

Bergen Community College, Department of Interdisciplinary Studies
IST-123: Success 101, 3 Degree Credits (counts towards one college course elective)
Course Syllabus Fall 2018

Instructor:	Class Meeting Times and Days:
Office Hours:	Office Location:
Email/Phone:	Section #:

Are You Ready for Success? Welcome to your first semester course where you will learn to navigate BCC, express your creativity, think critically about experiences and apply powerful principles for personal and academic success! This course syllabus is one of the most important resources for this class. It is an overview of what we'll be doing and why. Use it and refer to it often; you are responsible for knowing all of the information it contains. All course assignments and handouts are available on Moodle. Your instructor will teach you how to access and use your Portal, Moodle pages and e-mail account. **Start Strong, Stay Strong!**

Read below to see what is going to happen this semester.

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

Student Learning Outcomes -- At the end of the semester, you 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.

Here are the Required Materials for our Class:

1. **Textbook**, *On Course: Strategies for Creating Success in College and in Life-Study Skills Plus, 3rd Ed* (ISBN: 978-1-305-39748-4) by Skip Downing © 2014-17. **It's also available for purchase as an e-book (ISBN: 9781305854826).** Copies are available at the reference desk in the library.
2. **Daily planner, notebook** or binder, and a **pocket folder**
3. Stapler, post-its, highlighters and writing utensils;

4. Please bring your **On Course** textbook, tablet or smart phone and this syllabus to every class. Be prepared to take notes and have lined paper to hand in.
5. Access to a computer with speedy Internet, Google Drive or Microsoft Office (mostly Word and PowerPoint), BCC Portal, Moodle Platform, and Bergen e-mail;

If you have never used a Moodle page before, visit the BCC website on Distance Learning for students for assistance, **AND** follow the instructions on the menu “Online Course Login”. You may visit the help desk (across from the Public Safety Office) for more computer support. We will review how to access Moodle in class, too. <http://bergen.edu/faculty-staff/citl/distance-learning-for-students/online-course-login/>

Check your Bergen e-mail and Moodle course pages several times during the week.

You will receive a Semester Assignment Calendar with a list of weekly assignments and due dates. It’s good practice to enter the assignments and due dates into your daily planner as a reminder of your academic responsibilities.

Here’s how I will facilitate this class: I will run *interactive workshops*. We will have *class discussions* and team *collaborations*. You and I will meet during the semester for *individual conferences* to review how you are doing, and I will present lectures on the key topics you need to know during the course.

You will earn your grade by submitting all of the assignments below:

Category	Value
Active Preparation and Participation Experience BCC	15%
Reflective Journals (8 are required)	20%
Self-Management Plans (wise choices: time, money, study)	15 %
Study Strategies Mid-semester Exam	15%
Five-Year Plan and Interview Presentation	20%
Final Paper (student choice) (submission required to pass IST 123)	15%
You must submit all required work to earn points.	Total = 100%!

Here is the grading scale at BCC:

A = 90-100%	B+ = 85-89%	B = 80-84%	C+ = 75-79%	C = 70-74%	D = 60-69%	F=Below 60%
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Please note that in order to earn the higher grade, a .5 and above is necessary. For example, an 89.4 is still a B+; only an 89.5 and above is equal to an A grade.

How can you earn extra points?

A five-point **extra credit** may be earned on a paper or homework assignment for which you attend a half-hour help session in the **Writing, Math or Tutoring Center (L125)**. Submit proof of the help session to receive credit (yellow form).

What happens if you submit a late assignment?

Due dates are provided on your course calendar for each of the projects, assignments and journals. You will get the most out of this course, and it will be easiest for you if you keep up with the work. You will learn that time management and careful planning are significant indicators of college success. Please record all due dates on your daily planner, calendar, or in your phone. Three points will be deducted each day your work is late (weekends included!).

Sometimes emergencies happen. If you need more time, contact me for an extension **before** the due date. You may see me before or after class, during office hours or email me -- **the day before** - requesting extensions. As your instructor, I am able to accept or reject very late assignments.

