

Bergen Community College
Division of Humanities
Department of Interdisciplinary Studies

Course Syllabus
IST 123 - Success 101

Semester and year: Fall/Spring
Section Number: IST 123
Meeting Times:
Locations:

Instructor: TBA
Office Location: A239
Phone:
Office Hours:
Email Address:

Course Description: Success 101 is a one-semester 3 credit course designed to help students achieve success in college and beyond. The course will focus on the strategies, habits, and behaviors necessary for students to empower their own academic and personal growth. Emphasis will be placed on self-assessment, goal setting, written and oral communication, critical thinking, self-management, and study strategies.

Credits:3, Lecture:3

Co-requisites: Placement into ENG 011, ENG 021, MAT 010, or MAT 011

Prerequisites: None. May be taken as an elective.

Student Learning Outcomes: As a result of meeting the requirements in this course, students will be able to:

1. Identify and apply strategies and resources that support academic success, personal growth and resilience;
2. Develop critical thinking, information literacy, and technological skills;
3. Practice interpersonal and leadership skills essential in a diverse, global society;
4. Reflect on values, goals, choices, and actions in relation to the impact on self and others;
5. Create academic, career and financial plans.

Student Learning Outcome:	Means of Assessment:
1. Identify and apply strategies and resources that support academic success, personal growth and resilience;	Explore college culture, discuss the values of a college educational experience and implement choice through in-class activities such as brainstorming, journaling, interpreting videos, comparing, contrasting, debating case studies, analyzing simulations, performing guided note-taking, active listening, and reading, practicing metacognitive strategies, and writing self-reflection.
2. Develop critical thinking, information literacy, and technological skills;	Navigate and utilize BCC Portal Canvas, G-Suite, Self-Service, and Website, engage in problem solving methods using case studies, real time human experiences, interviewing, reading, writing, active listening, note-taking and simulations. Attend orientation and demonstrate library literacy, examine careers, and create online presence/digital profile.
3. Practice interpersonal and leadership skills essential in a diverse, global society;	Collaborate and present with peers leadership qualities and employ interdependence through assignments such as the BCC Experience: workshops, events, resources including support services, clubs and organizations, PTK, SGA. Implement informational interviews, form group study, generate test-taking strategies, organize resource quests. Share and reflect on issues of civility and cultural competence and debate relevant case studies.
4. Reflect on values, goals, choices, and actions in relation to the impact on self and others;	Apply a series of written and reflective action plans relevant to smart goals, the wise choice process, values deconstruction, behaviors and actions, self-awareness and emotional intelligence. Perform an array of class activities such as brainstorming, journaling, role-playing, interpreting

	videos, comparing, contrasting, debating case studies, performing guided note-taking, active listening, and reading, practicing metacognitive strategies, and writing self-reflection.
5. Create academic, career and financial plans.	Design and implement several achievable strategies for academic growth, career justification, and financial literacy. Conduct professional informational interview, Create five year plan, oral presentation, podcast, or vision board, research, write and analyze financial and career plan.

Capstone Project/Signature Assignment: Students are required to submit a five-year plan in which they answer four specific questions that embrace the relevant essential course concepts and learning outcomes. It is a shared self-reflective, meta-cognitive spoken presentation accompanied by a goal-setting vision board either powerpoint, poster, podcast, or video format where students answer four questions: 1. Who am I? 2. Where Am I Now? 3. Where Am I Going? How Will I Get There? Included is information about their learning experiences, mindset, values, responsibilities, current place in the world, plans for the future, barriers they might face, and how they will achieve the life they want (including academic, financial, career). This project integrates SLOs 1,2,3,4,5.

Course Content:

The nature, purpose and content of the course is to support students in their transition to the rigors, expectations, and culture of higher education. It is custom designed to develop interdependence, metacognitive awareness, analytical, reflective, and creative thinking required to be successful in college and beyond.

The course is delivered in three basic formats: Asynchronous (fully online), hybrid (both online and in-class), traditional (in-class only).

