

SDV 100 – COLLEGE SUCCESS SKILLS

SAMPLE COURSE OUTLINE

FALL 200_

1 SEMESTER CREDIT

PROFESSOR:

CLASS TIME/ROOM:

OFFICE PHONE:

EMAIL:

OFFICE HOURS:

This is a sample course outline. The course is modified regularly, and the actual course outline may differ slightly from this sample.

Welcome to College Success Skills!

Course Description

Assists students in transition to college through discussions of expectations and elements of success. Introduces students to vital support services. Provides information on learning styles, career and academic planning, goal setting, basic computer navigation, time management, study skills, ethics, information literacy, and money management.

Course Content

- College and Career Planning
- Expectations
- Diversity and Relationships
- Elements of Success
- Basic Computer Navigation
- Learning Styles
- Time Management
- Study Skills
- Note Taking Skills
- Test Taking Skills
- Library and Information Literacy
- Money Management
- Wellness and Stress
- Ethics
- Managing Distractions

Textbook

Bridges to Success in College and Beyond, Kendall/Hunt Publishing Company, 2005.

Evaluation and Requirements

Attendance	25%
Chapter Quizzes	25%
Assignments/Class Participation	25%
Final Exam	25%

Grading Scale

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = Below 60

Important Dates *(changes each semester)*

August 22 – Classes Begin

September 1 – Last day to withdraw with full tuition refund

September 5 – Holiday (no classes)

Final Exam / Last Day of Class – Friday, October 28

Other Required Materials

- Danville Community College Student Handbook
- Danville Community College Catalog
- Making Your Mark, 7th Edition, Lisa Fraser, LDF Publishing, Inc.
- Pencils & pens with blue or black ink
- Loose leaf notebook paper

Recommended Items & Materials

- Highlighter
- Sticky notes
- Hole punch
- Stapler & staple remover
- Paper clips
- Pencil sharpener
- White-out / correction fluid

Medical Conditions

If you are a student with special medical needs, please inform me as to how I can best assist you. All information will be considered confidential.

If you are a student who needs special ADA-related accommodations, please inform the DCC ADA Coordinator, Ms. Cindi Fisher, at 797-8441. Her office is in the Wyatt Building. All information will be considered confidential.

Program Policies

The learning community is just that—a community. As such, we will work, learn, and play together. Everyone should do what is necessary to take care of himself/herself; however, the other members of the learning community should be considered. As the semester progresses, we can discuss and revise the policies as needed. Until then, some policies have been established to get us started.

Academic Honesty

“Students will be expected to maintain complete honesty and integrity in their experiences in the classroom. Any student found guilty of dishonesty in academic work is subject to disciplinary action” (DCC Student Handbook). In the event a student or students are involved in academic dishonesty, he/she/they will receive a zero (0) for the assignment. A second offense will result in more serious action. Individual instructors will have policies regarding consequences of violations of academic policy.

Attendance Requirements

Research conducted on success in college clearly shows that attendance is the most crucial factor.

You will receive attendance points for each day you are in class, on time, and do not leave early. (Essentially, this means that if you are late or leave early—you are absent!) Attendance will equal 25 percent of your final grade.

Attendance is expected and required. Much of your learning will occur through the exercises, discussions, instruction, and activities occurring in the classroom. You cannot make these up by just reading the material. We understand that circumstances might arise that prevent you from attending. If you find that you will not be able to attend, please notify the instructor or the division secretary of your absence. There are no excused or unexcused absences. Your instructor will not make value judgments about your absences. You must decide if it is necessary to miss.

A student who misses the equivalent of 20 percent of the class sessions will fail the class.

Assignment & Quiz Due Dates

Assignments will be accepted up to one week late with a reduction in one letter grade. No assignments will be accepted after one week from due date.

Quizzes must be taken or submitted on the due date. Only one make-up quiz will be allowed.

