

**CASPER COLLEGE COURSE SYLLABUS**  
**On Course, HMDV 1300-02**

**Semester/Year:** Spring 2015

**Lecture Hours:** 2

**Lab Hours:** 0

**Credit Hours:** 2

**Class Time:** 1:00-1:50

**Days:** T,Th

**Room:** EI 103

**Instructor's Name:** Dr. Kelsey M. Phillips

**Office:** EI 121

**Instructor's Contact**

**Office Phone:** (307)268-2873

**Email:** Use Moodle Class Communications

Phone calls are great! The best chance of reaching me without having to play phone tag is during office hours! If I don't answer, please leave a message! I'll get back to you as quick as I can.

(email within Moodle)

I get LOTS of email. I'll be able to get back to you quicker through Moodle. Use the email below only as an alternate.  
kelseyphillips@caspercollege.edu

**Office Hours:**

**Monday: 2:15-3 pm**

**Tuesday: 9:30- 11:30 am**

**Wednesday: 4-5 pm (by appointment ONLY)**

**Thursday: 9:30-11:30**

**Course Description:** This course focuses on introducing and facilitating the growth of characteristics typical of successful college students. Students will learn how to take charge of their life, increase self-motivation, improve personal self-management, develop interdependence, increase self-awareness, maximize learning through effective study skills and raise their self-esteem.

**Statement of Prerequisites:** None

**Required Text, Readings, and Materials:** *On Course, Study Skills Plus Edition* by Skip Downing  
(Bring to every class)  
Journal

**Goal:** To provide students with academic and personal strategies for a successful transition to college

**Course Outcomes:** Upon completion of this course, students will be able to:

1. Demonstrate effective oral and written communication
2. Demonstrate knowledge of diverse cultures and historical perspectives
3. Appreciate aesthetic and creative activities
4. Describe the value of personal, civic, and social responsibilities

**Course Objectives:** Upon completion of this course, students will be able to:

1. Describe personal responsibility and identify how it relates to success in college
2. Describe past & present personal choices that impact goal attainment
3. Recognize cultural differences and demonstrate respect for multiple perspectives
4. Demonstrate interpersonal skills through creative group discussion and activities
5. Demonstrate effective written communication

**Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.**

**Methodology:** Instructional methods used for HMDV 1300 are aimed at providing an active learning environment in which each student gains from the input and experience of others. Multiple methods will be used including lecture, visual aids and peer collaboration. Your feedback is valuable as the instructor uses course evaluations in determining course methodology.

**Evaluation Criteria:**

120 points	Classroom attendance and participation
140 points	Journal Entries
120 points	Online Quizzes (7 quizzes, lowest score is dropped)
<u>120 points</u>	<u>Field Trips</u>
500 points possible	

Semester grades will be assigned according to the final percentage of total points possible earned by each student as follows:

90% and above	= A
80% - 89.9%	= B
70 -79.9%	= C
60 -69.9%	= D
0 -59.9%	= F

**Required Text, Readings, and Materials:**

**Textbook:** On Course Skip Downing, 2<sup>nd</sup> edition

Various handouts will be provided, and some topics will be covered through class discussion forums and group activities. Information from these handouts and activities may be used for quizzes.

**Computer and internet access:** Each student in the course will be required to log onto the course Moodle website. The recommended internet browsers for the Moodle website are Mozilla Firefox and Google Chrome, which are freely downloaded. It is highly recommended that you use only the recommended web browsers while using Moodle. Errors that occur from using any other internet browser may result in crashes that could negatively impact your grade. Students may use computers on campus, at home or at other facilities that have internet access.

**Smartphone Apps:** Most of us have smartphones. We'll put ours to use in the classroom. If you have a smart phone, please download the following apps: Socrative Student and Skitch. If you don't have a smart phone, I'll have iPads available that you can use in the classroom!

## **Class Policies:**

### ***Cell phones and other disruptions:***

Cell phones and side conversations in class are disruptive! From time to time, we'll use our phones in class, but unless I tell you to use your phone it is to be put away. If at any time a phone makes any kind of noise, we will stop class and have a pop quiz. If I observe texting, social media of any kind, playing games, etc., we will also have a pop quiz. The long and short is this: keep your telephone silenced and put away during class unless we are using it for an in-class activity.

### ***Classroom participation:***

Attendance will be taken randomly throughout the duration of the course. We will have various hands-on activities that will require you be in attendance for a grade. I do not allow make-ups on the in-class activities, so it is imperative that you attend class regularly. If you miss several of these activities, it will adversely affect your grade. In college, an absence is an absence, regardless of the reason. There are very few cases where an absence is "excused" and allows "make-ups." You need to make every effort to schedule doctor's appointments, car maintenance, etc. outside of your classes.