BE BERGEN BOUND! Here's what you need to know about being in college classrooms:

Always keep in mind that coming to class regularly and completing your assignments tell me how much you are committed to college. If you have a positive attitude, if you are respectful of others and enthusiastic about learning new things, and if you are responsible about doing your homework, you will earn a better grade **and** you will have a positive experience. So, remember to be:

- PUNCTUAL AND ARRIVE ON TIME;
- PATIENT, RESPECTFUL, AND COURTEOUS;
- PREPARED WITH ALL ASSIGNMENTS AND MATERIALS (including text, pen or pencil);
- PRODUCTIVE BY TURNING OFF DISTRACTING TECHNOLOGY DURING CLASS;
- PRESENT DURING CLASS; THEREFORE, TAKE CARE OF YOUR PERSONAL NEEDS BEFORE OR AFTER;
- POSITIVE AND ENCOURAGE CLASSMATES.

Arriving to class on time is a valuable habit. Here's what happens if you are late: Late-comers should find a seat next to the classroom door and sit down quietly. Arriving to class late three times will count as one absence. I have the option of not allowing chronic late-comers into class.

Coming to every class is important. Here's what happens if you are absent: I conduct class in an active workshop format; therefore, you should come to every class if you want to earn a high grade and a strong college GPA. I understand that things come up so, three absences are allowed without penalty. After that your participation grade will be lowered. Five absences or more may result in an "F" for the course. If you cannot be present, please let me know by email before class. I expect you to hand in your homework on or before the day you return to class. You must obtain my approval in advance to submit work later.

NOTE: For more on BCC Attendance Policies, refer to *Bergen Community College Catalog: Processes, Policies and Procedures, 2018 -2019* <http://www.bergen.edu/catalogs>

What is Academic Integrity? How does plagiarism 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 is a form of academic dishonesty and may 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. Examples of plagiarism include instances in which a student:

- knowingly represents the work of others 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 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.

NOTE: An instructor may establish other guidelines regarding academic integrity consistent with the College policy.

BCC Sanctions against a Student for a Plagiarism Violation

1. The faculty member must report all incidents to the Chair of the Department.
2. The faculty member in consultation with the Chair will determine the course of action to be followed. This may include:
 - assigning a failing grade on the assignments;
 - assigning a lower final course grade;
 - failing the student in the course;
 - other penalties appropriate to the violation.
3. The faculty member, after making a decision, must notify the Director of Student Life and Judicial Affairs and Vice President of Student Services of the violation and the penalty imposed.
4. The student has the right to appeal the decision of the faculty member by writing to the appropriate Department Head and then to the Academic Vice President.

Bergen Community College Catalog, Processes, Policies and Procedures, 2018-2019 <http://www.bergen.edu/catalogs>

We follow the BCC Code of Student Conduct which states: The Board of Trustees authorizes the President of the College to employ a disciplinary process to administer any campus disruption and to restore college function and prevent injury to persons or property. The college reserves the right to suspend or dismiss any student for justifiable cause. All students are governed by college rules and regulations. Each student is expected to exercise discretion, and act within the limits of decorum and propriety at all times and in all places. *Bergen Community College Catalog, Processes, Policies and Procedures, -2018-2019* <http://www.bergen.edu/catalogs>

Here's what to do if you need Special Accommodations Testing:

A variety of accommodations will be provided to students with disabilities based on approval from the Office of Specialized Services. Students are required to visit the Office of Specialized Services (room L-116) to obtain accommodations for testing and classes. Go to: www.bergen.edu/oss for more detailed information.

Here's an overview of the Required Assignments. You will need to do well on each of these assignments to earn a high grade! Here's how your effort is evaluated:

Preparation and Participation (in-class) --15%-- Active preparation and participation are essential to your progress. Being in class is necessary for hands-on activities, learner collaboration, quick writes, peer-instruction, and engaging discussions. One-on-one conferences with me are required. This assessment is ongoing throughout the semester. "Show up, participate actively, and do your best work," are the success rules!

Active listening, note-taking, close reading and analytical thinking will enhance your learning experiences. Discussions are required after readings; you might lead a group discussion about a reading, you may be asked to present a chapter from *On Course*, take a quiz, and/or perform a quick write.

Experiencing BCC - Diversity and the Community College Experience -- Here's your chance to get involved at BCC! Attend a function, event or workshop on-campus, participate in a poetry slam, form a study group, and so much more! Discover our college community through service learning, volunteer opportunities, and joining clubs and organizations. Refer to Bergen Daily and Student Life Calendar for a list of student activities. We will attend one or more functions as a whole class, take notes, and write or present a summary - reflection. Guest speakers may attend your class during the semester.