Classroom Conduct

- **Cell phones:** Cell phones and beepers should be turned off during class and put away from view. If you have an emergency that warrants having your cell phone or pager on, please notify your teacher before class.
- **Children:** Children do not belong in a college class room during class time. Families First Children’s Center (793.9531) is located on the DCC campus if you need childcare.
- **Courtesy:** The classroom environment is more pleasant for all of us when we are courteous to each other. Some examples of courteous behavior:
 - Have all materials ready before class begins. For example, sharpen pencils before class; have books, supplies, and homework ready to begin.
 - Remove hats during class
 - Tolerate other people’s differences and opinions
 - Arrive/leave quietly if necessary

- Rudeness will not be tolerated

Continuous Alerts

If a student is consistently missing class, is consistently late, or is having problems that are affecting his or her success in the classroom, a “continuous alert” form will be sent to the Counseling Office. Students will receive a letter from the Counseling Office requesting that the student visit a counselor. It is possible that a student receiving a Continuous Alert notification will jeopardize his/her Financial Aid status.

Food & Drinks

Please eat snacks between classes, not during. You may have beverages in class; however, you are responsible for discarding your containers before you leave. Please put empty aluminum cans in the recycle box.

Honor Pledge

“I have neither given nor received help, nor am I aware of any other infraction of the honor code.”

This is the pledge for the Learning Community. Your instructors may ask you to sign this pledge when turning in tests and assignments.

COURSE OUTLINE

Chapter 1 – College & Career Planning

Objectives

Upon successful completion of this chapter, you will be able to:

- Identify the reasons for attending college
- Understand the personal economic impact of completing college
- Choose or will have chosen a major
- Identify all of the required courses of your chosen major
- Understand the timeframes involved in completing your coursework
- Appreciate the value of motivation and persistence
- List personal opportunity costs for attending college
- Complete a personal college success plan

Reading

- Read all of Chapter 1 in your text.
- Review the portion of the DCC catalog that applies to your chosen major or program.

Assignments/Exercises

Take the following student inventories as homework assignments:

- Noel-Levitz® College Student Inventory
- Strong® Interest Inventory

When the results are compiled, a counselor will visit our SDV 100 class to distribute the results and review/explain the reports.

Complete the Personal College Success Plan (PCSP).

The following exercises from the textbook may be done as either in-class group exercises or individual homework assignments as assigned by your instructor:

- What do I want from College? – Page 1.15
- Motivation – Page 1.19
- Behaviors Leading to Success – Page 1.23
- Complete the Opportunity Costs Handout – To be distributed in class
- Take time to write out your personal mission statement on page 31 of the DCC Planner
- Check out: http://adulthood.about.com/cs/studentprofiles/a/frank_k_2.htm
- Check out: <http://www.montgomerycollege.edu/Departments/studev/skills.htm>
- Check out: http://www.collegeboard.com/plan/college_success/0,,2-10-0-0,00.html

Quiz on chapter 1 content

Chapter 2 – Expectations

Objectives

Upon successful completion of this chapter, you will:

- Understand the many things that students can expect from college
- Understand the many things that are expected of students
- Be able to identify the many services that are available to students
- Understand student responsibilities and rights
- Understand instructor responsibilities and rights
- Be able to compute a grade point average (GPA)

Reading

- Read all of chapter 2 in your text.
- Read the code of conduct for DCC students in the handbook.

Assignments/Exercises

The following exercises from the textbook may be done as either in-class group exercises or individual homework assignments as assigned by your instructor:

- Find services offered by DCC using the DCC website and the DCC Student Planner.
- Make a list of all of the things that you expect from faculty and others on campus.
- Make a list of all of the things that they (faculty and others on campus) should expect from you.
- Check out: http://adulted.about.com/cs/studentprofiles/a/frank_k_2.htm
- Check out: <http://www.montgomerycollege.edu/Departments/studev/skills.htm>
- Check out: http://www.collegeboard.com/plan/college_success/0,,2-10-0-0,00.html

Quiz on chapter 2 content

Chapter 3 – Diversity & Relationships

Objectives

You will be able to:

- Make a more effective adjustment to college by sustaining healthy relationships with family and friends, while forging new associations with individuals who represent the diverse aspects of a global society
- Expand your learning opportunities through awareness of ethnic, racial, physical, and other differences among people
- Understand how those differences impact perceptions about yourself and others

