

OR 110
Introduction to College
Fall 2012

Instructor and Course Information

Instructor: Darrell Taylor
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Online tutoring upon demand is available at www.smarthinking.com.
Check with Student Services for face-to-face tutoring availability.

Course Description

Introduction to College will increase student success in college by developing skills and imparting information necessary to reach educational objectives. Topics include college procedures, college resources, career and program planning, and student success skills.

This one-credit course is required for all incoming students with fewer than thirty credit hours from a regionally accredited educational institution. (Board of Governors Adult Degree Completion students may not be required to take this course; please see that program director for further information.)

Course Focus

This five-week course (two and a half hours per week) will feature skills all students need to succeed in college, while also emphasizing resources and procedures at Southern.

Text and References

Campus ToolKit <http://www.campustoolkit.com>

All students are required to register for Campus ToolKit with their college email account.

Course Goals

When you complete this course, you will be able to do the following (**bold type** designates a CRUCIAL goal):

1. **Display an awareness of college procedures**
2. **Log-in and navigate MySouthern**
3. **Access academic information on Southern's website**
4. Demonstrate time management skills
5. Demonstrate study skills
6. Identify learning styles
7. Demonstrate note-taking skills
8. Explore test-taking strategies
9. **Determine career and educational goals**
10. Demonstrate library skills

11. **Demonstrate a familiarity with college resources**
12. **Plan a major and program of study**
13. Identify healthy lifestyle choices
14. Explore diversity
15. Participate in a campus social, cultural, or educational event
16. Meet with an advisor

GENERAL EDUCATION GOALS

Southern is committed to providing general education that is designed to help students develop qualities and skills associated with college-educated adults. This course incorporates several of Southern's general education requirements, including competencies in the following:

- **Critical Thinking Skills**
Students will demonstrate their ability to think critically by analyzing and synthesizing material.
- **Oral and Written Communication**
Students will demonstrate their oral and written communication skills by reading, writing, and speaking effectively.
- **Information and Communication Technology Skills**
Students will demonstrate their information and communication technology skills by using technology, communications tools, and/or networks to access, retrieve, process, and communicate information.
- **A Cultural/Artistic/Global Perspective**
Students will demonstrate their awareness of a cultural/artistic/global perspective by discussing the quality, value, and significance of cultural/artistic artifacts and/or by discussing political, historical, economic, and social issues from a global perspective.

STUDENT CONTRIBUTIONS

1. I will conduct this class in an atmosphere of mutual respect. Each of us may have strongly differing opinions on various topics, and the orderly questioning of the ideas of others, including mine, is welcome. However, if this expression seriously disrupts the atmosphere of mutual respect I expect in this class, you will not be permitted to participate further.
2. Students in this course seeking accommodations due to disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations. Contact Dianna Toler at extension 7315, or email her at Dianna.Toler@southernwv.edu.
3. All students are required to abide by Southern's *Sexual Harassment Policy (SCP-2843)* and *Computer Usage Policy (SCP-7125)*, both available at www.southernwv.edu. Sexual harassment, as defined in the policy, is prohibited, even when carried out through computers or other electronic communications systems, including course-based chat rooms or message boards.
4. The use of cell phones, electronics, or other communication devices is disruptive, and is therefore prohibited during class. Except in emergencies, those using such devices must leave the classroom for the remainder of the class period.

5. Students are permitted to use computers during class for OR 110 class-related work only. Those using computers during class for work not related to this class must leave the classroom for the remainder of the class period.
6. Because of the participatory nature of the class, attendance is mandatory. You should make every effort to arrive in class at the beginning of the period and to stay until the end. Make-up work is not possible, and your instructor will not re-teach material covered during your absence.

Course Evaluation

You will be awarded a grade of *CR* (credit) or *NC* (non-credit) for this course. **A grade of *CR* is based upon a course average of 70% or higher.**

Journal Entries (4)

Stress Barometers (3)

Assessments/Assignments (10)

- Mission Statement
- Motivation & Goal Setting
- Sensory Learning Styles
- Personality (PLSI)
- LASSI
- DISC
- Time Tracker
- Interest Profiler
- Work Importance
- Financial Awareness

Academic dishonesty is any practice giving one student an unfair advantage over another student in the same or similar course of study. It includes, but is not limited to, the following: improperly getting or giving aid on an examination or required work; improperly using books, notes, or other information sources; submitting all or part of another's work as one's own; getting all or part of an examination or assignment before its submission by the instructor to the class as a whole; and altering any grade or academic record. **Academic dishonesty will result in failure for the examination or assignment and may result in *NC* for the course** (*Southern College Policy SCP-4710*, available at www.southernwv.edu).

The following assessments *may* be used to evaluate student performance:

1. Individual or collaborative assignments, questions, and activities performed during class periods, including a college resources presentation.
2. Written assessments covering reading assignments and class notes/activities.
3. Homework assignments scored by the instructor or evaluated with a homework quiz, including reflective journal entries.
4. Lab assignments using computer software or websites, including Southern's site, www.southernwv.edu and Campus ToolKit.
5. Class portfolio.

Course Schedule

Week One

Introduction to Orientation/ Intro to Campus ToolKit

Overview of Campus ToolKit features

Mission Statement

Motivation and Goal Setting

Stress Barometer

Homework:

Read Learning Styles Module

Read Study Skills Module

Read Personality Module

Journal entry

Week Two

Sensory Learning Style Assessment

Study Skills (LASSI)

Personality (PLSI)

DISCover Yourself

Homework:

Read Time Management Module

Read Money Management Module

Journal Entry

Week Three

Time Management/Time Tracker

Money Management/Financial Awareness

Financial Aid

Homework:

Read Stress Management Module

Stress Barometer

Journal Entry

Week Four

Stress Management

Interest Profiler

Work Importance

Homework:

Meet with Academic Advisor

Journal Entry

Know Southern Student ID number ("S" number)

Obtain a copy of Program of Study (www.southernwv.edu/programs)

View following semester's schedule of classes

Week Five

Online Registration

Course wrap-up

***Instructors reserve the right to adapt the class schedule as needed.**

Campus ToolKit Ordering Instructions

Southern West Virginia Community and Technical College

Once you receive your Enrollment Key from the Bookstore:

1. Go to login.campustoolkit.com
2. Click the link that says ↑“New Users Begin Here↓”.
3. Enter your enrollment key exactly [it is case sensitive].
4. The system will walk you through the process of creating your account. Students MUST register for Campus ToolKit with their college email address.
5. After you have created your account, you will then receive a confirmation email. There is a link to activate your account in the email. Before you can login to your account, you must click the activation link.
6. Once your account has been activated, you will be able to log in using the username [your email address] and password you set up.