This course syllabus is intended as a set of guidelines for HDEV 0092 (Student Success). Both Eastfield College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

INSTRUCTOR INFORMATION:
S. Ke’shun Walker, M.Ed., M.A.
Email: swalker@dcccd.edu (School Related Emails Only)
Office Telephone Number: 972.860.7097
Office Location: C288
Office Hours: MW 9-10:30 a.m., TR 11-12:30 p.m., and by appointment.

Remind Chat: Text: 81010 Type: @hdev0092
(responses may be delayed outside of office hours)

CLASS INFORMATION:
Meeting time: TR, 2-3:20 p.m.
Room Location: C105
Class Type: 8 Week Lecture/Online Classroom
Start Date: March 20, 2018
End Date: May 10, 2018
Last Day to withdraw from your classes with a grade of “W” is April 27, 2018

COURSE DESCRIPTION:
This course is an overview of the process of learning, memory, perception, language and critical thinking applied to the college learning community. Special emphasis is placed upon the practical applications of these psychological principles for students. This course specifically provides an opportunity for the student to learn, practice and adopt strategies to support his/her success in college. Topics may include: identifying individual learning styles, self-monitoring, goal-setting, problem solving, critical thinking, stress management, time management, motivation, procrastination, test anxiety, memory, creativity, note-taking, reading college materials, identifying college resources on campus and on the internet, communicating effectively, the importance of supportive relationships and forming study groups, career and academic planning, and the value of diversity. Emphasis is placed on the practical application, techniques, and strategies for each of these topics. This course supports students enrolling in other appropriate remediation (3 Lec.)

Required Materials: 3-ring binder and 4 dividers (syllabus, calendar, notes, homework)
Textbook: None

“When you know better, you do better.” ~Maya Angelou
CERTIFICATION DATE: March 24, 2018

You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive video; participating in computer-assisted instruction; attending a study group assigned by the instructor; or participating in an online discussion board about academic matters relating to the course. In an online course, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above. Failure to do so will prevent you from being certified and will affect your financial aid.

COURSE OBJECTIVES

Students who successfully complete HDEV 0092 will be able to:

• increase self-awareness regarding collegiate culture
• develop SMART goals
• learn about how learning occurs and increase awareness of their own learning preferences
• learn a variety of time management strategies
• analyze critical thinking and learning
• obtain the research skills and technology literacy necessary for success at college
• apply a variety of note-taking strategies
• explore what memory is, how it works and how to strategically utilize it academically
• examine the role of reading in studying and learning
• practice strategies for test taking and reducing test anxiety
• examine personal culture and the role of diversity in learning
• develop long term academic and career goals

Student Learning Outcomes

1. At the end of the semester students will be able to identify and describe their personality traits, values, skills, motivation, and career preferences.
2. At the end of the semester students will be able to apply strategies for managing their time and energy, for thinking critically, for concretely implementing their learning style.
3. At the end of the semester students will be able to choose personal success strategies that produce positive life changes.

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TECHNOLOGY
Assignments are DUE as outlined in the course calendar. Waiting until the last minute can be problematic as issues may arise with computers. **Experiencing technological difficulties or not having access to a computer is not an acceptable reason for missing assignment deadlines.** Students should plan in advance to complete assignments utilizing resources available to them; for example, a local library or the Eastfield College library and computer lab (which are free and open evenings and weekends).

ONLINE/CLASSROOM CREDIT: HDEV 0092 is an 8-week online/classroom course, meaning that students’ classroom hours are in person AND online. Therefore, **students should expect supplemental assignments online** that are intended to account for a portion of total required classroom hours; these assignments may include online discussion boards, individual or group projects, scholarly research, and/or other interactive activities.

**HW = Homework assignment to be completed during or after the given class period, due the following class period, unless otherwise specified.** (Example: Homework listed on Thursday, 3/22 will be due on Tuesday, 3/27)

REQUIRED BEHAVIOR and INSTRUCTOR EXPECTATIONS
Students must respect the learning environment. Please avoid creating distractions: Cell phone use, inappropriate hairstyle/clothing, disruptive conversation, consumption of food/drinks (water excl.), improper computer/technology use, and all other forms of interruption are strictly prohibited.

