Syllabus

CAR 102 - Fall 2014

Instructor: Courtnay Hornof

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Office Hours: Tuesdays 11:30-1:30, 2:00-3:00 and Thursdays 1:00-3:00 or by appointment

Office: Instructional Building - Faculty Office #34

Phone: (989) 275-5000 Ext. 219

Any time you have a question or need help, please do not hesitate to contact me using the following guidelines:

- Email is always the quickest way to contact me (through KMail or Facebook). However, please be sure to specify that you would like a response as some students email their instructors simply to share information. If your inquiry requests a response, I will respond with 48 hours (most times within 24 hours). Note: We will need to be “friends” on Facebook if you choose to use that method.
- The second easiest way to get in touch with me is during my office hours (either by stopping by or by calling).

Course Objectives

Upon completion of this course, the student will be able to:

1. take charge of your education process
2. increase self-motivation
3. improve personal self-management
4. master effective study skills
5. increase self-awareness
6. raise self-esteem
7. become involved with Kirtland
8. read and write more effectively
9. research topics
10. improve creative and critical thinking skills
11. develop interdependence
12. set and achieve your academic goals
13. increase your knowledge about academic resources and policies at KCC

Course Description:

This course is designed to help you achieve success in college by teaching you how to play the college game. This course is designed to be your home base, your safe base, the place to load up your game bag that will guide you to do all the things you will need to achieve your educational goals. During this course, you will learn many useful strategies in maximizing self-awareness, establishing goals, developing supportive relationships, identifying your preferred learning styles, managing time, taking notes, reading and studying texts while increasing comprehension, preparing for tests, wise decision-making, and more.

Required Textbook: None
Evaluation & Requirements

<table>
<thead>
<tr>
<th>“Note”book</th>
<th>150 points</th>
<th>Points Earned = Course Grade</th>
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</thead>
<tbody>
<tr>
<td>Attendance &amp; Participation</td>
<td>150 points</td>
<td>450-500 points A</td>
</tr>
<tr>
<td>Capstone Project</td>
<td>200 points</td>
<td>400-449 B</td>
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<td></td>
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<td>350-399 C</td>
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<td>300-349 D</td>
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<td>Below 300 points E</td>
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Course Policies

Late Work

In no circumstance will late work be accepted after that assignment has been graded and returned to students. If your assignment is submitted late as allowed, 10% will be deducted from your total points earned. Assignments are to be submitted at the beginning of class on the due date whether you are in class or not in order for your work to be considered timely.

**STUDENT SUCCESS TIP: YOU SHOULD NEVER SKIP CLASS BECAUSE YOUR WORK IS NOT COMPLETE!!!**

Technology Requirements

Classroom learning experiences may include lecture, discussion, demonstration, seminar, audio-visual presentations, web enhancements, and active learning experiences. Objectives identify the learning expectations of the student in order to guide the student toward expected course outcomes. Computer literacy is mandatory including word processing, online information search, and emailing skills. More specifically, we will be using Canvas, Microsoft Word, Kmail, and the Internet. Because I know that we all have different skills when we begin each class, I will only hold you responsible for skills that I teach you in this class. However, once the skills have been taught, you will be held responsible, and no excuses will be accepted.

Class Disruption

Any activity that results in a distraction to the learning environment will not be tolerated. This includes but is not limited to cell phone use, sleeping, side-talk, and not following instructions. Successful students exhibit respect for the classroom environment and remember their manners when communicating with their fellow classmates and their instructor. If you are caught disrupting class for any reason, you may be asked to leave class, and your attendance will be recorded as absent for that class session. (Please see the attendance policy below for further details.)

Attendance

Attendance is not only crucial to your success; it is also usually mandatory in most college courses. To prepare you for both, this policy has been developed. If you miss this class or you are tardy, you are not fulfilling your “job” as a student; therefore, 20 points (4%) will be deducted from your grade for each absence and 5 points (1%) will be deducted for each tardy.

Important Financial Aid Note

Failure to submit coursework to the instructor, to attend scheduled class/meeting sessions, or failure to take required quizzes/exams may delay disbursement of financial aid. Refer to your syllabus for each class you are taking for detailed course requirements. **Last Day to Withdraw = November 14**
Ethical Conduct (Academic Dishonesty and Plagiarism)

As a student, the highest level of honesty, integrity, and professionalism are expectations. Any form of academic dishonesty in this course including plagiarism will be cause for disciplinary action. Please read the “Student Rights and Responsibilities” section of the Student Handbook (POL 6.125) thoroughly to ensure that you understand fully what is categorized as academic dishonesty. If you do not fully understand the depth of what can be considered academic dishonesty or you have any doubts, always seek guidance from your instructor so that you can avoid violating the college’s academic dishonesty policy.

