

**CEP 121: INTRODUCTION TO THE COLLEGE EXPERIENCE – FALL 2010**  
**WNC, MONDAY – FRIDAY, 10:00 AM -1:00 PM, REYNOLDS 102**  
**AUGUST 16 – AUGUST 20<sup>TH</sup>, 2010**

**Credits:** 1

**Prerequisite:** None

**Transferability within Nevada:** Transfers as a general elective.

This course links to the following “General Education Student Learning Outcomes” in the 2010-2011 WNC catalog [http://www.wnc.edu/academics/general\\_education/](http://www.wnc.edu/academics/general_education/) :

**Students who complete a degree at WNC are expected to demonstrate they:**

- have effective and efficient learning skills, including the location and evaluation of information.

**Instructor:** Susan Priest

**Office:** Cedar 311

**Office Hours: (during the regular Fall Semester)** Monday and Wednesday 4:00 – 5:30 PM; Tuesday 1:15-2:15 & Thursday 4:00 – 5:00 PM. *I am also available at other times, by appointment.*

**\*\*NOTE – Office Hours may change during the semester, but I will announce them in class and update my website if this happens.**

**MY Website:** [www.susanpriest.com](http://www.susanpriest.com)

**ENHANCED CLASS:** I have set up an “enhanced” portion to this class on WebCampus (online learning platform): We will explore this option later in the week.

**Take advantage of your instructor’s Office Hours ☺!**

**I) COURSE DESCRIPTION:**

Study skills, time management, major selection, and identify other factors associated with success in college.

**II) COURSE OBJECTIVES – THE SUCCESSFUL STUDENT WILL:**

- A) identify academic and personal goals for college;
- B) identify and explore a broad range of support resources; and
- C) explore effective study skills for college students.

**III) METHOD OF INSTRUCTION:**

Class may involve a combination of activities including: lecture, class discussion, writing assignments and other “active” learning assignments.

**IV) REQUIRED READING & MATERIALS:**

**TEXTS & MATERIALS:**

- A) The texts, reading assignments and homework will be given as handouts in-class. These INCLUDE – Western Nevada College 2010-2011 Program Guide; 2010-2011 Student Handbook and Planner; and ALL copied material given in class each day that we meet.
- B) Three-ring binder with loose-leaf paper (place all handouts here).
- C) Pen, pencil, and highlighter(s)

**V)****COURSE REQUIREMENTS / CALENDAR – STUDENT RESPONSIBILITY:****A) Preparation, Attendance & Participation** **50 Points**

- “90% of success is showing up.” -- Woody Allen
- Complete reading assignments **and** other homework assignments **before** coming to class.
- You will receive **ten points** for every class you attend and in which you participate. If you are not in class, you don’t earn points, even if you have a “good” reason for missing class.
- If you are late to class, leave early or do not participate you will receive a fraction of those points.
- **Poor Attendance = Poor Grade.**

**B) Homework** **150 Points**

Completing regular homework is the key to success! I designed this course so that a major chunk of points comes from completing regular homework assignments. Homework assignments will be handed out in-class. They are due the next class, unless otherwise specified (e.g., Homework #5 will be due after we meet for the last time. It will be your responsibility to turn it in to me by the due date.)

If you turn in your homework late you will automatically lose 5 points. The last day late homework #1-3 may be turned in is Friday August 20<sup>th</sup>. No Late homework will be accepted for Homework #5.

