



Our Mission: Southwest Texas Junior College is a comprehensive, public college serving eleven counties in Southwest Texas. The College provides accessible, affordable, high-quality education that prepares students to successfully transfer to senior colleges and universities; enter the job market; pursue their professional and personal goals; and contribute to the economic growth of the region.

Southwest Texas Junior College
3101 Bob Rogers Drive
Eagle Pass, TX 78852

College Year: 2013-2014
Section: 2013 Fall

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COLS 0300

College Success Skills

Course Description

Psychology of learning and success. Examines factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered. Includes college orientation and development of students' academic skills that apply to all disciplines. COLS 0300 may not be counted for local credit toward an associate degree or certificate and is not transferable. Credit: Three semester credit hours. Two lecture and two laboratory hours per week. TSI Requirement: M0; R0; W0. Prerequisite: None Lab Fee: \$24

Course Focus

Knowledge and skills needed to be successful in college and beyond.

Textbook and Readings

Keys to Success, Brief 6th Edition. Carol Carter, Joyce Bishop, & Sarah Lyman Kravits. Soft-cover.

2011. (Adopted 8/10/2011 ISBN: 9780137073559)

Technology Requirements

Basic skills in using Computer word-processing/ Internet/ E-mail

Course Outcomes

The following course outcomes will be addressed in this course:

1. recognize and value the policies, procedures and regulations of the college
2. locate and utilize important college facilities and key personnel
3. utilize the college library, the Internet, computers and other resources
4. identify and utilize college programs and services
5. identify and demonstrate specific time management skills
6. identify and apply effective reading and note taking strategies
7. demonstrate successful intelligence in classroom and personal behavior
8. utilize memory devices and techniques
9. exhibit analytical, creative and practical thinking skills
10. demonstrate self-reflective skills

Lecture Topics

The following general lecture topics will be covered in this class:

Week

- 1 - Orientation/Pre-Test/Ch. 1 - Welcome to College: Opening Doors to Success
- 2 - CampusCruiser/SWTJC Online Access/Online Assignments/WebAdvisor
- 3 - Utilizing School Resources/ Emergency Response Information
- 4 - Utilizing School Resources/ Online Test 1
- 5 - Ch. 6 Listening, Note Taking
- 6 - Ch. 2 Values, Goals, and Time Managing Yourself
- 7 - Ch. 3 Diversity Matters
- 8 - Review Ch. 6, 2, & 3 Test 2
- 9 - Ch. 4 Critical, Creative, and Practical Thinking: Solving Problems and Making Decisions
- 10 - Ch. 5 Reading and Studying: Focusing on Content
- 11 - Ch. 7 Memory
- 12 - Review Ch. 4, 5, & 7 Test 3
- 13 - Ch. 8 Test Taking: Showing What You Know
- 14 - Ch. 9 Wellness, Money, and Careers: Building a Successful Future/Take Home Test 4
- 15 - Portfolios DUE; Review
- 16 - Final Exam

Student Competencies

In order to complete this course, the student must be able to:

1. Come to class every day
2. Arrive before class begins
3. Be prepared - bring textbook, paper and pen/pencil
4. Have completed reading assignments
5. Submit written assignments on or before due date
6. Ask questions and get help when you need it
7. Come to my office at least two times during the semester

Student Contributions

The student is responsible for all assigned work, and is expected to do the assigned reading, to

participate in lecture and class activities, and to complete and submit class-work and homework as assigned. Since a student must be present in class in order to be able to participate in the learning process, regular attendance is essential.

Course Evaluation

A course grade will be determined upon completion of all components, including attendance and participation in lectures and seminars, written, online, and oral assignments, and tests.

Course Evaluation is based on accumulated points with a possible 1000 point maximum:

Attendance & Participation - 25 class meetings @ 4 pts. each (points are adjusted based on number of class meetings per week) - 100 points

PreTest - 50 points

Lab: Online Assignments - 5 @ 20 pts. each - 100 points

Four Tests: 2 @ 50 pts. & 2 @ 100 pts. each - 300 points

Course Portfolio - 350 points

Final Exam - 100 points

Points Earned Grade Assigned

1000 - 900 A

800 - 899 B

700 - 799 C

699 or below F

Note that a final grade of 700 points or higher is required for successful completion of COLS 0300. A grade of "D" cannot be assigned in this course.