*Your instructor reserves the right to excuse you from class and/or count an absence for the class day, should your behavior be deemed inappropriate. The administration of these consequences will be up to the discretion of your instructor.*

Rules include, but are not limited to the following:

1. **Turn off cell phones** (NO vibrations, ringtones, texts, emails, calls, social media notifications!) Do not verbally answer or engage in conversation on the cell phone during class.
2. **Use laptops/electronic devices only at the time and in the manner instructed.** (No playing computer games, visiting websites unrelated to coursework, using email, etc.)
3. **Eat, sleep, use restroom BEFORE class.** If necessary, personal breaks should be no longer than a few minutes, and may result in an absence should they exceed an acceptable length of time.
4. You are expected to attend all class meetings and **actively** participate in class discussions, activities, etc. Again, your voice and perspective is important!
5. **Keep a “classroom-friendly” personal appearance:** Avoid wearing clothing, hairstyles, or accessories that may distract, offend, or limit communication with others. (Examples: Dark sunglasses or a hood covering a student’s face may impede conversation. Shirts with controversial brands or messages may make others uncomfortable.)
6. Maintain a **positive** attitude and do your best in all that you do! Students will always respect each other and their differences in opinion.
7. You are expected to communicate with the instructor immediately via email if a problem arises. If needed, you and the instructor may chat by telephone.
8. You are expected to ask for clarification when any instructions or expectations are unclear to you.
9. You are expected to seek assistance from instructor, appropriate college resources, and peers when needed.
10. All make-up work is at the discretion of the instructor (e.g. funerals, incarceration, court days, etc.).
11. I do not give Incompletes.

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12. Campus Carry is NOT in effect until August 2017. Firearms are not permitted on campus; any person with a firearm, concealed or unconcealed, will be reported to authorities immediately. Consequences could result in criminal prosecution and suspension from college.

**See Eastfield College’s discipline, policy, and procedures manual for all other rules or guidelines.**

**UNITS OF STUDY, EVALUATION PROCEDURES, AND GRADING SCALE**

- Participation/Activities- 200 points
- Discussion Boards- 100 points
- Service Learning Reflection – 75 points
- Projects- 400 points
- Exams- 225 points

Total Possible Points: 1,000 points

**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Points Range</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>900-1,000</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>800-899</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>700-799</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>600-699</td>
</tr>
<tr>
<td>F</td>
<td>0-59%, participating</td>
<td>599 points or less</td>
</tr>
<tr>
<td>N</td>
<td>0-59%, not participating</td>
<td>(N negatively affects your Financial Aid)</td>
</tr>
</tbody>
</table>

**TEACHING METHODS**

*I see myself as a coach—will explain in first class.* As a “coach” a variety of teaching methods will be used to enhance learning. Class discussions, mini-lectures, journal writing, and participant interaction are the primary methods. Additionally, videos, role-plays, movies, simulation/games, various homework assignments, group activities and in-class exercises will be used when appropriate.

We will work together to help you discover and assess your academic strengths and weaknesses, identify and effectively use your learning style skills, and sharpen your thinking, problem solving and study skills. With your active participation, you will discover that learning new success strategies will help launch you on your way to becoming a master student.

**ATTENDANCE POLICY**

Attendance and success in the course are related because class participation is part of the learning process and will affect your final course grade. You are expected to attend every class and be ready and willing to work.

If your absences exceed three days of class sessions, I may advise you to drop the course (if this occurs before the drop date), or you may be given a grade of “F” for Participation & Discussion. Absences exceeding three days, unless excused, incur a 10% penalty on your overall grade point average for the course.

Please understand that this is not meant to penalize your unfairly but is meant to encourage participation in order that you may receive maximum benefit from the course, including the maximum possible grade.

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An absence, however, is excused due to documented illness, jury duty, religious obligations (absence due
to religious holy day[s]). Please inform the instructor before or immediately after the absence so that the
instructor can excuse the absence. You are required to complete any assignments or take any examinations
missed as a result of the absence within the timeframe specified by the instructor.

While contributing to class discussion: Please understand that your mere presence in class (either in person
or on screen) does not automatically earn an “A” for Participation & Discussion.