In addition, through case studies, authentic activities and critical thinking, we will identify and apply strategies for understanding and managing emotions, using social and emotional intelligence, sustaining health and making wise choices in college. Specific assignments will be graded by your instructor.

Reflective Journals: Writing and Thinking Intensive---20%-- Your Success Journals provide an opportunity to explore your thoughts and feelings as you experiment with the success strategies presented in *On Course*. By carefully examining each strategy in your journal, you will discover which ones will assist you to create a rich, personally fulfilling life. Your journal entries will be read by me and shall not be shared with the class without permission (8 required).

Journal Evaluation (see rubric): Who Am I, and How Will I Make Wise Choices in College? Journal directions are located in your textbook, handouts, and Moodle. Due dates are provided on your course calendar. Complete all the steps on the directions and demonstrate an intentional attempt to ***dive deep***. Feel free to express yourself, and be considerate of your audience by using correct grammar and mechanics. Hold on to your graded journals in a folder, as you will need them to do the final paper.
Submit journals on time to earn full points.

Self-Management Plans--15%--Making wise choices to manage time, money and study. You will be asked to identify, describe and evaluate your self-management techniques, then develop and practice an effective plan for improvement using the "Wise Choice Process."

Mid-Semester Exam (Reading, Note-taking, and Studying) - 15% -- using metacognition, critical thinking, note-taking and new study strategies, your goal is to practice being active, reflective, and lifelong learners.

Mid-semester exam: Apply the strategies you learned to test-taking!

How will you use these strategies to improve your learning and grades? You will demonstrate ways to enhance your skills and apply the academic rigor from *On Course* to your own courses, and reflect on how you have become an active learner.

Five-Year Plan and Interview Presentation – 20% -- This is your capstone project! You will take part in and reflect on a specific 4-6 minute mini-project and visual presentation of your **Five-Year Plan that answers four questions:** Who Am I and What Motivates Me? Where Am I Now? Where Am I Going, and How Will I Get There? **Identify your goals, share your experiences at BCC, research your academic and career choices, and conduct an informational interview (field research).** You will set realistic goals for the next five years, explore your personal and career interests and the many majors, degrees and certificate programs at Bergen Community College. You will consider your academic options including transfer opportunities after graduation. You will research career paths that match your interests and strengths and reach out to a professional in the field you've chosen (perhaps a BCC alumnus). After conducting an informational interview with a professional working in your career cluster (provide their company name, title, and place of employment and phone number to be reached), you will present your findings to the class. You will collect and organize your research in an original and thoughtful way. You will create a five-year plan and visual pathway to success. Your process also includes individual conferences with me.

The Final Reflective Success Essay (Choose One)---15% (Begin in-class using the Writing Process)

- 1) In this 2-3 page personal essay, you will create your own personal philosophy of Success, and specify with examples of *On Course* success strategies. Use three concepts from the textbook that you have connected with, adopted into your life this semester and discuss how you plan to use these strategies for future success. For example, personal responsibility, the wise choice process and your financial plan can be used as evidence. The formal assignment will be provided.
- 2) In this 2-3 page personal narrative, you will create your "One Student's Story" similar to the narratives from class describing how you used what you learned from *On Course* to improve the quality of your outcomes and experiences in college and in life. You may also make a video telling your story.
- 3) In this 2-3 page letter of advice, you will write to incoming college freshmen explaining what you learned from your Success 101 class, your overall freshmen experience, and which strategies from *On Course* you feel will help them succeed. What advice about college would you give to new college students?

*Option: Service Learning Project which integrates all of the concepts above. Speak to your professor.

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

Your Last Name 1

Your full name

Professor _____

IST 123 (course #, section #, assignment)

Date: 5 September 2018

Title of Assignment (do not underline)

COPY The Assignment Directions and Respond.

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.

Don't forget to grade yourself! Submit the rubric with each assignment.

Reminder! Individual conferences with me are required: meet with me in-class before week 7 and before week 13. I am available to meet with you out-of-class upon appointment. Bring all class notes. Please see *Conference Sign-up Sheet*.

My Appointment Date: _____ (Location and time) _____

*At mid-semester, you may schedule a meeting at the Academic Support Center (A118) to help you with student planning and registration for next semester.

SYLLABUS REVIEW (Use Cornell Style to take notes from the syllabus)

Date	Topic:
Essential Questions and List of Subtopics	Important Notes from syllabus

Summary/quick write

Contact Three Classmates (text your wingmen and update as needed):