Course Texts and/or Other Study Materials:

1. Access to a computer with speedy Internet to navigate the BCC Website, Portal, Canvas, and GSuite;
2. Textbooks and reading materials are available on **Canvas** at no charge.
3. *College Success OER Textbook* available online in your Canvas course introductory module..
4. Google Suite, **if you are a BCC student, you have this! It consists of BCC gmail, Google Drive, Google Docs, Google Slides, Google Calendar and more;**
5. **Daily planner, notebook** or binder with lined paper for taking notes, and a **pocket folder** for printed materials;

HW Discussion and Participation Rubric:

In order to build our online classroom community, there will be several online discussion forums posted throughout the semester. These discussion posts offer an opportunity for students to connect and support each other, and to reflect on what you learned. HW posts are graded based on your effort and participation. Click on the link to see the discussion rubric. [Discussion Forum: Class Participation Rubric](#)

Quizzes: Quizzes and exams in this course are designed to help you identify the key points in the readings. Quizzes will be open on Canvas for 24 hours. Check the deadlines in Canvas. There are no make-up quizzes.

Journal Assignment Rubric: [Journal Rubric Guidelines \(100 points\)](#)

Students earn their grade by demonstrating proficiency in the categories below:

Category	Value – 100%
Engagement, Discussion, and Class Activities	30%
Assignments and Quizzes	20%
Journals	20%
Projects, Exams	30%

Grading Policy and Tracking your Progress: your grades will be posted in the Canvas gradebook along with feedback and comments throughout the semester. Check your gradebook every week to keep track of your grades and to read my feedback. It usually takes up to one week to grade homework assignments. Contact me if you need clarification about your grades. **Here is the grading scale at BCC:**

A = 90-100% GPA 4.0	B+ = 85-89% GPA 3.5	B = 80-84% GPA 3.0	C+ = 75-79% GPA 2.5	C = 70-74% GPA 2.0	D = 60-69% GPA 1.5	F=Below 60% GPA 0.0
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NOTE: BCC students require a GPA of 2.0 or higher to graduate. The higher the GPA, the more likely to earn a scholarship and transfer to a four year college or university. Grades below C usually do not transfer to 4-year colleges.

[Calculating your GPA](#)

Extra Credit Points on an Assignment

Experience BCC: A five-point **extra credit** may be earned on a paper or homework assignment for which you attend a half-hour help session with an Academic Coach or Tutor.

[Academic Coaching | Bergen Community College](#)

[Tutoring | Bergen Community College](#)

Falling Behind with Academic Responsibilities

Keep track of your time management and academic progress. You will have assignments due every week and it is not ok to forget. I understand that things come up, and that sometimes you will feel overwhelmed. You must communicate with me when you are sliding off course. If you miss weekly assignments and responsibilities, you risk failing your college class.

Attendance Policy:

All students are expected to attend every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.

If illness, accident, or emergency prohibits class attendance, you are responsible for informing me beforehand and making up all missed assignments by the deadline. If you miss more than two weeks of classes: A. You may fail the course; B. Your final grade will be lowered one full grade for each class you miss beyond two weeks.

Plagiarism and AI.

What is Academic Integrity and how does it impact you?

Academic Integrity means that you are honest in all the work you do, and you hand in work that is authentically yours and does not contain work that others have done. Plagiarism and using artificial intelligence tools such as ChatGPT is a form of academic dishonesty and could be a violation of U.S. Copyright laws.

Plagiarism is defined as the act of taking someone else's words, opinions, or ideas and claiming them as one's own. AI-infused specific technologies used in education, particularly for reading, writing, and brainstorming must be used responsibly and according to classroom policies. Examples of plagiarism/AI include instances in which a student:

- knowingly represents the work of others including AI tools as his/her own;
- represents previously completed academic work as current;
- submits a paper or other academic work for credit which includes words, ideas, data or creative work of others (including machines) without acknowledging the source;
- uses another author's exact words without enclosing them in quotation marks and citing them appropriately;
- paraphrases or summarizes another author's words without citing the source appropriately.