Also, disrespectful comments (even if you didn’t mean it) to yourself, your classmates, and/or your
instructor will negatively affect your Participation & Discussion grade. The instructor will respect you and
your classmates; please have the courtesy to do the same.

ACADEMIC HONESTY & PLAGIARISM
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 at http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating
includes copying from another student’s test or homework paper, using materials not authorized,
collaborating with or seeking aid from another student during a test, knowingly using, buying, selling,
stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a
test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work
and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the
unauthorized collaboration with another person in preparing written work for fulfillment of course
requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an
assignment or test, can be failed for the class, or you can even be suspended from college.

In any written paper, you are guilty of the academic offense known as plagiarism if you partially or entirely
copy the author’s sentences, words. You cannot mix the author’s words with your own or “plug” your
synonyms into the author’s sentence structure. To prevent unintentional borrowing, resist the temptation to
look at the source as you write. The author’s words, phrases, sentences must be put in your words, in your
way of writing. When you do this, you are demonstrating the ability of understanding and comprehension.

If you summarize, paraphrase or directly quote from an author, you must use the appropriate
documentation because the ‘idea(s)’ still belong to the author.

Consequences for Academic Dishonesty and/or Plagiarism: Any student in this HDEV 9200 class found
guilty of cheating on an examination or of Plagiarism (using the definitions given for both terms in the
attached document, student “Responsibility”) will receive one or more of the following penalties:

- The grade of zero (0) on that particular assignment.
- A course grade of F (depending on the severity of the student’s dishonesty or plagiarism).
- The professor may request that the student drop the class.

TUTORING

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PROFESSOR ACCESS
Students may speak with the professor during open office hours face-to-face, email, or by phone. Please be advised that phone calls are not the best method to reach me since I am usually teaching in a classroom. Students may email questions at any time. The professor will typically respond within 24 hours excluding weekends and holidays or any other circumstance that may warrant a longer turnaround. Students requesting face-to-face time must visit during office hours or schedule an appointment with the professor.

STUDENT EMAIL
Legal privacy issues (FERPA) prevent your instructor from discussing your work or your grades on commercial email accounts. Please use your free DCCCD Outlook email account. You may access your Microsoft Outlook email account at outlook.dcccd.edu or the DCCCD home page (in the Student Services box at the top right). Grades will only be discussed in the privacy of my office.

COMMUNICATIONS
Emails should be written as if you were writing a business letter. All emails must be written with a polite and professional tone and correct format. The email must include a subject, a greeting, the message (using proper grammar/spelling), and closing (your name and class). Providing me with this information helps me to respond in a timely manner.

If you are asking a question regarding content, be sure to be specific as to the information you are inquiring about. For example:

Email Subject Line: Jane Doe HDEV 0092 432xx

“Hello Professor Walker:

When is a good time to come by your office to ask questions regarding Assignment number 5 “Money Tracker”?

Thanks, Jane Doe
HDEV 0092-432xx

INSTITUTIONAL POLICIES
Read important information about your college's policies for student success, financial aid and more.


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INSTRUCTOR’S RIGHTS:
This syllabus is intended as a set of tentative guidelines for HDEV 0092. I, The Instructor of Record, reserve
the right to modify at any time, through verbal or written communication, this syllabus, class instruction,
class schedule, and the requirements as seen necessary to promote the best education possible.

COURSE OUTLINE:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Course Overview, Introductions, &amp; Expectations</td>
</tr>
<tr>
<td>Week 2</td>
<td>Learning Preferences &amp; Motivation</td>
</tr>
<tr>
<td>Week 3</td>
<td>Note-taking &amp; Test-taking</td>
</tr>
<tr>
<td>Week 4</td>
<td>Managing Time, Energy, &amp; Money</td>
</tr>
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<td>Week 5</td>
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</tr>
<tr>
<td>Week 6</td>
<td>Goal Setting/Career Exploration</td>
</tr>
<tr>
<td>Week 7</td>
<td>Memory/Thinking Critically</td>
</tr>
<tr>
<td>Week 8</td>
<td>Final Project/ Final Exam**</td>
</tr>
</tbody>
</table>

**- Online via eCampus

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