- ❑ Homework 1 (**worth 25 points**) – DUE Tuesday August 17, 2010
- ❑ Homework 2 (**worth 25 points**) – DUE Wednesday August 18, 2010
- ❑ Homework 3 (**worth 25 points**) – DUE Thursday August 19, 2010
- ❑ Homework 4 (**worth 25 points**) – DUE Friday August 20, 2010
- ❑ Homework 5 (**worth 50 points**) – DUE by Friday of Week 1- September 3, 2010

**FRIDAY September 3, 2010 is the Last Day to Turn in Homework #5 for CEP 121.**

**HOW YOUR HOMEWORK WILL BE GRADED:**

- You will earn full points if all the following conditions have been met:
  - ⊙ Your homework is turned in on time.
  - ⊙ Your homework is neatly written (EITHER Typed or Very Neat Handwriting).
  - ⊙ Your homework is complete (All questions are answered completely and study samples requested are complete. Whenever possible write in complete sentences.)
- You will lose points if:
  - ✗ Your homework is turned late. Automatic 5 point deduction. (NOTE: Late homework may not be turned back to students in a timely manner.)
  - ✗ Your homework is incomplete (e.g., You didn’t answer all the questions and/or you didn’t answer the questions in complete sentences.)
  - ✗ You give the same answers repeatedly.

**C) Quizzes** **100 Points**

- 1 Prep quiz and 3 other Quizzes will be given throughout the week that we meet.
- Prep Quiz is worth 20 points for completing the quiz.
  - Quiz 1 & 2 will be graded and worth 25 points each.

- Quiz 3 will be graded and worth 30 points.

### CALENDAR of Class Activities, Homework DUE DATES, & Quizzes:

Date	Topics & Activities <i>Covered in class.</i>	Reading <i>To be completed before class.</i>	DUE DATES: <i>FOR ALL HOMEWORK and In-class Quizzes.</i>
Monday August 16, 2010	<b>Syllabus</b> , Introductions and <b>What do you want?</b> <b>Study Skills</b> – Get Organized, Take Notes <b>Communication Skills</b> <b>Motivation &amp; Goal Setting 101</b> – Writing effective goals <b>Barriers</b> – Old habits		
Tuesday August 17, 2010	<b>Who do you want to be?</b> <b>Communication Skills</b> <b>Motivation &amp; Goal Setting 102</b> – Choosing Majors <b>Barriers</b> – Other people <b>Study Skills</b> – Reading Carefully, Building Vocabulary & Test Prep	~ Read ALL Handouts for Homework #1; ~ Read through 2010-2011 WNC Program Guide ~ Re-Read Syllabus	<b>DUE: Homework #1 (25 points)</b> <b>PREP Quiz (20 points)</b>
Wednesday August 18, 2010	<b>Who can help you on your journey?</b> <b>Communication Skills</b> <b>Motivation &amp; Goal Setting 103</b> – Daily & Weekly Plans <b>Barriers</b> – Procrastination & Distractions <b>Study Skills</b> – Vocabulary building continued.	~ Read ALL Handouts for Homework #2	<b>DUE: Homework #2 (25 points)</b> <b>Quiz 1 (25 points)</b>
Thursday August 19, 2010	<b>What rules do you need to know for the journey?</b> <b>Communication Skills</b> <b>Motivation &amp; Goal Setting 104</b> – Master Plan & Deadline Awareness <b>Barriers</b> – How do you stand in your way? <b>Study Skills</b> – Reading, Note-Taking, More Vocab.	~ Read ALL Handouts for Homework #3	<b>DUE: Homework #3 (25 points)</b> <b>Quiz 2 (25 points)</b>
Friday August 20, 2010	<b>What kind of student do you want to be – Fall Semester 2010?</b> <b>Communication Skills</b> <b>Motivation &amp; Goal Setting 105</b> – Daily Affirmations <b>Barriers</b> – Fuzzy thinking & poor organization <b>Study Skills</b> – Review all skills learned and focus on Test Preparation & Test Taking.	~ Read ALL Handouts for Homework #4	<b>DUE: Homework #4 (25 points)</b> <b>Quiz 3 (30 points)</b> Last Day to turn in late Homework 1, 2 or 3.

