

AAA 101 43A Course Syllabi
College 101: The Student Experience
FALL 2011

Course information

Course Prefix, Number and Section: AAA 101 43A

Classroom Location: South Classroom 231

Day: Tuesday & Thursday, 5:00 pm – 6:30 pm

Start Date: Tuesday, August 23, 2011

Census Date: August 29, 2011

Last day to drop the class and receive a refund

Withdraw Date: September 19, 2011

Last day to withdraw from class and receive a grade of “W”

End Date: Thursday, September 24, 2011

Instructor information

Instructor Name: Rosalinda Martinez

Telephone: 303-352-3355

Email: Rosalinda.martinez@CCD.edu

Office Location: South Classroom 312J

Office Hours: Tuesday & Thursday, 4:30 pm -5:00 pm

Course Description

This course is an orientation course to welcome you to college

This course will provide an awareness of campus resources and procedures, set academic and career goals, balance lifestyle/ wellness issues with academic commitments, and develop an appreciation for diversity and community involvement.

Course Objectives

- A. Become active participants in the college community and transition successfully into college.
- B. Learn educational etiquette and utilize strategies to improve academic success.
- C. Locate learner support programs and identify the services offered and how to access them.
- D. Understand and follow college policies and procedures outlined in college catalog, course schedule, and student code of conduct.

- E. Identify degree and certificate programs, select appropriate course offerings and times, determine prerequisites and co-requisites, identify important dates and deadlines, and utilize online student services.
- F. Identify areas of academic interest and career goals to make an educational plan.
- G. Demonstrate strategies for managing time, wellness, finance, and life roles.
- H. Demonstrate understanding of the value of diversity and community building.

CCD Policies and Procedures

Student Conduct: Admission to the Community College of Denver implies that you agree to respect the rights of others and observe moral and civil laws. Interference with the normal processes of education in the classroom or elsewhere on the campus will be regarded as unacceptable conduct, warranting suspension or dismissal. Complete Student Code of Conduct is at this web site: http://www.ccd.edu/assets/Students/doc/Student%20Rights_Respon.doc

ADA: Students with a documented disability who need reasonable accommodations to achieve course objectives should notify the instructor and apply for services at the Center for Persons with Disabilities within the first week of classes. More information is available at <http://www.ccd.edu/main.aspx?CID=159#disabilities>.

Incomplete: An "I" indicates that the course objectives are not yet fulfilled. It is the responsibility of the student to request, if needed, the assignment of an incomplete grade. The instructor's decision to authorize or not authorize an incomplete grade is final. The student must have completed 75% of the class with a C or better, and must complete the rest of the work with the same instructor. Arrangement for the completion of the course must be made with the instructor prior to the assignment of the "I" grade. This agreement must be written on a Contract for Incomplete Grade Form. The instructor may allow up to one full semester for the student to complete missing requirements. "I" grades not changed by the end of the following semester will automatically become failing grades (F).

Attendance Policy

3 absences results in one lower letter grade, 4 or more absences will result in an F for the course.

Grading Scale

100- 90	A
89- 80	B
79- 70	C
69- 60	D
Below 59	F

Assignment Weight

Participation	10
Journal Entries (Attendance)	20
Tracking Time Worksheet	5
What is success?	5
What do you Think of College Essay	5
Career Project	20
Advisor Meeting Form & Education Plan	20
CCD Scholarship Application & Essay Due	<u>15</u>
Total Possible Points	100

Late Work

No late work will be accepted.

Cheating and Plagiarism

Plagiarism is grounds for failing an assignment or course and/or disciplinary action from CCD. DO NOT PLAGIARIZE. Plagiarism means copying passages directly from the text of study guide or any other source, without quotation marks and citations. Summarize or paraphrase the information. If you paraphrase by rearranging the order of a sentence or words, then give credit for the source. No credit will be given for plagiarized papers.

Tentative Schedule

Class schedule is subject to change

8/23 Community College of Denver Overview and Introductions
Introduction to AAA 101
Campus Policies and Procedures
CCD Online Resources (CCD Connect, D2L)

Journal Entry

***Homework: What is success to you? (Due 8/25)**

8/25 Successful Students.....
Etiquette for Education
Victim vs Creator

Journal Entry

***Homework: Time management worksheet (Due 8/30)**

8/30 Strategies for Managing Time and Wellness
Academic Strategies

Journal Entry

***Homework: What do you think of college now? (Due 9/1)**

Print your CCD Financial Aid screen and bring to next class

9/1 Financial Aid, "How does it work?"

Journal Entry

9/6 Scholarships
SMART Goals

Journal Entry

***Homework: CCD scholarship application and essay (Due 9/13)**

9/8 Choosing your Major/ Degree- CCD Educational Plan
Transferring to a 4 yr College
Discovering Programs at CCD- TRIO, FGSS
Career Project (Due 9/20)

Journal Entry

***Homework: Educational Plan (Due 9/22)**

9/13 Choosing a Career- CCD Career Development Center
What are your interests? How can they help you choose a career?
Journal Entry

9/15 Exploring Your Career
Preference and Values Assessment
Informational Interviewing
Job Shadows
Internships
Career Project Conferences
Journal Entry

9/20 Career Project Presentations
Journal Entry

9/22 Career Project Presentations
Wrap-up and Survey of "What we have learned..."