

## New Mexico State University Grants Campus

**COLL 101: College Success**

**3cr.**

**Instructor:** Marlene Chavez-Toivanen

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**Office:** MH Faculty Office 113

**Office hours:** MW 12:30 – 1:00 p.m.; 3:30 – 4:30 p.m.  
TuTh 9:00 – 11:00 a.m.; 1:45 – 2:15 p.m.  
Or by appointment

**Overview:** The purpose of this course is to introduce students to the college and to provide information which will promote and support academic success. This course assists students in developing, improving and implementing study skills and life skills.

### **Course Objectives:**

Throughout this semester each student will:

- Develop skills to support academic success and achievement.
- Learn about campus resources available to them.
- Understand basic academic requirements, policies, and procedures of NMSU Grants.
- Explore and enhance transferable academic, personal, and career skills.

**Instructional Activities:** Learning activities will consist of class discussions led by the instructor, lectures, readings from the text, homework assignments, journal reflections and a series additional assignments. All students are required to participate in class discussions. Participatory learning will be stressed.

**Evaluation:** Your grade will depend on participation/attendance, class assignments & journals, and a portfolio. Participation/Attendance will count as 25%. If you are more than 10 minutes late or leave the class early you will be counted as absent for that day. Assignments/journals will count as 25%, and the College Success Portfolio will count as 50% of your final grade.

### **Required Texts and Materials :**

- Becoming a Master Student, 11th Edition, by Dave Ellis.
- Fall 2006 Schedule
- NMSU Grants Catalog 2006-2008
- NMSU Student Handbook
- Daily Planner
- One – 2 or 3 inch three ring Binder and divider

**Grade Scale:**

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F

## **College Success Portfolio**

Upon completion of the semester, each student will have compiled a portfolio of his/her work. The portfolio will count toward 50% of your final grade. Your portfolio will be an organized collection of your assignments, documents and handouts for your future use as a college student. An example of some broad topics to be included in your portfolio follows: Academic Planning, Financial planning, Career Exploration, Resume, Health Issues, Interview of a Professor, Campus Involvement Activities, Library Research, Journal writing, Notes and other as topics determined by the class on a needed basis.

The following assignments are ongoing throughout the semester. Please read carefully for specific assignment details. All other assignments will be given in class.

### **Campus Learning Lab Log**

You are required to spend 20 hours throughout the semester in the Student Success Center, the Math Lab, the Computer Lab, the Education Resource Center or the Library. While in one of the student support labs you must be working on assignments, getting assistance with assignments, working on software or testing. You will be required to electronically sign in on the computer so that your time and effort will be tracked. It is very important that you remember to sign in and out so that your time in any of the labs will be documented. Any time that is not correct will not be counted towards your grade. This printed report will be put in your portfolio under the tab Learning Lab Hours.

### **Academic Workshops**

You are required to attend 3 workshops presented by the Student Success Center. There will be a different workshop presented in September, October and November at various times and days. These workshops will be approximately one hour in length and focus on a specific topic.

You will submit a typed essay/report in 12 pt font with standard margins no less than one page and no more than 2 pages. Your essay should include a summary of the workshop, what you learned and a how this workshop will make you a better college student. You should also include handouts that were provided at the workshop. Please only submit one workshop per essay.

## **Campus Involvement Activities**

You are required to attend 2 Campus Activities throughout the semester. Examples of activities you can attend follows: Earth Day, Health & Wellness Fair, Freshman Orientation, Career Day, any event sponsored by the Associated Student Government, any event sponsored by NMSU, etc.... You may also get an activity approved by me to count as a campus involvement.

You will submit a typed essay/report in 12 pt font with standard margins no less than one page and no more than 2 pages. Your essay should include a summary of the event and then your reflection on the event. Your reflection should include how this event was important and useful to you as a college student. You should also include a program or any handouts that were provided at the event, if any. This is to actually document attendance at the event. Please number each campus involvement report.

Please only submit one event per essay.

## **Interview of a Professor**

You are required to interview one of your professor's (not me) you currently have this semester. Your interview will consist of a one on one interaction between you and your professor. You will need to have 12 prepared questions before your meeting. Your questions should focus on academic and college success. As a group, the class will brainstorm ideas for questions on a date to be determined in class. Avoid questions that produce yes/no answers.

You should submit a typed interview consisting of 12 interview questions and responses. In addition to the interview, you should submit a summary and reflection of the interview. Describe how you felt about the interview? What did you learn about him/her? Do you feel more comfortable with him/her? Why? Include any other reflections.

Your assignment should be typed in 12 point font using standard margins and double spaced.

## SYLLABUS ADDENDUM

- The instructor may modify this syllabus to meet the needs of a particular class.
- If you have, or believe you have, a disability and would benefit from any accommodation(s), you may wish to register with the Student Services Office on the first floor of Martinez Hall. All medical information will be treated confidentially. After you have registered, please make sure that I receive a copy of the accommodation memorandum from Student services within the first two weeks of class. It will be the student's responsibility to inform the office of Student Services (in a timely manner) if services/accommodations provided are not meeting your needs. Feel free to call Ms. Irene Lutz, Campus Student Services Officer at 287-6629 with any questions about the Americans with Disabilities Act (ADA), and/or Section 504 of the Rehabilitation Act of 1973.
- If you have a condition that may affect your ability to exit safely from the premises in an emergency or that may cause an emergency during class, you are encouraged to discuss any concerns with Ms. Irene Lutz, Campus Student Services Officer at 287-6629.
- Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to, the following actions: cheating; helping other students cheat; plagiarism; unauthorized possession of examinations, reserve library materials or laboratory materials; unauthorized changing of grades on an examination, instructor's grade book or grade report; nondisclosure or misrepresentation in filling out applications or other college records. The following disciplinary actions and sanctions may be imposed for any of the above infractions of regulations: Disciplinary Probation, Disciplinary Suspension, Dismissal, and Expulsion. At the very least, academic misconduct may result in a failing grade in this class.
- Students are expected to attend regularly all classes for which they are registered. When the number of absences is excessive and hinders a student's progress, the instructor may recommend expulsion from the class. For a 15-week course, that means more than **three consecutive absences or five cumulative absences**. Based on the recommendation of the instructor, and with the concurrence of the Campus Instructional Officer and the Campus Student Services Officer, a student will be dropped for persistent absences or for persistent failure to complete class assignments. Similarly, a student may be dropped for behavior that interferes with the educational environment of the class. Any student who has been dropped has the right to appeal through the student Academic Grievance Policy (see Student Handbook).