![Arkansas Northeastern College logo]

PY 13002L: Academic and Career Enrichment

Learning Assistant Center (LAC)

Arkansas Northeastern College

Departmental Syllabus

Course Catalog Description

The purpose of the course is to encourage the personal, academic, and career development of students as they transition into the College environment. The focus of the course is to facilitate student success and to assist in the identification and attainment of short and long-term goals. Through lecture, individual, small and large group interactions, the expectations and responsibilities of the College student will be examined. Additionally, these interactions will provide students with an opportunity to foster relationships and assist in building a successful support system in their personal lives and within the College.

Course Overview   The course will help students create greater success in college and life. Students will learn many proven techniques and strategies to create a greater academic, professional, and personal success by taking charge of their lives, increasing self-esteem, and self-awareness.

Course Rationale: Students will set goals and initiate an academic and personal life plan that will lead to success.

Course Objectives

By the end of the course, students will have the required tools to:

1. *Identify resources and maximize their learning.* Students will learn to utilize the College's resources, services, and website to improve study skills and demonstrate a positive reading and comprehension strategy.
2. *Increase self-motivation.* Students will build inner motivation by discovering their personal goals and dreams.
3. *Control their life*. Students will learn to accept personal responsibility for their choices, identify obstacles, strengths, weaknesses, and achieve realistic short- and long-term goals.
4. *Improve effective problem solving and analytical skills*. Students will learn how to improve their thinking skills to analyze and solve problems in their academic, professional, and personal life.
5. *Increase self-awareness and self-esteem*. Students will learn to identify their self-defeating behaviors, thoughts, and emotions. Students will learn steps to increase their self-confidence, self-respect, and self-worth. Students will demonstrate how values and goals correlate to enhance academic and career success.
6. *Improve critical thinking skills.* Students will learn to utilize systematic strategies for note taking, test taking, time-management, and self-management skills for analytical purposes and problem solving.
7. *Demonstrate effective community engagement.* Students will assist with a college and community activity and learn the correlation between success and involvement.

Course Prerequisites

None

Course Credits

The course is two credit hours.

Required Texts and Materials

Text: On Course Study Skills Plus Edition by Skip Downing

Notebook/Portfolio

Paper
Pen

Basis for Final Grade

Assessment	Points
Attendance	15 Points
Calendar	20 Points
Campus/Community Involvement	40 Points (10 hours total)
E-Mail	10 Points
E-Racer Orientation	50 Points (mid-term project)
Goals	25 Points
Kuder	50 Points
Learning Style Assessment	45 Points
Library	10 Points
myANC	50 Points
myANC Tutor	30 Points (points include 2 parts)
Quizzes	45 Points
Self-Assessment	10 Points
Student Lingo	60 Points (12 Action Plans=5 points each)
Website Assignment	35 Point
Notebook	50 Points
Total Points	545 Points

Grading Scale (Points)	
490-545	A
436-489	B
383-435	C
327-382	D
0-326	F

Grade Dissemination

Students must notify the instructor within three (3) days if there are questions or concerns about the homework grade; the grade cannot be challenged after the three (3) day expiration.

Students can access assignment grades online by logging in to the *myANC* course and clicking on Coursework (http://myanc.anc.edu). Students can access mid-tem and final grades by using Campus Connect on *myANC*.   Please note that mid-term grades are unofficial grades. For help with accessing *myANC*, contact the ANC Helpdesk by email: ANChelp@smail.anc.edu.

Course Policies: Grades

Late Work and Make-up Policy: There are no make-ups for in-class writing, quizzes, the midterm, or the final exam. Homework will not be accepted if overdue by more than five days.

Extra Credit Policy: **There is no extra credit in this course**. Students who attend class and participate will not require extra credit to be successful in this course.

Grades of "Incomplete": The current College policy concerning incomplete grades for this course: Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course and the remaining work can be completed the next semester. The instructor is the final authority on whether a student qualifies for an incomplete. Incomplete work must be finished by mid-term of the subsequent semester or the "I" will automatically be recorded as an "F" on a student transcript.

