrative activity
- Discuss Passion Paper due week #6
 - Do JE#11
- Remainder of class in computer lab working on Passion paper and quizzes
- Remember to due the Learning Styles Application on the back of each quiz
- **Homework Passion paper and quizzes**

Week #6

- **Turn in** Passion Paper
- Watch text video
- **Group Presentation Chapter 5 Notes**
 - Do JE #12 pg 159
- **Computer lab: Are you a left or right brain user?** Take a personality test
- **Homework:** start working on quizzes 7-10 due week #10

Week #7

- **Turn in** Quizzes 1-6 : (Intro quiz is 10 extra credit points today only)
- **Group Presentation Chapter 6 Tests**
 - Do JE #15 pg 187
- **Group Presentation Chapter 7 Thinking**
 - Do JE #20 pg 217
- **Homework:** start working on quizzes 7-10 due week #10 (quizzes 11 and 12 are 10 points each for extra credit)

Week #8

- **Group Presentation Chapter 8 Communication**
 - Do JE #22 pg 247
- **Group Presentation Chapter 9 Diversity**
 - Do JE #25 pg 281
- Discuss Exploration Paper due week 10
- **Computer Lab: IQ Test, and Exploration Paper**
 - Do exercise # 24 pg 257 Exercise #25 pg 261

Week #9

- **Group Presentation Chapter 10 Technology**
 - Do JE #28 pg 307
- **Group Presentation Chapter 11 Health**
 - Do JE #29 pg 333
- **Homework** Exploration Paper due week 10
- **Homework** Quizzes 7-10; 11 & 12 are extra credit 10 points each

Week #10 (no papers will be accepted past this date)

- **Turn in** Exploration paper and Quizzes
 - Do Discovery Wheel and Discuss Chapter 12
 - Do JE #34 pg 365
- Check notebooks
- **Homework** Prepare for Final Exam

Week #11

- **Final Exam Presentations**
- You must be present to get 100 points for this activity
- Final Exam is a Presentation and nothing is turned in.