(This template is meant to be a general guideline. Customize the syllabus to match your college and course.)

**Course Syllabus Template  
CACS 100**

Insert your photo here. This is especially important for online courses to personalize the course.

**How to Contact the Instructor**

Name  
Email address  
Best way to contact

Most of the time, I reply to all your questions within 24 hours. Please let me know if you have comments or questions.  My goal is your success.

I will be in contact with you through weekly announcements on the home page, class discussions, timely feedback on your assignments, and notices of missing assignments.

**Required Course Materials**

*Native American and First Nations College and Career Success* is an interactive online textbook.  Save money by purchasing this text online through Canvas.  Just click on the photo of the textbook on the home page or use the link in the first module.   When you open the link, click on the logo.  This will take you to a page to set up and pay for your account. At this point, you can pay online with a credit card at a discounted price of $40.  If you do not have a credit card or are using a financial aid voucher to pay for your books, you can purchase an access code at the bookstore for $73. Please do not purchase the printed version of *Native American and First Nations College and Career Success*.  You will need the online version so that I can view and grade your work online.

**Time Required for This Course**

If you were taking this course as a traditional face-to-face course, you would spend 2 hours in class each week plus an additional 4 hours preparing for the class.  In an online class, you will save time in attending class, but will need more time for reading and writing.  Plan to spend 2-3 hours a week on this course depending on your reading and writing skills.

Each week you will be reading a chapter in your textbook, *Native American and First Nations College and Career Success* Online. This chapter contains quizzes and journal entries which are worth 40 points each week. Read the chapter carefully so that you can earn a good grade on the quizzes.  You can go back and re-read the chapter before marking the quiz answer. Once you have marked the quiz answer, you cannot change it.  There is no time limit on the quizzes. There are 5 journal entries in each chapter.  Answer the journal entries with a list or paragraph with 5 main ideas showing that you have read the material and thought about how you can apply the material to your personal life. Please note that I view and grade all your work online.

Each week there are also 2 weekly discussions worth 20 points each week.  The discussions provide a way to interact with other students in the course.

Some weeks have brief assignments to apply the concepts you have learned in the course.

**Participation**

Online students participate in class by completing the module for each week. The module generally consists of reading one chapter in the online text, completing the journal entries and quizzes within the online text, participating in the weekly discussions, and completing assignments. Begin the week by logging into Canvas on Monday and work steadily to complete all work for the week before Sunday at 11:30 pm. Waiting until the last minute to begin can result in incomplete or unsatisfactory work. Students earn 10 participation points for completing all the items in the weekly module on time.

**Late Work**

If you miss an assignment, complete it as soon as possible for full credit. However, if your work is late, you will miss out on the 10 points for participation awarded each week for completing everything on time. **You cannot make up participation points.** To earn the 10 weekly participation points, complete all items in the module for each week. Students who complete no work for two weeks will be warned about being dropped from the course for non-participation. After three weeks of no work, students are dropped from the course. If you cannot complete your work on time, please send me an email so that I am aware of any difficulties you may be having.

Participation points are equal to one letter grade. For example, if all your assignments are late and you have an A on all of them, your final grade will be a B. If some of your assignments are late and you are missing points on some of the assignments, your points and grade will be negatively affected. You can always view your current total points and grade on Canvas under Grades in the left margin.

**Grading**

Grading is based on the points you receive on your participation, quizzes, journal entries, discussions, and assignments.  Here is the grading scale:

A 900-1000  
B 800-899  
C 700-799  
D 600-699  
F Under 600

Check your grades anytime by clicking on Grades in the left margin. Total points and grades are updated weekly so that you always know your current grade in the course.

**Grade Details**

|  |  |
| --- | --- |
| Orientation Quiz: | 10 points = 1% of your grade |
| College and Career Success Chapters with Quizzes and Journals | 40 points each week = 36% of your grade |
| Discussions: | 40 points each week = 36% of your grade |
| Assignments: | 180 points = 19% of your grade |
| Participation (Completing Your Work on Time) | 90 points= 9% of your grade |

**Student Learning Outcomes**

Students will be able to:

* Describe the connection between cultural identity and success in college, careers, and life.
* Describe various motivational strategies and apply them to their success in college.
* Describe vocational interests, values and personality theory to evaluate appropriate careers and college majors.
* Analyze learning style and multiple intelligences to identify learning strategies that will facilitate productivity in college.
* Evaluate learning strategies (memory, reading, note taking, test taking, time management) and demonstrate how to use them to facilitate college success.

**Expected Behavior**

We all learn best when there is a positive environment for learning.  Treat everyone in the class with respect.  If you disagree with a comment by the professor or another student, just state your opinion without judging the value of other's ideas. I value a diversity of opinions as long as you are not attacking others.  Civil and polite discussion is encouraged while expressing hostility toward others is not allowed.  If you have concerns about the course or opinions expressed by others, please contact me using the information posted above.

**Tips for Success from Previous Students**

I always ask students what they would tell future students about how to be successful in this course.  Generally, students say that it is important to log in at the beginning of the week to see what work is required and then work steadily during the week to complete assignments.  Waiting until the last minute results in added stress and missing assignments resulting in poor grades.

**Customer Support**

If you are having difficulties logging into *College and Career Success* online or experiencing any difficulties using the text, you can call or text Customer Service at 888-295-1520. You can also send an email to: [CustomerCare@humanesources.com](mailto:CustomerCare@humanesources.com).

**Cuyamaca Cares (Customize for your campus.)**

Cuyamaca Cares is your campus resource for food, housing, personal counseling and self-care.

Our campus Harvest Pantry is in F-720 and is open Monday-Wednesday 8:00 am – 5:00 pm, Thursday 8:00 am – 6:00 pm, and Friday 9:00 am – 1:00 pm

Lunchtime at the Harvest Pantry is now located in F-720 and provides snack bags Monday – Thursday 11:00 am – 2:00 pm

For housing/rental assistance, please visit our Health and Wellness Center located in I-134 and complete an assessment so we may connect you with the appropriate assistance.

For personal counseling, please visit our Health and Wellness Center located in I-134

For the Emergency Assistance Fund, please contact [Cuyamaca.cares@gcccd.edu](mailto:Cuyamaca.cares@gcccd.edu) for the application. Applications can be turned in via email, in person in the Health and Wellness Center during regular business hours, or into F-720 on Thursdays between the hours of 5pm and 6pm

For our evening students taking night classes:

Cuyamaca Cares is opening our F-720 pantry and will be distributing food, providing housing assessments, and personal counselors on Thursday evenings until 6:00 pm. Personal counselors will see students by appointment only. Please make an evening appointment with the Cares staff between the hours of 5:00 pm and 6:00 pm on Thursdays or stop into the Health and Wellness Center during regular business hours. Students may stop into the F-720 office to fill out an interest form if they would like to see a personal counselor.