Students MUST submit official documentation to be considered for additional time to complete this course. Also, please note that Academic and Financial Aid status calculates a grade of "I" as if the grade is an "F". Therefore, a grade of "I" can put a student on academic and/or financial aid probation or suspension status.

Rewrite Policy: No assignment or test can be completed more than once for credit. The initial grade is official.

Writing Commentary Policy: All writing assignments will be graded on the following criteria:
1. The assignment is complete with all directions/steps being fulfilled.
2. The writing is professional and relevant to the topic being discussed.
3. Grammar, spelling, and punctuation will be factors.

Notebook Policy: The notebook will be graded on the following criteria:
1. The notebook is organized.
2. All assignments are complete.
3. No loose, redundant, or unnecessary papers.
    The notebook must contain:
    a. Assigned web site pages.
    b. All action plans complete and organized.
    c. Steps to make a wise choice.
    d. Quizzes.
    e. Short-term and long-term goal.
    f. Financial goal.
    g. Plan to achieve goals.
    h. Kuder results.
    i. Campus/community involvement completed form.

Community/Campus Involvement Policy:
Students must participate in a community service and a campus involvement activity.

Community service includes:
1. Attending an event at The Ritz in downtown Blytheville.
2. Actively participate in the community 'Chili Cook-off'.
3. Actively participate in the community 'Spring Time on the Mall'.
4. Actively participate with a church event.
5. Actively participate with the March of Dime Event.
6. Donate Blood.
7. Volunteer at the Free Health Clinic (Division Street, Blytheville).

Campus involvement includes:
1. Attend an ANC Intramural Game.
2. Attend an ANC Music Department event.
3. Joining an ANC Student Organization.
4. Assist an ANC Student Organization with an event.
5. Assist Student Services with an event.
6. Be a tutor through the LAC or SSS.

Students _**MUST**_ get prior approval to earn credit with a service that is not listed above.

Course Policies: Technology and Media

Email: Arkansas Northeastern College has partnered with Google to host email addresses for ANC students. *myANCmail* accounts are created for each student enrolled in the current semester and is the email address instructors will use to communicate with students. Access the email account by going to http://mail.google.com/a/smail.anc.edu and use first and last name, separated by a period as the username. The default password is the last six digits of the Student ID. For help in accessing student email, contact the MITS department at 762-1020 ext 1150 or ext 1207 or send an email to ANChelp@smail.anc.edu.

Internet: This course has a web component on *myANC*.   The first day handout and all assignments will be posted on the ANC website within the personal *myANC* account.

Laptop Usage: Laptops are allowed for note-taking purposes _only_. Students will be asked to turn computers off if laptops are used for recreational purposes during class. (Examples: facebook, games, personal emails, etc.). Students will be asked to excuse themselves from class if they refuse to turn computers off OR if students are asked to turn their computers off more than once; the first request is a kind warning.

Classroom Devices: Talking or texting on a cell phone during class is NOT allowed. ALL electronic devices must be turned off before entering the classroom.

Computer Labs: In addition to general-purpose classrooms, a number of computer laboratories are provided for instructional and student use. These networked laboratories are state-of-the-art and fully equipped with computers, printers, Internet connections and the latest software. The labs are open to students enrolled in one or more credit hours at the College.

Technology Support: A lab assistant is generally present in the computer lab in B202 for assistance in using the College computers. These assistants cannot help students with course assignments; specific questions regarding the technology requirements for each course should be directed to the instructor of the course. Problems with *myANC* or College email accounts should be addressed by email to ANCHelp@smail.anc.edu.

Course Policies: Student Expectations

Disability Access: Arkansas Northeastern College is committed to providing reasonable accommodations for all persons with disabilities. This First Day Handout is available in alternate formats upon request. Students with disabilities who need accommodations in this course must contact the instructor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the instructor to request accommodations. Students who need accommodations must register with Johnny Moore in Statehouse Hall, 762-3180.

Attendance Policy: Attendance is required. As a courtesy, please let the instructor know if a student decides to drop the course. Students will receive emails concerning absenteeism in this course.

