



***Thank you for choosing IVC! We are so happy to join you in your educational journey.***

### Basic Course Information

Semester:	<b>Spring 2024</b>	Instructor Name:	<b>Monica S. Minor</b>
Course Title & #:	<b>College Success Skills</b>	Email:	<b>Monica.Minor@imperial.edu</b>
CRN #:	<b>21112</b>	Webpage (optional):	
Classroom:	<b>Online (Canvas)</b>	Office #:	<b>Online - Calendly</b>
Class Dates:	<b>02/12/24 – 06/07/24</b>	Office Hours:	<b>Tue/Fri: 1:00-2:00pm</b>
Class Days:	<b>Online</b>	Office Phone #:	<b>760-355-5716 (text or call)</b>
Class Times:	Online	Emergency Contact:	
Units:	3	Class Format:	Online

### Course Description

This course is designed to assist students in learning how to reach their collegiate and life planning goals. Topics include college orientation, study skills, cultural diversity awareness, self-evaluation of personal characteristics related to educational success, and transitioning to college life. The central theme of the course is a holistic approach to the individuality of students in higher education, which include race, ethnicity, gender, sexual orientation and age. Strategies covered will include skills such as creative goal setting, note-taking, listening, time-management, learning styles, critical thinking, test taking, library and financial resources and educational program planning. Course is recommended for new and continuing students. (CSU, UC)

### Course Prerequisite(s) and/or Corequisite(s)

**Recommended:** Twelfth grade reading level is highly recommended.

### Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Identify three study tips and three ways to take notes and state how improving these techniques are important for student college success.(ILO2,ILO3,ILO4)
2. Identify ten campus resources and be able to explain what resources they find are important for their personal college success. (ILO1,ILO3,ILO4)
3. Identify what is their short term/long term academic goal(s). (ILO1,ILO2,ILO3)

### Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Distinguish and Identify campus student support services on campus.
2. Construct a personal timeline utilizing course information about important college dates and deadlines used for class assignments, personal priorities and to assist with development of educational plan.

3. Identify and utilize programs, services and resources, both on campus and in the community, that meet the individual student needs.
4. Identify and utilize academic skills such as test taking, note-taking, textbook reading techniques, time management learning styles for the purpose of maximizing their learning in college courses.
5. Identify and utilize programs, services and resources, both on campus and in the community, that meet the individual student needs. With presentation from librarian, define & utilize effective library research strategies by locating informational sources in campus library and World Wide Web and translate skills to formalize class projects.
6. Identify and demonstrate orally and in writing effective communication skills to enhance positive interpersonal relationships.
7. Analyze the value of nutrition, physical and mental fitness, and how these relate to their personal success.
8. Analyze attitude, motivation, behavior, and their impact on academic performance and success; identify the role of personal, family, cultural, and societal assumptions and expectations.
9. Analyze educational forecasting; recognize the ways group identification, gender identity and family roles impact experiences and assumptions.
10. Describe their personal cultural identity and recognize cultural, linguistic and physical ability groups.
11. Develop critical thinking skills as they relate to personal and educational development

### Textbooks & Other Resources or Links

**Required:** Welcome to *College Success*, an OpenStax resource. Book will be provided free online through Canvas. <https://openstax.org/details/books/college-success>

### Course Requirements and Instructional Methods

**Method of evaluation:** Class activities, attendance, homework, quizzes, problem solving exercise, and written assignments.

**Instructional Methodology:** Audio, visual, demonstration, discussion, group activity, and lecture.

**Quizzes:** More details about the quizzes are posted in Canvas. The quizzes will cover chapters and course material throughout the semester. No makeups for exams will be given without prior notification and/or documentation of an emergency.

**Discussions:** Each module has a discussion board. Students must participate in each discussion in the form of one original post, and one response post per module. Original posts must contain at least 5 – 10 full sentences and response posts must contain 5 full sentences for full credit. Discussion posts are due at each module's due

date. Initial discussion post is due by every Friday and reply posts due by every Monday at 11:59 pm. The class week is from Monday to Monday. Late posts may be considered for partial credit.

**Journals:** There will be 5 journals each worth 10 points, these papers are what you feel is important about College Success Skills topic. Details in Canvas modules.

**Assignments:** There will be 3 various assignments due. More details will be posted in the Canvas modules.

**Out of Class Assignments:** The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives		
Discussion Boards:	7 Discussion Activities	105 points
Journals	5 @10 points each	50 points
6 Quizzes	Varied points (details in Canvas)	270 points
Assignments:	3 class assignments (details in Canvas)	75 points
<b>Total Points:</b>	<b>Grade:</b>	
500 - 450	A	
449 – 400	B	
399 – 350	C	
349 – 300	D	
299 and below	F	

### Course Policies

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student’s status will be the same as that of any other student who desires to add a class. It is the student’s responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped. Please communicate with me if you will be absent for more than 2 times.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as ‘excused’ absences.

### Other Course Information

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another’s work and recognize the important of acknowledging and safeguarding intellectual property. There are many different forms of academic dishonesty. The following kinds of honesty violations and their

definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

### IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

#### How do I access services now that we are mostly online?

- CANVAS LMS. Canvas is Imperial Valley College's Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.

### Anticipated Class Schedule/Calendar

Details will be provided in Canvas

\*\*\*Subject to change without prior notice\*\*\*