Reading – Read all of chapter 3 in your text

Assignments/Exercises

The following exercises from the textbook may be done as either in-class group exercises or individual homework assignments as assigned by your instructor:

- Diversity Awareness Checklist – Page 3.9
- How Are You Perceived? – Page 3.11
- Parent Relationships: An Assessment – Page 3.29

- Cultural Pursuit – Page 3.31
- What Do You Know About Minority Groups – Page 3.33

Quiz on chapter 3 content**Chapter 4 – Elements of Success****Objectives**

Upon successful completion of this chapter, you will:

- Know the characteristics of a good student
- Understand the role of motivation in success
- Recognize the importance of goal setting
- Identify elements of a positive attitude

Reading

- Read all of Chapter 4 of your text
- Read pages 33 and 34 of the DCC Planner

Assignments/Exercises

The following exercises from the textbook may be done as either in-class group exercises or individual homework assignments as assigned by your instructor:

- Complete exercise 1 on page 4.11
- Compile your list of secrets to success
- Review all of the success tips at the top of the odd pages of the DCC Planner from pages 59 through 161 and choose your favorite 10 tips.
- Check out: http://adulted.about.com/cs/studentprofiles/a/frank_k_2.htm
- Check out: <http://www.montgomerycollege.edu/Departments/studev/skills.htm>
- Check out: http://www.collegeboard.com/plan/college_success/0,,2-10-0-0,00.html

Quiz on chapter 4 content**Chapter 5 – Basic Computer Navigation****Objectives**

You will be able to demonstrate the following skills:

- PC / Windows Skills
 - Log on to a station in a DCC computer lab
 - Click a mouse
 - Start a program from an icon or from the start menu
 - Open “My Computer”
 - Minimize, maximize, and close various windows
 - Identify desktop icons
 - Scroll with wheel or scroll box
 - Use help
 - Save a Document or file

- Copy and Paste sections of a document, Web page, spreadsheet cell, etc.
- Choose a disk or drive
- Load/launch a CD
- Load/launch a floppy disk
- View a file
- Print a file
- Log off the station
- Shut the computer down
- Internet / Browser Skills
 - Key a URL
 - Navigate with buttons
 - Key a search string for a search engine
 - Access the DCC home page
- PeopleSoft Student Information System (SIS) Navigation (A handout will be distributed in class.)
- Blackboard Navigation (A handout will be distributed in class.)
 - Online quizzes
- VCCS Email Navigation
 - Log in
 - Check email
 - Attach a file to email
 - Send email
 - Delete email
 - Log off VCCS email

Reading

- Read the handouts distributed in class regarding how to operate and/or navigate the following college computer systems:
 - Student Information System (PeopleSoft)
 - User Productivity Kit (<http://upk.vccs.edu:8500/upk/upkStudent.html>)
 - VCCS email
 - Blackboard

Assignments/Exercises

- Send your instructor an email using the VCCS email system. The email must contain proper grammar and be written with a formal tone.
 - The email text should contain a URL (Web address) from one of the pages on the DCC Web site so that the instructor can click on the hyperlink, which will launch the Web browser. This URL could be of your own choosing or the instructor could ask you to find a specific item on the college's Web page.
 - Attach two or three files (Word document, Excel spreadsheet, etc.) to the email. (The attached files can contain nonsense – the content is unimportant.)
- Submit a printout of your current class schedule demonstrating that you used the PeopleSoft system to register for ART 195, “Underwater Basket Weaving.” (This is a false class number used just for this exercise.)