Professionalism Policy: Per classroom etiquette; mobile phones, iPods, *etc*., **must be silenced** during all classroom and lab lectures. Those not heeding to this rule will be asked to leave the classroom/lab immediately so as to not disrupt the learning environment. Please arrive on time for all class meetings.

Academic Integrity Policy: Academic dishonesty in any form will not be tolerated. If students are uncertain as to what constitutes academic dishonesty, please consult the Academic Integrity Policy in ANC's Student Handbook (http://www.anc.edu/docs/anc_handbook.pdf) for further details. Students are expected to do their own work. Plagiarism, using the words of others without express permission or proper citation, will not be tolerated. Any cheating (giving or receiving) or other dishonest activity will, at a minimum, result in a zero on that test or assignment and may be referred, at the discretion of the instructor, to the Department Chair and/or Vice President of Instruction for further action.

Early Alert Policy: This class has been selected to participate in the "Early Alert" program. The "Early Alert" program is designed to promote student success and retention through coordination and communication between students, instructors, and support faculty and staff. If students are experiencing difficulties in a course (in terms of assignments, test scores, participation, or attendance), the instructor will send an email message to a student's ANC email account through the "Early Alert" system.

The email message will tell students about any concerns and ask students to meet with their instructor to work together to address any difficulties that students are having in a course. This may involve taking advantage of various campus support services, such as tutoring in the Learning Assistance Center and or Student Support Services. If the instructor recommends using these support services, the instructor will contact that department so that these services will be better prepared to assist the student.

Since the "Early Alert" program provides essential notices by email, a course requirement is that students check their ANC email account frequently and respond quickly to the instructor. By remaining in this course section, students have agreed to the terms and to participate in the "Early Alert "program.

Learning Assistance Center: The Learning Assistance Center (LAC) is a free resource for ANC students. The LAC provides drop-in assistance, computer tutorials and audio/visual aids to students who need help in academic areas. Learning labs offer individualized instruction in the areas of mathematics, reading, writing, vocabulary development and college study methods. Tutorial services are available on an individual basis for those having difficulty with instructional materials.   The LAC also maintains a shelf of free materials addressing specific problems, such as procedures for writing essays and term papers, punctuation reviews, and other useful materials. For more information, visit the LAC website at http://www.anc.edu/LAC or stop by room L104 in the Adams/Vines Library Complex.

Other Student Support Services: Many departments are ready to assist students in reaching their educational goals. Be sure to check with an advisor; the Learning Assistance Center, Room L104; Student Support Services, Room S145; and Student Success in Room L101 to find the right type of support.

Unit and Instructional Objectives with Schedule*

Day 1   Discuss and explain the syllabus/expectations.
Have students complete the student form.
         Homework to assign:
- Bring your ANC photo ID to the next class. If you do not have a photo ID, print/take a copy of your schedule that includes your student ID number to the office past the Bookstore.
- www.anc.edu
  - myANC Tutor.
  - Beginning Steps-Print and put in your notebook-5 Points.

Day 2   Verify that all students have an ANC photo ID & printed the guides.
Discuss Financial Aid.
Discuss Academic Status.
Discuss academic resources. (SSS, LAC, TRIO, WAGE).
(Check student's schedule for people who are enrolled in 2 or more CP classes and take them to the LAC and SSS).
         Homework to assign:
- Calendar (Form will be provided).
- Website assignment.
- www.anc.edu
  - myANC Tutor.
  - Printable Guides for your notebook.
    - Logging into myANC
    - Finding Your Courses
    - Using the LMS

Day 3   Collect assignments.
Discuss:
         Demographic Page, Major, Schedule, Degree Audit.
         Discuss GPA.
         Planning your course load.
         Steps to access myANC and Student Lingo.
         Homework to assign:
- Log into your myANC and print the following:
  - Demographic Page
  - Financial Aid Page
  - Degree Audit
- Log into your myANC and follow the instructions to set up your email account. Send me an email explaining why you are in college and why you are taking this course. The email will be graded by the content, grammar, and spelling. To receive full credit you must submit the email before the next class meeting.

