Course Syllabus



**How to Contact the Instructor**

Dr. Marsha Fralick
marsha.fralick@gcccd.edu
You can also use the Canvas Inbox to contact me.  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**

***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.  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 are 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 College and Career Success.  You will need the online version so that I can view and grade your work online.

**Necessary Materials and Resources**

**You cannot complete this class without reliable access to Internet**. You may use [campus computer labs (Links to an external site.)](http://www.cuyamaca.edu/academics/support/computer-labs/default.aspx) if needed.

You need adequate storage to SAVE and BACK UP your work.  You are responsible for your work in spite of technical problems, so be sure to back up!  Most students use a USB Flash Drive or cloud storage (Dropbox, Google Drive, etc.).

**Time Required for This Course**

If you were taking this course as a traditional face-to-face course, you would spend 3 hours in class each week plus an additional 3 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 3-4 hours a week on this course depending on your reading and writing skills.

Each week you will be reading a chapter in your textbook, ***College and Career Success Online***. This chapter contains quizzes and journal entries which are included in your grade.  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 and each one is worth 5 points for a total of 25 points.  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.

There are also 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 discussion, 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 of 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 you current total points and grade on Canvas under Grades in the left margin.

**Grading**

I am committed to timely feedback and will grade assignments quickly.  . Assignments are due on Sunday and I generally grade them on Monday or Tuesday at the latest. Grading is based on the points you receive on your participation, quizzes, journal entries, discussions, and assignments.  Here is the grading scale:

A 999-1110
B 889-998
C 779-888
D 669-778
F Under 669

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 =  less than 1% of your grade |
| **College and Career Success Online Journal Entries:** | 25 points each week = 30% of your grade |
| **College and Career Success Online Quizzes:** | 10 points each week = 15% of your grade |
| **Discussions:** | 20 points each week = 25% of your grade |
| **Assignments:** | 200 points = 17% of your grade |
| **Participation (Completing Your Work on Time)** | 140 points + 11% of your grade |

**Student Learning Outcomes**

Students will be able to:

* 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.
* Demonstrate lifelong success skills that facilitate optimal communication, critical and positive thinking.

**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. Just remember that Customer Service is on Eastern Time.

**Course Objectives (Expected Student Learning Outcomes)**

Students will be able to:

1) Examine various motivational strategies and apply them to their success in college.

2) Examine vocational interests, multiple intelligences, values, and personality theory to evaluate appropriate careers and college majors.

3) Identify learning strategies that will facilitate productivity in college.

4) Analyze potential career choices by evaluating future job outlook, skills and salaries.

5) Evaluate learning strategies (memory, reading, note taking, test taking, time management) and demonstrate how to use them to facilitate college success.

6) Examine lifelong success skills that facilitate optimal communication, critical and positive thinking.