Saturday August 21 – Sunday August 29th	Use this week to get ready for your full semester classes and complete as much as Homework #5 as possible. <b>Regular Classes Begin Monday August 30, 2010!</b>		
Friday September 3, 2010			<b>DUE: Homework #5 (50 points)</b> <b>LAST day to turn in late Homework #4 and #5.</b>

**VI) ASSIGNMENTS FOR INSTRUCTOR – MY COMMITMENT TO YOU:**

- I will come to class on time.
- I will give this class 100% of my attention while we are meeting.
- I will prepare and deliver class lectures, bringing in relevant additional sources.
- I will facilitate class discussions and learning activities.
- **I will grade quizzes and homework assignments promptly. (Exception: Student work turned in late may not be returned promptly.)**
- I will make myself available for your class related questions and concerns during office hours and by appointment, as needed.
- If I give extra-credit work, I will give the same opportunity to all students.
- I will assign final grades to each student using the following criteria:

**VII) GRADES:**

The final grade will be determined by the course requirements:

- |                                    |                   |
|------------------------------------|-------------------|
| ➤ Class attendance & participation | <b>50 points</b>  |
| ➤ Homework Assignments             | <b>150 points</b> |
| ➤ Quizzes                          | <b>100 points</b> |
|                                    | <b>300 points</b> |

Points Earned	Grade Received
270 - 300 points	<b>A</b>
261 - 269 points	<b>B+</b>
249 – 260 points	<b>B</b>
240 – 248 points	<b>B-</b>
231 – 239 points	<b>C+</b>
219 – 230 points	<b>C</b>
210 – 218 points	<b>C-</b>
201 – 209 points	<b>D+</b>
180 – 200 points	<b>D</b>
Below 180 points	<b>F</b>

**NOTE: If you wish to withdraw from the course, rather than receive the grade that you have earned, it is your responsibility to withdraw. If you run into problems, ask for help (445-3318). Instructor will announce by 8/18/2010 when is the last day you can drop this class with a "W."**

## VIII)

### **FINAL NOTES:**

**A) CAVEAT FROM INSTRUCTOR ON COURSE CONTENT:** As the course progresses there may be a need to modify topics, offer additional readings and handouts, assign different assignments, and/or change the calendar of assignments to meet course objectives. I **may** decide to give everyone extra-credit opportunities, and if I do I will announce this in class.

**B) DISABILITY STATEMENT:** WNC supports providing equal access for students with disabilities. Susan Trist (DSS Coordinator) is available to discuss appropriate academic accommodations that students may require. Please either meet with me or contact Susan Trist (445-3275) at your earliest convenience.

### **C) REVIEW OF CLASSROOM POLICIES**

- **RESPECT:** This says it all about my expectations of classroom behavior. See WNC's "Principles of Community" (p.8, 2010-2011 Student Handbook) for more details. Also, make sure to read WNC's "Student Conduct Policies and Procedures" (pp.9-15) to know your rights and responsibilities.
- **ATTENDANCE:** This is a compressed college credit class. You need to attend all sessions. You will lose some points for being late or leaving early. Please contact instructor with questions or concerns related to attendance.
- **LATE WORK:** You will lose 5 points for homework that is late. Homework #1-3 will not be accepted after Friday August 20, 2010. Homework #5 will not be accepted past Friday September 5, 2010. You are in charge of your own schedule. *NOTE: Please talk to me if you have questions or concerns.*
- **MAKE-UP Quizzes:** There are no make-up quizzes, Please contact the instructor with questions or concerns related to this policy.
- **ACADEMIC INTEGRITY:** Honesty is the best policy. Learn to avoid Academic Dishonesty (plagiarism in writing assignments and/or cheating on tests.) Any single instance of plagiarism or cheating on quizzes will be considered an automatic F (F=0) for that assignment or quiz. Repeated instances of cheating and/or plagiarism may result in failing the class. [NOTE: Read through the WNC policy in your student handbook on pages 2—5.)
- **CELL PHONES & Other Electronic Devices:** Must be OFF and put away during class. NO TEXTING! Your people can wait.

**D) YOU CAN ALWAYS ASK FOR HELP:** Don't forget that IF you have any questions on any aspect of the course, please do not hesitate to contact me. You may always send me an email [spriest@wnc.edu](mailto:spriest@wnc.edu) OR call me at 445-3318.