Professor: Ms. Yolonda Mooney
Email: ymooney@dcccd.edu
Office: W-230 (adjunct office)
Office Hours: By Appointment only
Class Meeting Days & Time: Mondays/Wednesdays 9:05-10:00 am
Room Number: W 122
Credit Hours: One (1)

Course Description:
The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars. This course may be repeated for credit.

Course Pre-requisites: No prerequisite

Course Materials/Supplies Needed
FOCUS ON COMMUNITY COLLEGE SUCCESS, Third Edition, Constance Staley, Wadsworth (CENGAGE Learning), Boston, MA  (ISBN: 978-1-133-31646-6) Note: This text also comes in eBook form.

- Binder with tabs
- Highlighter
- Hole puncher (Suggested)
- One paper dollar to set up print account

Student Learning Outcomes
After successful completion of this course the student should be able to:
• locate and utilize MVC campus resources
• Identify and apply understanding of his/her own learning style and specific learning strategies that will enable success in and out of the classroom.
• identify college programs and course offerings in order to select a college major and career path
• assess his/her current time management practices, and as a result, develop a personal time management plan for academic success
• understand and communicate more effectively with diverse people and challenging situations
• apply problem-solving and critical thinking skills as it relates to college life

Course Outline:
Chapter 1: Using Your Learning Styles
Chapter 2: Taking Charge of your Time & Money
Chapter 3: Achieving Your Purpose for Reading
Chapter 4: Participating in Class & Taking Notes
Chapter 5: Maximizing Your Memory & Mastering Tests
Chapter 6: Using Technology to Succeed
Chapter 7: Thinking Critically & Communicating Your Ideas
Chapter 8: Creating Positive Relationships in a Diverse World
Chapter 9: Choosing Greater Health
Chapter 10: Choosing Your Major & Planning Your Career

Note: The Instructor may omit some chapters or selected topics in these chapters

Evaluation Procedures:
Tests:
• There will be a total of 5 quiz grades. Quizzes can include, but are not limited to, vocabulary quizzes, chapter quizzes, PowerPoint quizzes, and personality assessments.

• There will be one Final Exam as a Group Project:
Students will research and work together in groups of 2-4 people, using technology to present the in-depth findings of their research.

Reflections:
Instructor will post on e-Campus 3-5 topics for students to write reflections. This could be in the form of journals, blogs, discussion boards, or written papers

Assignments:
Each classroom session will focus on student centered activities. Participation is required.

Instructor Attendance Policy:
Students are expected to attend all classes and participate in weekly online sessions on e-campus. Students have the responsibility to attend class and to consult with the instructor when an absence occurs. Students are responsible for attaining any missed information. If for some reason you must leave class early, you should inform the instructor prior to the start of class of your reason for leaving early.
Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this flipped lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.

Grading Scale:

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<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
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<tr>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
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<tr>
<td>D</td>
<td>60 - 69</td>
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<tr>
<td>F</td>
<td>&lt;60</td>
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</tbody>
</table>

Grading Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>25</td>
</tr>
<tr>
<td>Tests</td>
<td>20</td>
</tr>
<tr>
<td>Reflections</td>
<td>20</td>
</tr>
<tr>
<td>Final Exam-Group project</td>
<td>35</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100</td>
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</tbody>
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Extra Credit** 10 points maximum*

- Student will receive 2 points for each instructional support session for any Developmental course for which the student is enrolled (Writing center, Math center, etc.) with a maximum of 10 points of extra credit earned in this manner.
- Workshops 5 points/workshop or attendance at college events (i.e. college forum, etc.) with a maximum of 10 points of extra credit earned in this manner.

Classroom Policies:

Students are required to adhere to all classroom policies.

- **No texting, emailing, or listening to music during lectures.**
- **Be on time to class.** (Students may be allowed a five minute grace period before counted tardy.)
- **Be prepared upon your arrival to class.** (You should have the reading or writing assignments completed. Make sure to have your book, pencils, pens, notebook, spirals, recorders, or anything else you may need to be successful in this class.)
Online Policy:
- Log in to e-campus at least once a week.
- Participate in all modules and activities online each week.
- Use proper language when posting to discussion boards. No text language or inappropriate language. Consistent violations could lead to a reduction in grade.

Late Work Policy:
Late work is not acceptable. An assignment must be turned in by the scheduled date and time to receive a grade. If you are absent from class on the day an assignment is due, email the assignment to the instructor prior to class. Extenuating circumstances may be discussed with instructor.

Makeup Exam Policy:
No makeup exam will be given due to the fact that the exam is a group project.

College Sponsored Events:
Students are encouraged to attend MVC sponsored events and workshops. Extra credit may be applicable (see above).

Electronic Devices:
Students are encouraged to bring smart devices and laptops to class. Use of these devices will be solely for academic purposes and at the discretion on the instructor.

Email Access is required
Students must have/obtain a valid email address. (There are numerous free email services available.) Students may access the internet from any internet-connected computer including student use computers located in the Mountain View College Library or in the MVC Learning Skills Center. The email used when the student registered for classes must be one that the student checks daily.

Socrative classroom evaluation:

Periodically, students will use an online clicker system called Socrative student. To obtain this system follow these steps:

For smart devices
1. Go to your app store.
2. Find the app named “Socrative Student”.
3. Download the app on your device

For laptops
1. Open internet browser.
2. Type the link http://b.socrative.com/login/student/

Instructor will post Socrative room number for use.
Technical Requirements and Support:
HDEV 0100 requires access to a computer and the internet. Students may use the free access which is available in the campus computer labs.

- Software requirements are listed on http://ecampus.dcccd.edu
- To access eCampus, use a lower case e followed by your student ID number, for the user name and password (Ex: e1234567). You will be able to change your password once you have logged in to eCampus.
- If you have any technical difficulties, you may go to http://ecampus.dcccd.edu. You will find a link and phone number for technical support.

The withdraw date for this class is February 28th, 2015.

Academic Dishonesty:
Students that caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at https://www1.dcccd.edu/catalog/ss/code.cfm.

Institution Policies: Please visit http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan.).