

CEP 121: INTRODUCTION TO THE COLLEGE EXPERIENCE – FALL 2011
WNC, MONDAY – FRIDAY, 9:00 AM -12:00 PM
AUGUST 15 – AUGUST 19TH, 2011

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 2011-2012 WNC catalog 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

Email: spriest@wnc.edu

Phone: 775-445-3318

Office Hours: (during the regular Fall Semester) (8/29/11-12/16/11): Mondays and Wednesdays 4:00-5:15 PM; Tuesdays and Thursdays 1:00-2:15 PM. *I am also available at other times, by appointment. ****NOTE – Office Hours may change during the semester, but I will announce these updates in writing if this happens. Please, feel free to stop in and see me during the Fall semester.***

ENHANCED CLASS: Stay tuned for details. You may be able to submit homework online. WNC Online – E-Learning platform: <http://www.wnc.edu/wnconline/login.php>

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 2011-2012 Program Guide 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 already know of a conflict, please speak with me as soon as possible.**
- If you are late to class, leave early or do not participate you will receive a fraction of those points.
- **If you miss more than one day, you may not be able to pass this class. In general, 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 19th. No Late homework will be accepted for Homework #4 and #5.**

- ❑ Homework 1 (**worth 25 points**) – DUE Tuesday August 16, 2011
- ❑ Homework 2 (**worth 25 points**) – DUE Wednesday August 17, 2011
- ❑ Homework 3 (**worth 25 points**) – DUE Thursday August 18, 2011
- ❑ Homework 4 (**worth 25 points**) – DUE Friday August 19, 2011
- ❑ Homework 5 (**worth 50 points**) – DUE by Friday of Week 1- September 2, 2011

FRIDAY September 2, 2011 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 typed. (I will accept handwritten work but it must be written neatly. As a general rule, college homework should be typed.)
 - ☉ 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 10 points for completing the quiz.
- Quiz 1 & 2 will be graded and worth 25 points each.
- Quiz 3 will be graded and worth 40 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 15, 2011	Syllabus Focus Question: What do you want? <ul style="list-style-type: none"> • Communication Skills - Introductions, Learning Names • Motivation & Goal Setting 101 – Writing effective goals • Barriers – Old habits • Study Skills – Get Organized & Take Notes 		
Tuesday August 16, 2011	Focus Question: Who do you want to be? <ul style="list-style-type: none"> • Communication Skills – Ask Questions in Class • Motivation & Goal Setting 102 – Choosing Majors • Barriers – Other people • Study Skills – Reading Carefully, Building Vocabulary & Test Prep 	~ Read ALL Handouts for Homework #1 ~ Re-Read Syllabus ~ Review Academic Program Guide	DUE: Homework #1 (25 points) PREP Quiz (10 points)
Wednesday August 17, 2011	Focus Question: Who can help you on your journey? <ul style="list-style-type: none"> • Communication Skills – Approaching Instructors • Motivation & Goal Setting 103 – Daily & Weekly Plans • Barriers – Distractions & Procrastination • Study Skills – Reading & Note-taking continued. 	~ Read ALL Handouts for Homework #2	DUE: Homework #2 (25 points) Quiz 1 (25 points)
Thursday August 18, 2011	Focus Question: What rules do you need to know for the journey? <ul style="list-style-type: none"> • Communication Skills – Clear Writing • Motivation & Goal Setting 104 – Master Plan & Deadline Awareness • Barriers – How do you stand in your way? • Study Skills – Reading, Note-Taking and more 	~ Read ALL Handouts for Homework #3	DUE: Homework #3 (25 points) Quiz 2 (25 points) Last day to withdraw from class, if you want a “W” rather than a letter grade.
Friday August 19, 2011	Focus Question: What kind of student do you want to be – Fall Semester 2011? <ul style="list-style-type: none"> • Communication Skills – More on clarity and building relationships. 	~ Read ALL Handouts for Homework #4	DUE: Homework #4 (25 points) Quiz 3 (40 points) Last Day to turn in late Homework 1, 2 or 3.

	<ul style="list-style-type: none"> • Motivation & Goal Setting 105 – Daily Affirmations • Barriers – Fuzzy thinking & poor organization • Study Skills – Review all skills learned and focus on Test Preparation & Test Taking. 		
Saturday August 21 – Sunday August 29th	<i>Use this week to get ready for your fall semester classes and complete as much as Homework #5 as possible.</i> Regular Classes Begin Monday August 29, 2011!		
Friday September 2, 2011			DUE: Homework #5 (50 points) LAST day to turn in homework #5.

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 | 50 points |
| ➤ Homework Assignments | 150 points |
| ➤ Quizzes | 100 points |
| | 300 points |

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

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). Thursday, August 18, 2011 is the last day to 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" <http://www.wnc.edu/policymanual/0-3.php>. Also, make sure to read WNC's "Student Conduct Policies and Procedures" <http://www.wnc.edu/policymanual/3-4-4.php> 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 #1-4 will not be accepted after Friday August 19, 2011. Homework #5 will not be accepted after Friday September 2, 2011. 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. Read the WNC Academic Integrity Policy: <http://www.wnc.edu/policymanual/3-4-5.php>.
- **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 OR call me at 445-3318.