Class Policies

Respecting and adhering to class policy is part of the educational experience, and understanding this may be one of the most useful lessons learned during the first year of college.

The student who plans to earn an A or B in this course accepts the responsibility of consistent effort: he or she maintains effective listening, note-taking, and study habits; comes to every class meeting well-prepared; asks questions and seeks clarification about material and assignments; begins working on assignments early and submits them on time; learns from errors and actively strives to overcome deficiencies.

Although it is possible to earn a C with minimal effort, the student who is frequently absent, tardy and unprepared should not expect to pass the course.

A grade of "D" cannot be assigned in this course.

ATTENDANCE

Class attendance is essential to success in college courses. Please do not schedule work or other activities during our already limited class time. Absences and tardiness DO affect the quality of work, which is inevitably reflected in your final grade.

Important: Attendance is posted daily to Campus Cruiser, and it is monitored by the Dean of Student Services. Excessive absences may result in a student being withdrawn from classes.

Students who wish to drop any course should contact the Instructor. Failure to officially withdraw

from a course results in a grade of Q (= F) for the semester.

Missing a class is no reason for coming to the next class unprepared. Check My Assignments on our Campus Cruiser class page; refer frequently to the course syllabus; contact a classmate for notes and information about in-class activities and assignments you may have missed. Read material that is assigned.

ASSIGNMENTS AND PARTICIPATION

Individuals are responsible for completing all assignments on time. Unless otherwise stated, all assignments are due at the beginning of the class period for which they are assigned. Read material that is assigned before you come to class so you will be prepared for the lecture and activities.

Late assignments will be penalized by a 10% deduction of total possible points.

Missed tests not made up within three class days will be penalized 10 points.

The majority of class assignments will be organized in a Portfolio throughout the semester. Keeping your Portfolio up-to-date will result in your receiving a higher grade for your work.

Some work will be done on an individual basis while other work will be a collaborative effort where you will be asked to work with other students in the class. Your cooperation is expected.

CELL PHONES AND OTHER PERSONAL TECHNOLOGY

This equipment can be particularly distracting in a classroom. Please turn off cell phones before class begins. If you have a special need to keep your phone active during class, talk to me ahead of time. Laptops, web-equipped iPhones and translators may be used for class-related tasks at appropriate times. However, using such items during class time to engage in conversation, to play games, to share photos, etc., is disrespectful to your instructor and to your classmates.

Using a cell phone or other technology during an exam is strictly prohibited; such use will be considered suspect and the exam will NOT be graded.

Americans with Disabilities Act (ADA) Statement

Any student with a documented disability needing academic adjustments is requested to speak directly to the Counseling Department (see below) as early in the semester (preferable within the first week) as possible. All discussions will remain confidential.

Crystal City Krystal Silva Ballesteros (830/591-2908)

Del Rio Marilyn Casson (830 591-1560)

Eagle Pass Brenda Hoffman (830/591-4102)

Uvalde Krystal Silva Ballesteros (830/591-2908)

Academic Integrity Statement

Academic integrity is highly valued in our campus community. Academic integrity directly concerns ethical behaviors which affect both the academic environment and the civic community. Academic dishonesty seriously violates the integrity of the academic enterprise and will not be tolerated at Southwest Texas Junior College. Academic dishonesty is regarded as any act of deception, benign or malicious in nature, in the completion of any academic exercise. Examples of academic dishonesty include cheating, plagiarism, impersonation, misrepresentation of idea or fact for the purpose of defrauding, use of unauthorized aids or devices, falsifying attendance

records, violation of testing protocol, inappropriate course assignment collaboration, and any other acts that are prohibited by the instructor of record.

Quality Enhancement Plan (QEP)

Southwest Texas Junior College is accredited by the Southern Association of Colleges and Schools (SACS). Accreditation is a peer-review evaluation process that SWTJC participates in every ten years. A Quality Enhancement Plan (QEP) is required as part of this process. The purpose of the QEP is to improve student learning through a systematic plan of action.