Day 4   Admissions Office-New Student Orientation
         Homework to assign:
- Student Lingo-Maximize your College Experience Action Plan.
- Student Lingo-What it takes to be a Successful Student Action Plan.

Day 5   Collect homework.
Quiz (material covered first two weeks).
Library visit and scavenger hunt.
         Homework:

- Read pages 23-27 & 43-47 (Wise Choices)

Day 6   Collect homework.
               Discussion: Student Lingo-Maximize your College Experience Action Plan.
               Discussion: Student Lingo-What it takes to be a Successful Student Action Plan.
               Discussion: Community and College Involvement.
               Discussion: Wise Choices (Pages 23-27, 43-47).
                       Homework to assign:
                       - Read pages 57-76 (Wise Choices-Reading).
                       - Online Self-Assessment.
                         http://college.cengage.com/collegesurvival/downing/on_course/4e/students/assess/index.h
                         tml

Day 7   Collect homework.
               Discussion: Wise Choices (continued from last meeting).
                       Homework to assign:
                       - Prepare for quiz. (Wise Choices).
                       - Read pages 85-101 (goals).

Day 8   Quiz (Wise Choices).
               Collect homework.
               Discussion: Pages 85-101 (goals)/committing to your goals/obstacles.
                       Homework to assign:
                       - Learning Goal (form provided).
                       - Short-term goal (form provided).
                       - Long-term goal (form provided).
                       - Student Lingo-Procrastination Action Plan.

Day 9   Collect homework.
               Discuss the Kuder website.
               Discuss the mid-term project (E-Racer).
               Discussion: Procrastination (see sheets from day 8).
                       Homework to assign:
                       - Read pages 136-155 (Self-Management, Self-Discipline, and Self-Confidence).
                       - Take the Kuder and type a one page summary-due Day 12.

Day 10   Collect homework.
               Discussion: Pages 136-155 (Self-Management, Self-Discipline, and Self-Confidence).
                       Homework to assign:
                       - Read pages 158-178 (Organization).
                       - Prepare for quiz (pages 136-155).

Day 11   Collect homework.
               Quiz.
               Discussion: Pages 158-178 (Organization), 185-187 (Support Network)
                       Homework to assign:
                       - Read pages 192-200 (Active Listening)
                       - Student Lingo-Discover Your Learning Style Action Plan.
                       - Student Lingo-Time Management Action Plan.

Day 12   Collect homework.
               Discussion: Pages 192-200, 205-218
               Discussion: Student Lingo-Discover Your Learning Style Action Plan and Time Management Action Plan.
               Self-Assessment Plan (40 Points).

Homework to assign:

- Student Lingo-Test Anxiety Action Plan.
- Student Lingo-Multiple Choice Action Plan.
- Student Lingo-Study Tips & Note Taking Action Plan.
- Prepare for quiz (Learning Style).

Day 13　　　　Collect homework.
Quiz (Learning Style).
Discussion: Pages 246-260 (Test-Taking skills).
Discussion: Student Lingo-Test Anxiety, Multiple Choice, Study Tips & Note Taking
　　　　Homework:

- Prepare for quiz (test-taking skills).
- Student Lingo-Stress Management-How to Minimize Stress in College

Day 14　　　　Collect homework.
Quiz (test-taking skills).
Discussion: Pages 319-331 (Reducing Stress).
Discussion: Student Lingo-Stress Management-How to Minimize Stress in College.
　　　　Homework to assign:

- Student Lingo-Financial Literacy Action Plan.
- Student Lingo-10 Steps to Financing Your Education Action Plan.

Day 15　　　　Mid-Term Project Due.
Collect homework.
Discussion: Finance/Money Management. (Financial goal, budget)

Day 16　　　　Mentoring Begins.

* Note: The Schedule is subject to revision

Disclaimer: This First Day Handout was prepared under certain limited assumptions. Therefore, if the students in the class seem to "fit" the design for the course and, if events occur as planned, the schedule, assignments, and assessments will be followed. The instructor has the option, however, to eliminate or add assignments and/or assessments if he/she feels it is in the best interest of the students.