Quiz on Chapter 5 content and skill sets

Chapter 6 – Learning Styles

Objectives

You will be able to:

- Identify and describe three popular learning modalities.
- Understand the model that best describes your learning style
- Use your particular learning style model to increase the probability of success in the classroom and workplace

Reading – Read all of chapter 6 in the text

Assignments/Exercises

The following exercises from the textbook may be done as either in-class group exercises or individual homework assignments as assigned by your instructor:

- Pretest – Page 6.2
- Characteristics of Successful Students – Page 6.9
- Checklist – Page 6.19
- Brain Dominance – Page 6.21

Quiz on chapter 6 content

Chapter 7 – Time Management

Objectives

You will

- Learn ways to control the use of time
- Examine how you spend time
- Use scheduling tools to assist with organization skills
- Know the thieves of time and how to overcome them

Reading – Read all of chapter 7 in your text

Assignments/Exercises

The following exercises from the textbook may be done as either in-class group exercises or individual homework assignments as assigned by your instructor:

- Pretest – Page 7.2
- Homework Activity – Pages 7.17, 7.18
- Time Analyzer for “The Week That Was” Worksheet – Pages 7.19, 7.20

Quiz on Chapter 7 Content

Chapter 8 – Study Skills

Objectives

You will:

- Make sense of a paragraph
- Know how to mark the textbook
- Understand the SQ4R System of studying
- Know how to chart
- Be exposed to specialized study techniques for different subjects
- Recognize and cope with distractions
- Learn how to focus attention on topic to be studied
- Understand how to create a productive study environment

Reading - Read all of chapter 8 in your text

Assignments/Exercises

The following exercises from the textbook may be done as either in-class group exercises or individual homework assignments as assigned by your instructor:

- Pretest – Page 8.2
- Self-Awareness Inventory – Pages 8.15 to 8.17

Quiz on Chapter 8 Content**Chapter 9 – Note Taking Skills****Objectives**

You will improve the quality of your class notes by understanding how to

- Listen to a class lecture
- Take notes effectively
- Apply the Cornell system of note taking

Reading – Read all of chapter 9 in your text

Assignments/Exercises

The following exercises from the textbook may be done as either in-class group exercises or individual homework assignments as assigned by your instructor:

- Listening and Note Taking Awareness Check – Page 9.3
- Cornell System – Pages 9.14, 9.15
- You will make use of your newly acquired note-taking skills during the library/LRC tour. When you take the tour, jot down pertinent material from the library tour and lecture using the Cornell System. The instructor will announce the times and dates for the tour and will collect and review your notes from the tour.

Quiz on Chapter 9 Content

Chapter 10 – Test Taking Skills

Objectives

You will learn how to:

- Effectively prepare for and take tests
- Apply the four steps to test taking
- Cope with test anxiety

Reading – Read all of chapter 10 in your text

Assignments/Exercises

The following exercises from the textbook may be done as either in-class group exercises or individual homework assignments as assigned by the instructor:

- Test Taking Awareness Check – Page 10.11
- How Do You Know When You Have Test Anxiety? – Page 10.11
- Things I Do (or should do) to Get Rid of Test Anxiety – Page 10.11
- The Art of Test Taking – Page 10.13

Quiz on Chapter 10 Content

Chapter 11 – Library & Information Literacy

Objectives

You will:

- Understand how information is organized in libraries
- Know where to find information about properly citing a source for a paper
- Fully understand how to avoid plagiarism

You will be able to:

- Identify appropriate sources (i.e. encyclopedia, scholarly journal, newspaper, book, Web page, etc.) for various types of assignments
- Develop a search strategy for research papers and speeches
- Search an electronic database
- Generate a list of search terms
- Define the terms database, record, field, and Boolean
- Locate a specific web site given a URL
- Conduct an Internet search on a given topic
- Evaluate sources of information for accuracy and credibility

Reading

- Read pages 11.1 to 11.6; skim remainder of chapter
- Review the entire DCC LRC/Library Web site (<http://www.dcc.vccs.edu/lrc/lrc/lrchome.htm>)
- Read/review the additional resource materials that will be distributed during the class tour of the DCC library & LRC

Assignments/Exercises

- Student tour of the library and Learning Resource Center (LRC) – Time & date to be announced
- You will make use of your recently learned note-taking skills to jot down pertinent material from the library tour and lecture using the Cornell note-taking method. Your instructor will collect and review your notes.
- Search for information about how to properly cite information found on the Internet in APA or MLA style. Look for information about the style appropriate to your major. (For example, business requires APA formatting.) Submit a typewritten explanation regarding the proper method of citing the following types of sources:
 - a book
 - an article in a magazine or academic journal
 - a Web/Internet source
- Submit a print out of obscure fact(s) obtained through Internet searches using Google or Yahoo! Your instructor will give you the list of terms in class.
- Scavenger hunt assignment (find various items in the library) – The scavenger hunt list will be distributed in class.