Use of Copyrighted Material

Copyright is a form of protection the law provides to the authors of original works of authorship for their intellectual works that are fixed in any tangible medium of expression, both published and unpublished (Title 17, United States Code). It is illegal to violate any of the rights provided by the law to the owner of a copyright. SWTJC respects the ownership of intellectual material governed by copyright laws. All users of the SWTJC resources shall comply with the copyright laws and the provisions of the licensing agreements that apply to software; printed and electronic materials, including documentation, graphics, photographs, multimedia, including musical works, video productions, sound recordings, and dramatic works; and all other technological resources licensed and/or purchased by SWTJC or accessible over network resources provided by SWTJC.

Class Schedule

This class Tuesday and Thursday 2:30 -3:40 PM, in Room C -119

Students are expected to spend an additional 2 hours per week completing homework and the online learning activities.

You are also encouraged to work with a study partner or study group throughout the semester. I will be happy to meet with individuals and groups during my office hours.

Office Hours

Monday 12:00 - 1:00, 2:00 - 3:30
Tuesday 9:00- 9:30, 11:00- 12:30
Wednesday 12:00 - 1:00, 2:00 - 3:30
Thursday 9:00- 9:30, 11:00- 12:30
Friday 12:00 - 1:00

Southwest Texas Junior College Student Services Addendum to Course Syllabus

| Admission and Registrar's | | |
|---|--------------|---|
| Flores Student Services Building Admission/Registrar's Office | 830.591.7255 | http://www.swtjc.edu/pages//admissions/registrar-and-admissions admoffice@swtjc.edu |

| Advising and Counseling Services | | |
|--|------------------------------|--|
| Flores Student Services Building Advising/Counseling Center | 830.591.7271 | http://www.swtjc.edu/pages//student-life/counseling-and-advising advising@swtjc.edu |
| Disability Support Services* | 830.591.2908 | http://www.swtjc.edu/pages//student-life/counseling-and-advising/disability-support-services |
| On-line Advising | | advising@swtjc.edu |
| <p>*The College will make reasonable accommodations for students with documented disabilities. These students must contact our Disability Support Services Advisors before classroom accommodations can be provided.</p> <p>Qualified persons with disabilities may have support services available.</p> | | |
| Assessment and Testing Center | | |
| R.K. Miller Building | 830.591.2946 | http://inet4.swtjc.cc.tx.us/testing/homepage.html |
| Testing Schedule | | Select the link to the different assessment/exams for times and dates. |
| Financial Aid | | |
| Flores Student Services Building Financial Aid Office | 830.591.7313 | http://swtjc.edu/pages/academics/financial-aid finaid@swtjc.edu |
| Work-Study Program | | http://swtjc.edu/pages/academics/financial-aid/paying-for-school/work-study |
| Payments/Refunds | | |
| Flores Student Service Building Business Office | 830.591.7365 | http://www.swtjc.edu/pages/about-sw-tjc/facultystaff/business-office |
| Pre-College Programs/Dual Credit | | |
| Joe Richarz Memorial Building 2nd Floor | 830.591.2919 | http://swtjc.edu/pages//academics/outreach/dual-credit dualcredit@swtjc.edu |
| Student Activities Office | | |
| Matthews Student Center | 830.591.7287 | http://www.swtjc.edu/pages//student-life/activities-and-events |
| Tutoring Services | | |
| Fly Memorial Building Student Success Center | 830.591.4152 | |
| TRIO-Student Support Services Writing Center | 830.591.7295 830.591.2908 | http://swtjc.edu/pages//student-life/student-success-services |

Veterans Services and Hazelwood Benefits

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|---|--------------|---|
| Flores Student Services Building Admission/Registrar's Office | 830.591.7280 | http://swtjc.edu/pages//student-life/counseling- and- advising/veteransmilitary-students |
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Updated 01/13/15

Additional information on Student Support Services can be found in the SWTJC Student Handbook. A link to the Handbook can be found on our SWTJC website under the "About SWTJC" tab. A hardcopy of the SWTJC Handbook can be obtained by contacting any Student Services office at any of our campus locations.

Created: 2013-2014 Revised: 9/14/2014