

CASPER COLLEGE COURSE SYLLABUS
On Course, HMDV 1300-N1

Semester/Year: Fall 2015

Lecture Hours: 2

Lab Hours: n/a

Credit Hours: 2

Class Time: Online

Days: Monday-Sunday

Room:

Instructor's Name: Jill Hughes

Instructor's Contact

My office is Liesinger Hall,
Room 180

Office Phone: 307-268-2383

Email:

jhughes@caspercollege.edu

Contact Preferences & Information: The best way to contact me is through the email on Moodle. If you need to email me at the jhughes@caspercollege.edu address—be sure to put “HMDV 1300” in your subject line so I will be sure to open it. I do my best to answer emails within 24-48 hours during the work week; it may take longer on weekends.

Office Hours: By appointment. I am happy to meet with you in person or by using the chat function in Moodle.

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
- Consistent access to a computer with internet capabilities.
- Additional files and links to sites will be provided on Moodle. Students need to have Acrobat Reader (usually available automatically on computers) in order to read pdf files.
- Firefox or Google Chrome browser. Both of these are free to download and are accessible on the Digital Learning Center page, as well as from links on Moodle. Contact me should you need assistance with this. Note: Moodle does not work well with Internet Explorer.

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. Demonstrate knowledge of diverse cultures and historical perspectives
4. Appreciate aesthetic and creative activities
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.

Additional, specific information will be included on our Moodle site in the “Welcome to Class/Getting Started” presentation.

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 for checking their account regularly. This is also where you will find course evaluation links during course evaluation periods. ***Note: If you do not usually check your Casper College email account—you should go into it and set it to automatically forward emails to the account you do frequently check.***

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. 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.

Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade: November 12, 2015.

Attendance /Participation Policy:

- While this is an online class and it doesn't meet on specific days, it is vital that you participate actively in the class. You should check in 2-3 times per week to keep up. Ideally, you'd check in early Monday to help organize yourself for the week.
- Our class week is from Monday-Sunday. You will have work due on Wednesdays and Sundays by 11pm. Exact due dates will be posted on Moodle.
- If you miss more than 2 weeks' worth of work, a faculty-initiated withdrawal will be submitted.

Assignment Submission Policy:

- Assignments must be turned in by 11pm on their assigned due dates.
- Late assignments will not be accepted unless we have agreed upon an extension. If you need an extension, you must request it at least 24 hours prior to the due date.
- I realize that there are emergency situations that arise, and I will be happy to work with you on a case-by-case basis. Please contact me; I want you to be successful.

Extra Credit:

- There may be opportunities for extra credit in the course; however, this should not be an expectation, but a happy surprise. If you are doing your work, you'll probably have no need for extra credit opportunities.
- Extra credit will not be offered in order to replace a major assignment grade—please do not ask.

Assignments:

- Assignments should be formatted with 1" margins, double-spaced, and they must include your name.
- Assignments must be submitted as directed (as attachments/cut & paste, etc.) Submission directions will be provided for each specific assignment. Please ask for clarification if you're not sure.
- Assignments will be explained in detail in our course's Moodle area.

Tips for Success:

- Check Moodle 3-4 times per week.
- Set aside specific days/times to be "in class" online and stick to it.

- Keep a calendar with due dates and write in all assignments. Give yourself time to get reading done prior to doing assignments.
- Ask for help! If you're not sure how to arrange your time for an online class, I'm happy to help brainstorm strategies with you.
- View weekly overview presentations early in the week so you can organize your time effectively.
- If you have time—read ahead.
- Communicate often with your instructor—I can't assist you if I don't know you need me!
- When composing journals and other written assignments, you may want to complete them in a Word document first. Save that file (and all files for the class), so that if anything goes wrong with Moodle, you can easily retrieve the work.
- Follow directions completely.
- All written material should be in complete, proofread sentences.
- Dive deep!

Evaluation Criteria:

Homework (includes journal entries, discussion forums, and other assorted assignments)	Average of all homework grades	100 pts.
Chapter Quizzes	Average of all quiz grades	100 pts.
Final Project		100 pts.
Total		300 pts.

Point to Percentage Breakdown:

270 – 300	A (90% - 100%)
240 – 269	B (80% - 89%)
210 – 239	C (70% - 79%)
180 – 209	D (60% - 69%)
Less than 180	F (<60%)

Calendar or schedule indicating course content: Specific due dates will be noted on Moodle. Any course schedule changes will be announced in Moodle. I reserve the right to make any modifications to the schedule needed in order to benefit student learning.

Module	Topic	Reading for the module:
Module 1: 8/24 – 8/30	Getting Started <ul style="list-style-type: none"> • Assignments due: <ul style="list-style-type: none"> ○ Discussion 1: Introductions ○ Check-in Assignment ○ Goal Letter • Syllabus Quiz 	Syllabus
Module 2: 8/31 – 9/6 9/7 – 9/13	Getting On Course <ul style="list-style-type: none"> • Assignments due: <ul style="list-style-type: none"> ○ Journals 1, 3, and 4 ○ Discussion 2: Quotable Quotes ○ College Customs Exercises • Ch. 1 Quiz 	Chapter 1
Module 3: 9/14 – 9/20 9/21 – 9/27	Accepting Personal Responsibility <ul style="list-style-type: none"> • Assignments due: <ul style="list-style-type: none"> ○ Journals 5, 7, and 8 ○ Discussion 3: “The Late Paper” ○ Academic Skills Plan for Reading • Ch. 2 Quiz 	Chapter 2
Module 4: 9/28 – 10/4 10/5 – 10/11	Self-Motivation <ul style="list-style-type: none"> • Assignments due: <ul style="list-style-type: none"> ○ Journals 9, 11, and 12 ○ Discussion 4 “Popson’s Dilemma” ○ Academic Skills Plan for Taking Notes • Ch. 3 Quiz 	Chapter 3
Module 5: 10/12 – 10/18 10/19 – 10/25	Self-Management <ul style="list-style-type: none"> • Assignments due: <ul style="list-style-type: none"> ○ Journals 13, 14, 16 ○ Discussion 5: “The Procrastinators” ○ Academic Skills Plan for Organizing Study Materials • Ch. 4 Quiz 	Chapter 4

Module 6 10/26 – 11/1 11/2 – 11/8	Interdependence <ul style="list-style-type: none"> • Assignments due: <ul style="list-style-type: none"> ○ Journals 17, 19 ○ Discussion 6: “Professors Rogers’ Trial” • Ch. 5 Quiz 	Chapter 5
Module 7: 11/9 – 11/15 11/16 – 11/22	Self-Awareness <ul style="list-style-type: none"> • Assignments due: <ul style="list-style-type: none"> ○ Journals 21, 22, 24 ○ Discussion 7: “Strange Choices” ○ Academic Skills Plan for Taking Tests • Ch. 6 Quiz 	Chapter 6
Module 8: 11/23 – 11/29 11/30 – 12/6	<ul style="list-style-type: none"> • Pay it Forward Letter due by 11pm on 12/6 	
Module 9: 12/7 – 12/13	Finals Week <ul style="list-style-type: none"> • Final Project Due by 5pm on Friday, 12/11 	