Quiz on chapter 11 content and skill sets

Chapter 12 – Money Management

Objectives

- **Personal Budgeting** – You will:
 - Understand the concept of a personal financial budget
 - Be able to develop a monthly budget of expenditures
 - Be able to balance and reconcile a checking account
- **Credit Reports** – The student will:
 - Understand the importance of the credit report
 - Know how to obtain a credit report
 - Understand how to read the report
- **College Financial Aid & Expenses** – You should know
 - Sources of financial aid available to DCC students
 - Criteria and qualifications for each of these financial aid sources
 - Procedures for applying for financial aid
 - How to secure an educational loan
 - The interest rates currently available on these educational loans
 - Procedures for repayment of these loans upon graduation
 - Current tuition rates and fees at DCC
 - How to calculate the total tuition and fees for various course loads
 - The average cost of textbooks and course materials for a fulltime student

Reading

- Read all of chapter 12 in your text
- Examine handouts from DCC financial aid department and the financial aid section of the DCC catalog
- Scan various DCC resources for financial info:
 - DCC Student Planner
 - DCC Catalog

- DCC Web site
(<http://www.dcc.vccs.edu/student-services2/financialaid/Financial%20Aid.htm>)

Assignments/Exercises

- Seek information on how to read a credit report and submit a couple of paragraphs on why a good credit report could be one of any person's most valuable "assets." The following Web sites are excellent resources:
 - www.experian.com
 - www.equifax.com
 - www.transunion.com
- Obtain a free copy of your credit report. This can be obtained at:
<https://www.annualcreditreport.com/cra/noteligible?currState=Virginia&ion=E&date=September%201,%202005&from=landing>
- Do Exercise 1 on page 12.9 as a homework assignment
- Work on Exercise 2 on page 12.11 in groups of three in class

Quiz on chapter 12 content

Chapter 13 – Wellness & Stress

Objectives

You will understand how the following health and wellness issues have an impact on learning, grades, and overall quality of life:

- Nutritional requirements for maintaining optimal health
- Dangers of smoking, alcohol abuse, and other drugs
- How to recognize symptoms of substance abuse
- Protection from HIV/AIDS and other sexually transmitted diseases
- Stress and how to deal with it
- Relaxation techniques
- Strategies for making positive lifestyle changes

Reading – Read all of chapter 13 in your text

Assignments/Exercises

- **Text:** These assignments may be done as homework or in-class group work as assigned by your instructor:
 - Ollie American's Diet – Pages 13.23, 13.24
 - How Healthy is Your Diet? – Pages 13.25, 13.26
 - Health – Page 13.29
 - What is Your Stress Index? – Page 13.35
- **Project:** Outline the one-mile walking course on a map of the DCC campus. (The course is painted on the sidewalk with heart-shaped markers.) If students are enrolled in SDV 100 in the fall semester, instructors may offer extra credit to students who participate in the one-mile run walk held on the second Saturday in September. (The 2005 event is part of the Virginia Bank & Trust Running & Fitness Festival on the DCC campus on Saturday, September 10, 2005.)

Quiz on Chapter 13 Content

Chapter 14 – Ethics

Objectives

Students will understand:

- The concepts of academic honesty
- How to avoid plagiarism
- Core values expected in the world of work
- The growing importance of ethics in a technologically driven world
- How to make decisions regarding ethical issues
- Moral courage as it relates to decision making

Reading

- Read material distributed by the instructor
- Read selected sections of the website - <http://www.globalethics.org>

Assignments/Exercises – In-class exercise: Scruples® (Instructor will explain.)

Quiz on Chapter 14 Content