Plagiarism: As defined in POL 6.125, “Plagiarism is representing the work of other persons as one’s own, including but not limited to the use of work by others and information downloaded from the Internet. The use of another person’s words, ideas, or information without proper acknowledgement, whether done intentionally or through carelessness, is also plagiarism.”

Consequence: In this course, you will receive a zero on any assignment in which academic dishonesty is an issue. If the behavior continues or the violation is determined to be purposeful, further disciplinary action may be implemented including course failure and referral to the appropriate dean.

Student Rights and Responsibilities (POL 6.125)
http://www.kirtland.edu/policies-and-procedures/student-services-policies/pol-6-125-rights-and-responsibilities-of-students

Other Relevant Information

Resources
- Single Sign-On Problems: If you cannot get your username or have forgotten your password please contact Admissions at (989) 275-5000 Ext. 284. If you are having other difficulties logging in, please contact Kirtland's ITS department by phone at (989) 275-5000 Ext. 499 or by email at its@kirtland.edu.
- Tutoring (Located in the Library): Phone: (989) 275-5000 Ext. 246 | tutoring@kirtland.edu
- Library Hours (Fall & Winter Semesters): Monday-Thursday: 8am-6pm | Friday: 8am-4:30pm
- Student Success Center (Admin Bldg. Room 212): (989) 275-5000 Ext. 280 | ssc@kirtland.edu.

Class Cancellations
Kirtland provides email and text message notifications via the Rave notification system. We encourage you to sign up with our Rave system so you will be notified of cancellations. If you do not have a cell phone, you may still get voice calls on a land line phone. If you have a cell and have an unlimited texting plan, we suggest you sign up for text messaging. Cancellations are also posted in the Urgent Announcements section in mykirtland, on Facebook, Twitter, and posted in designated areas in campus buildings. If you are enrolled in courses at Kirtland, you are already automatically enrolled to get alerts through your Kmail. Instructions on how to enroll in getting voice calls or text message alerts can be found by going to this web site: http://kirtland.edu/rave-setup/. If you need help setting up Rave you can contact Stefan Holodnick by calling (989) 275-5000 Ext. 458 or by emailing stefan.holodnick@kirtland.edu.
Degree Requirements

The following common core competencies apply to all degree-seeking students.

- **Communications** – read, write, speak, listen, and use nonverbal skills to clearly, concisely, and intelligibly communicate with different audiences in a variety of social and professional settings.
- **Personal Growth and Responsible Citizen** – act purposefully, effectively, and responsibly to function in social and professional environments as a productive citizen in the community.
- **Technology, Research, and Information Literacy** – recognize how to acquire and use information through responsible use of technology to understand, evaluate, and synthesize information and data.
- **Critical Thinking and Problem Solving** – think clearly, critically, and creatively to analyze, synthesize, evaluate, and judge to solve real world problems.
- **Work Productively** – use reasoned judgments and responsible commitments in social and professional settings to contribute to group success.
- **Systems/Processes** – apply quantitative and qualitative reasoning skills, problem solving, and interpersonal skills to manage systems and processes to adapt to changes in the workplace and global community.

Statement of Compliance

It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, disability, physical proportions, sexual orientation, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For more information, or to register a grievance, contact the Director of Human Resources, Room 226 ADM Building, 10775 N. St. Helen Rd., Roscommon, MI 48653, (989) 275-5000 Ext. 271 or 239.

Calendar (Subject to Change)

| WEEK 1 | Wednesday 8/27 – Introductions |
| WEEK 2 | Wednesday 9/3 – Time Management |
| WEEK 3 | Wednesday 9/10 – Library Activity |
| WEEK 4 | Monday 9/15, Wednesday 9/17 – Learning Styles/Preferences |
| WEEK 5 | Monday 9/22, Wednesday 9/24 – Responsibility, Wise Choices |
| WEEK 7 | Monday 10/6, Wednesday 10/8 – OnCourse SQ3R Project |
| WEEK 8 | Monday 10/13, Wednesday 10/15 – OnCourse SQ3R Project |
| WEEK 9 | Monday 10/20, Wednesday 10/22 – OnCourse SQ3R Project |
| WEEK 10 | Monday 10/27, Wednesday 10/29 – OnCourse SQ3R Project, Set Up 32-Day Commitments |
| WEEK 11 | Monday 11/3, Wednesday 11/5 – OnCourse SQ3R Project, Visit 32-Day Commitments |
| WEEK 12 | Monday 11/10, Wednesday 11/12 – OnCourse SQ3R Project, Visit 32-Day Commitments |
| WEEK 13 | Monday 11/17, Wednesday 11/19 – Start Capstone, Visit 32-Day Commitments |
| WEEK 14 | Monday 11/24 – Capstone Work, Visit 32-Day Commitments |
| WEEK 15 | Monday 12/1, Wednesday 12/3 – Capstone Due |
| WEEK 16 | Monday 12/8, Wednesday 12/10 – Last Day Activity |