### ***Journal entries:***

There will be 12 journal entries. All of them will be done electronically through Moodle, and you'll complete most of them at home. We'll do the first one together in class. Please see the schedule in your syllabus for the timing of assignments. A grading rubric will be provided to you within Moodle.

### ***Online quizzes:***

Technology has changed nearly every aspect of our lives, including the classroom environment. These quizzes are meant to be a non-intimidating way to get accustomed to the web-enhanced and online classrooms. Questions will come from your reading, class discussions, and some will be "practice questions" for test-taking. Since these are for practice, they won't be timed. The quiz will be open for one week. You will have unlimited attempts on each quiz, and the highest score will be recorded in the gradebook. You won't be able to make up quizzes, so make sure you take it before the deadline!

***Interviews and field trips:***

This section of HMDV 1300 is geared towards folks taking science classes or majoring in science-related fields. To put a science spin on the course, we'll go out and interview a scientist, visit various places that will be valuable resources to you during your educational career.

***Class assignment submissions:***

All class assignments must be submitted through the course Moodle homepage, and must be submitted as a .pdf. No other file types will be accepted!

**Last Date to Change to Audit Status or to Withdraw with a W Grade:**

November 12, 2015

**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

**Academic Dishonesty:** (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

**Official Means of Communication:** Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is also, where you will find course evaluation links during course evaluation periods.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, [bheuer@caspercollege.edu](mailto:bheuer@caspercollege.edu). The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

### Schedule for the Course

The following table contains a weekly schedule for the course. Do NOT get behind; it will be **very difficult** to catch up.

Week (Monday's Date)	Topics	Assigned Reading	Assignments and Quizzes
1 Aug 24	<b>Monday:</b> Welcome, What is OnCourse, Goal Setting <b>Wednesday:</b> Moodle4Me, Taking Charge of Your Education	Chapter 1	Quiz 1
2 Aug 31	<b>Monday:</b> Setting a schedule and sticking to it. <b>Wednesday:</b> Believing in yourself	Chapter 1	Journal Entry #1 Field Trip #1: Meet a study partner!
3 Sept. 7	<b>Monday:</b> Labor Day, Campus Closed <b>Wednesday:</b> Note taking survival strategies!	Chapter 2	Quiz 2
4 Sept. 14	<b>Monday:</b> Accepting personal responsibility, Making wise decisions <b>Wednesday:</b> Hacks for textbook reading that everyone should know	Chapter 2	Journal Entry #2 Field Trip #2: Instructor's office hours
5 Sept. 21	<b>Monday:</b> The power of positive thinking <b>Wednesday:</b> Self-Motivation, study schedule check in	Chapter 3	Quiz 3
6 Sept. 28	<b>Monday:</b> Goal setting <b>Wednesday:</b> Self-management system	Chapters 3-4	Journal Entry #3 Field Trip #3: The Math Learning Center
7 Oct. 5	<b>Monday:</b> Self-management system <b>Wednesday:</b> Organizing Materials	Chapter 4	Quiz 4
8 Oct. 12	<b>Monday:</b> Creating a support system <b>Wednesday:</b> Relationships and active listening	Chapter 5	Journal Entry #4 Field Trip #4: Casper College Counseling services
9 Oct. 19	<b>Monday:</b> Fall Break, No Class- Take this time to re-group! <b>Wednesday:</b> Cultural differences and diversity	Chapter 5	Quiz 5
10 Oct. 26	<b>Monday:</b> Making requests and saying "no" <b>Wednesday:</b> Self-awareness and self-sabotage	Chapters 5-6	Journal Entry #5 Field Trip #5: Me Time
11 Nov. 2	<b>Monday:</b> My academic plan for college success <b>Wednesday:</b> Next semester..., preparing for your academic advising appointment <b>Friday: Advising Day- Make sure you see your academic advisor</b>		

12 Nov. 9	<b>Monday:</b> Lifelong learning as a way of life <b>Wednesday:</b> How I learn	Chapter 7	Quiz 6 Field Trip #6: A trip to the writing center
13 Nov. 16	<b>Monday:</b> Critical thinking <b>Wednesday:</b> living with integrity	Chapter 7	Journal Entry #6
14 Nov. 23	<b>Monday:</b> Emotional intelligence <b>Wednesday: Thanksgiving Break!</b>	Chapter 8	Quiz 7
15 Nov. 30	<b>Monday:</b> Stress Reduction <b>Wednesday:</b> My Self Care Plan	Chapter 8	Journal Entry #7
16 Dec. 7	<b>Monday:</b> Staying On-Course <b>Wednesday:</b> Staying On-Course	Chapter 9	Final reflection (in-class)
17 Dec. 14	<b>Finals Week. Do you know your schedule?</b>		