If your assignment submission is reported as AI (Artificial Intelligence - Machine Written) by two or more AI detection tools (including *Turnitin*) you will be asked to

revise and resubmit your work or earn a 0. An instructor may establish other guidelines regarding academic integrity and code of conduct consistent with the College policy. *Bergen Community College Catalog, Processes, Policies and Procedures*, [2024-2025 Catalog](#)

[Academic Matters - Bergen Community College - Acalog ACMS™](#)

Note about the Course Syllabus:

This course syllabus is one of the most important resources for our class. It is an overview of what we'll be doing and why. You may save it to your desktop, copy it into your Google Drive, or print it, but use it and refer to it often; engaging with its content is a major step towards academic success. All course material, lessons, assignments, and handouts are available through Canvas, BCC's official learning management system. I will teach you how to access your Portal, Gmail Suite, Self-Service, and Canvas Modules. Our esteemed faculty believe if you **Start Strong and Stay Strong** you will **Finish Strong!**

Start Strong in College:

- All college communication takes place through your BCC email account.
- I do not respond to personal emails.
- Canvas is the only platform to submit assignments. Emailed assignments are not accepted.
- Assignment and Discussion submissions are required weekly and count towards your final grade.

*NOTE: Schedule a meeting with your program faculty advisor or with an academic counselor at [One Stop | Bergen Community College](#) to help you with academic planning and registration for next semester. Your academic plan is a graded assignment. Here is the link to locate an academic counselor:

General rules of success:

"Show up, participate actively, and do your best work" (Skip Downing).

Help with Canvas, Email, or Login: If you need IT support, computer help, or assistance with technology, contact the BCC Help Desk located on the second floor in the library. [Help Desk | Bergen Community College](#)

How I Facilitate this Class: We will engage in reading, open and online discussions, mini-lectures, activities, collaboration, tours, team assignments, informal presentations as well as ***individualized instruction***. You may attend

on-campus or virtual workshops to **experience BCC resources and events**. You and I will meet individually during the semester to talk about your progress and to clarify the key concepts from the course.

College Classroom Etiquette

The classroom policy for Success 101 is that students keep cell phones face down on the desk. Classroom engagement, participation, and completion of assignments indicate to me your investment in your education, earn you a higher grade and a meaningful learning experience in all of your classes. Always keep in mind that listening and taking notes, practicing effective self-management, participating in class discussions, and submitting quality work show professors that you are committed to college. If you have a growth mindset, are open to new ideas, enthusiastic about learning, and responsible about completing assignments, you will earn a high grade, strong GPA, **and** you will have a positive college experience.

It is OK and preferred to do all of these things before class or during a break.

1. Walk out of class to call your family/friends on your cell phone;
2. Walk out of class to get something to eat or drink;
3. Walk out of class to go to the restrooms.

In case weather or emergency protocols force a transition to online learning you will be expected to attend an online class at the scheduled class time. Your video camera should be turned on during class, and please find a quiet location. Have a notebook and pen ready for taking notes. Attendance will be taken.

Student Code of Conduct: Bergen Community College Catalog
[Student Code of Conduct | Bergen Community College](#)

Mental Health: Mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. Bergen Community College has licensed Personal Counselors available to assist you with addressing these and other concerns you may be experiencing. You can learn more about the confidential mental health services available on campus via the Health and Wellness Center at **[Personal Counseling | Bergen Community College](#)**

Sexual Harassment statement:

[HR-003-001.2018-Policy-Prohibiting-Sexual-Harassment.pdf \(bergen.edu\)](#)

Statement on acceptable use of BCC technology:

[Acceptable-Use-Policy.pdf \(bergen.edu\)](#)

Accessibility Statement

Bergen Community College is committed to ensuring the full participation of all students in its programs. If you have a documented disability (or think you may have a disability) and, as a result, need a reasonable accommodation to participate in this class, complete course requirements, or benefit from the College's programs or services, contact the Office of Special Services (OSS) as soon as possible at 201-612-5270 or www.bergen.edu/oss. To receive any academic accommodation, you must be appropriately registered with OSS. The OSS works with students confidentially and does not disclose any disability-related information without their permission. The OSS serves as a clearinghouse on disability issues and works in partnership with faculty and all other student service offices.

