

**On Course (HMDV 1300)**  
Fall 2015, 08/24 – 12/18  
Monday & Wednesday  
11:00 am – 11:50 pm  
PS 222

**Instructor:**           **Leanne Loya**  
                              **Gateway 346 (Student Success Center)**  
                              **307-268-2231**  
                              **Leanne.loya@caspercollege.edu**  
                              **Chat via “Remind”**

**Intern:**               **Monita Crosley**  
                              **Student Success Center**  
                              **268-2089**

**Office Hours:**       By appointment if you want a guarantee I will be available during a certain day/time. Otherwise, you are welcome to stop by my office at any time. I am also willing to answer questions via “Remind” chat if you subscribe. However, please keep in mind that my phone gets shut off around 9:00pm and although I may not be able to get back to you immediately, I will answer your question as soon as I can.

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

**Course Supplies:**    3 ring binder or folder to hold handouts and paperwork.

**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

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

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

1. Demonstrate effective oral and written communication
2. Solve problems using critical thinking and creativity
3. Appreciate aesthetic and creative activities
4. Use appropriate technology and information to conduct research
5. 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. Summarize relevant research through active discussion and collaboration with peers
4. Recognize cultural differences and demonstrate respect for multiple perspectives
5. Identify where and how to access campus support services
6. Demonstrate interpersonal skills through creative group discussion and activities
7. 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, experiential activities, and peer collaboration. Your feedback is valuable as the instructor uses course evaluations in determining course methodology.

**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 Coordinator (Leanne Loya), the Dean of Social & Behavior Sciences (Brandon Kosine), and lastly the Vice President for Academic Affairs (Shawn Powell).

**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 for checking 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.

## Requirements

**Class Attendance & Participation:** Mandatory and necessary for a passing grade. Students will be expected to attend class and complete all assignments by the due date. I will take attendance every day of this class.

**Every day that you are not here will count as an absence** except for students participating in sanctioned, documented school activities. If you participate in college activities that will cause you to be absent for the class, please come see me prior to being absent. Regardless of your reasons for missing, an absence cannot be made up- So please choose your absences wisely!

- If you miss a class and there is an assignment due that day, you are expected to turn in the homework, regardless of your absence. Failure to turn in the homework ahead of time will be considered “late work” and will not be accepted. You are more than welcome to email your homework in the event of an absence
- This is an active learning classroom. We will be doing a number of activities throughout the class that require you to communicate with other classmates, try new things and offer your thoughts and opinions. You will receive full points in this area if you are making an effort to participate in most class activities. If you appear to be distracted, either by your cell phone, other devices or just not putting in any effort, points will be deducted and potentially all lost.

**Civility:** Civil behavior enhances the academic setting and is expected at all times. Courtesy and respect for others are essential elements of the academic culture. The academic environment welcomes a difference of opinion, discord and debate within a civil environment. Students exhibiting disruptive, disrespectful, or distracting behavior may be asked to leave at my discretion. Being rude to me or your classmates is a sure way to be asked to leave. Any student who is asked to leave a class session will be counted absent for that session.

### Cell Phones

All portable media devices (cell phones, ipods, mp3 players, etc.) are not to be used at all during class unless I give you permission. Please put these devices in your purse, backpack, or pocket before class begins. **If I have to ask you put your phone away after class begins, you will lose your participation points for that day.** Text messaging during class is one of my pet peeves, and I will ask you to leave class if I find you doing it during class time. You will be counted absent for that day.

### Assignments

#### Regarding Assignments:

All assignments are due at the beginning of the designated class session. I will not accept any late work. Let me say this again, I will not accept any late work. No one homework assignment will make or break your grade. For your final paper, I recommend that you have a contingency plan for unexpected illness etc. Please make arrangements with other students to get your work to class, in my mailbox, or in my e-mail by the beginning of the class period when the assignment is due. In-class assignments cannot be made up.

- **Keep all assignments:** It is important that you keep all graded work. We occasionally make mistakes when recording grades. If this happens, you will need your graded work to prove any discrepancies in your grade.

<p>I reserve the right to grant extensions on the due date of assignments on a case by case basis. You must make your case to me <i>in person and in advance of the due date.</i></p>
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**Reading:** Reading is a non-negotiable part of this course. You must read the assigned material and be ready to discuss its content in class. There will be several take-home quizzes over the reading material throughout the semester.

**Projects:** There is one big course project due during the semester. This projects consists of a variety of smaller assignments that lead up to a larger piece relevant to the content of the course and will ask you gather knowledge, apply that knowledge, and then present the knowledge in some form.

**Journals:** Students will complete journals for each chapter. Each Journal will be worth 5 points. See the journal grading information attached to the syllabus for information on how grades are calculated.

**Quizzes and Exams:** Part of the goal of this class is to help you learn how to study for exams and quizzes in college. To that end, there will be an exam over the content from the book & lectures during your mid-term and final exam time. The midterm and the final exam will consist of essay questions that ask you to apply the knowledge we've gained over the semester.