Student Support Services

Bergen Community College provides exemplary support to its students and offers a broad variety of opportunities and services. A comprehensive array of student support services including advising, tutoring, academic coaching, and more are available online at <https://bergen.edu/currentstudents/>.



Sidney Silverman Library Online Resources:

[Guides BY SUBJECT - LibGuides at Bergen Community College](#)

General Search and Databases: [Library | Bergen Community College](#)

IMPORTANT! Canvas is the learning Management System for all BCC Courses. Check your Bergen Gmail and Canvas Course several times a week for announcements, messages, updates and important information.

You will see lesson and content modules, assignments, and due dates posted on Canvas. It's smart practice to enter the assignments and due dates into your Google Calendar, daily planner and/or phone app as a reminder of your academic responsibilities. Assignments submitted early or on time demonstrate a strong work ethic and earn higher grades. Points are deducted for late submissions.

IST 123 Semester Module Schedule

Schedule Subject to Change Based Upon the Needs of the Class

Unit	Topic	Learning Outcomes	Assignment Due Date
1	Exploring College: Understanding the Culture and Expectations of Higher Education Success Navigating BCC Portal, Website and Canvas.	SLO 1,2	Reading: Ch1 (pp) Discussion Forum: Meet and Greet Journal: College Expectations Canvas Scavenger Hunt. Create:Google Folder
2	Learning Responsibly and Empowering Growth	SLO 1,4	Reading: Ch2 (pp) Discussion: Empowering Learning Journal: Fixed vs, Growth Mindset
3	Mastering Self-Management: Time, Priorities, and Academic Goals. Library Literacy	SLO 1,2,4	Reading: CH3 (pp) Discussion: Case Study-The Procrastinators Assignment: Goal Setting/Time Management Plan
4	Goal-Setting, Motivation and Planning your Academic Pathway (including graduation and transfer)	SLO 1,4,5	Reading Ch 4(pp) Discussion: Grit Assignment: Academic Goal-Setting
5	Active Listening, and Note-taking AI literacies	SLO 1,2,4	Reading Ch 5 (pp) Discussion: Case Study - Professor Rogers Trial Assignment: Listening and Note-taking
6	Studying, Remembering, and Test-taking Strategies Mid-semester Assessment	SLO 1-5	Reading Ch 6 (pp) Discussion: study tips back by science Journal: Study Strategies, Interdependence Mid-semester Test
7	Thinking and Making Wise Choices	SLO 2,3,4	Reading: Ch 7 (pp) Discussion: Case Study-Manual's

			Disappointment Journal: Problem Solving and the Wise Choice Process
8	Communicating Effectively and Developing Emotional Intelligence	SLO 2,3,4	Reading: Ch 8 (pp) Discussion: Case Study-AfterMath (EI) Journal: Communicating Effectively/Information al Interview
9	Leadership and Civility	SLO 2,3,4	Reading: CH 9 (pp) Discussion: Case Study, Civility and Cultural Competence. Journal: Civility and Leadership
10	Financial Literacy	SLO 4,5	Reading CH 10 (pp) Assignment: Money Matters
11	Health and Wellness	SLO 2,3,4	Reading: Ch 11 (pp) Discussion: Engaging in a healthy lifestyle Journal: Gratitude Letter
12	Planning for Your Future: Career Goals	SLO 1-5	Reading: Ch 12 (pp) Assignment: Career Research and Digital Profile
	Final Project: Options: Five Year Plan Capstone	SLO 1-5	Presentation and Essay

SAMPLE HEADING FOR ALL ASSIGNMENTS

MLA Heading (format to be used on all formally submitted assignments):

Your Last Name 1

Your full name

Professor _____

IST 123 (course #, section #, assignment)

Date: 4 September 2024

Title of Assignment (do not underline)

COPY and PASTE The Assignment Directions and Respond. (If the directions are more than 5 lines, then you can summarize the directions)

Start Here: Begin your paragraph by indenting five spaces (tab), formatting double spaced lines, and identifying the prompt. Be considerate of your reader by using complete sentences, correct grammar and mechanics. Remember that each new idea and its supporting evidence should start a new paragraph.

Reminder: refer to the grading rubric as you complete each assignment, so that you can gauge yourself before submitting your work.