**Evaluation Criteria:** The grading system in this course is point-based. Following is an explanation of graded activities in the course followed by the point breakdown, maximum points possible and letter grade calculation.

**NOTE:** All graded assignments are subject to change dependent on the progression of class. If changes are made, you will be given an updated copy of the grading criteria

<b>Participation (30 classes).....</b>	<b>300 pts</b>
<b>Projects (5 total assignments) .....</b>	<b>300 pts</b>
<b>Homework (5).....</b>	<b>100 pts</b>
<b>Journals (10).....</b>	<b>100 pts</b>
<b>Quizzes (8 total), Midterm (50 pts.), &amp; Final Exam (70pts.) .....</b>	<b>200 pts</b>

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**1000pts**

Total Course Points = 1000

A = 1000 – 900

B = 899 – 800

C = 799 – 700

D = 699 – 600

F = 599 and under

### Assignment Due Dates

WK	Date	Homework	Date	Homework
1	Tuesday, 8/24	Complete self-assessment & bring results to class	Thursday, 8/26	Read Ch. 1 & Quiz
2	Tuesday, 8/31		Thursday, 9/2	Journals
3	Tuesday, 9/7		Thursday, 9/9	Finish Organization Assignment; Journals;
4	Tuesday, 9/14	Learning Styles Assessment	Thursday, 9/16	Read Ch. 3 & Quiz
5	Tuesday, 9/21		Thursday, 9/23	Integrated Assignment
6	Tuesday, 9/28	Use one of the note taking methods in POLS class. Bring these and previous reading assignment to next class	Thursday, 9/30	Read Ch. 3 & Quiz
7	Tuesday, 10/5		Thursday, 10/7	Journals; Project #1 Due Tues.
8	Tuesday, 10/12 – Midterm Week		Thursday, 10/14	Graduation Map
9	Tuesday, 10/19		Thursday, 10/21	Read Ch. 4 & Quiz
10	Tuesday, 10/26	Track Time for 1 week	Thursday, 10/28	Journals
11	Tuesday, 11/2		Thursday, 11/4 Nov. 6 – Advising Day	Read Ch. 5 & Quiz; Journals
12	Tuesday, 11/9		Thursday, 11/11 Nov. 12 – withdraw deadline	Read Ch. 6 & Quiz
13	Tuesday, 11/16		Thursday, 11/18	Journals
14	Tuesday, 11/23		Thursday, 11/25	Read Ch. 8 & Quiz: Project #2 Due next Class
15	Tuesday, 11/30		Thursday, 12/2	Project Presentation
16	Tuesday, 12/7	Project presentation	Thursday, 12/9	Post self-assessment & Journal
<b>FINALS WEEK</b>				

Name:

Assignment:

Date:

## NQA Coupon

“No Questions Asked”

At any point in time, this coupon may be filled out and attached to a late assignment with "No Questions Asked." This coupon is the only time late work will be accepted and it is your choice to decide when/whether to use the coupon. Only 1 coupon per student may be redeemed - so choose wisely!

## Class Plan

<b>Week</b>	<b>Chapter Focus</b>	<b>Assignments</b>	<b>Due Date</b>
#1	Introductions	Review syllabus, intro video, and post in introductions forum	Sunday, August 30th at 11:55 pm
#2	Chapter 1	Reading response, self-assessment, discussion, and journal	Sunday, September 6 at 11:55 pm
#3	Chapter 2	Reading response, discussion, and journal	Sunday, September 13 at 11:55 pm
#4	Chapter 2	Reading response, lesson, and journal	Sunday, September 20 at 11:55 pm
#5	Chapter 3	Reading response, discussion, and journal	Sunday, September 27 at 11:55 pm
#6	Chapter 3	Reading response, lesson, and journal	Sunday, October 4 at 11:55 pm
#7	Chapter 4	Reading response, discussion, and journal	Sunday, October 11 at 11:55 pm
#8	Chapter 4	Reading response, lesson, and graduation map	Sunday, October 18 at 11:55 pm
#9	Chapter 5	Reading response and lesson	Sunday, October 25 at 11:55 pm
#10	Chapter 5	Reading response, discussion, and journal	Sunday, November 1 at 11:55 pm
#11	Chapter 6	Reading response, discussion, and journal	Sunday, November 8 at 11:55 pm
#12	Chapter 6	Reading response, discussion, and journal	Sunday, November 15 at 11:55 pm
#13	Chapter 7	Reading response, discussion, and journal	Sunday, November 22 at 11:55 pm
#14	Chapter 8	Reading response, discussion, and journal	Sunday, November 29 at 11:55 pm
#15	Chapter 8	Reading response, discussion, and journal	Sunday, December 6 at 11:55 pm
#16	Wrap up	Final Essay	Sunday, December 13 at 11:55 pm