College Success Skills

DORI 0200_2A4_ Fall 2023

INSTRUCTOR CONTACT INFORMATION

Instructor: Caley Owens
Email: Cdowens1@lit.edu
Dept. Office Phone: 409-880-8191
Dept. Office Location: TC - 116
Office Hours: By Appointment

CREDIT
2 Semester Credit Hours (2 hours lecture)

MODE OF INSTRUCTION
Online

PREREQUISITE/CO-REQUISITE:
Complete the Online Orientation and answer yes to at least 7 questions on the Online Learner Self-Assessment:
http://www.lit.edu/depts/DistanceEd/OnlineOrientation/OOStep2.aspx

COURSE DESCRIPTION
Psychology of learning and success; examines factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered. This includes courses in college orientation and developments of students' academic skills that apply to all disciplines. *This course is time-bound, structured, and completed totally online.*

COURSE OBJECTIVES
Upon completion of this course, the students will be able to:
1. Navigate the systems of college (including technology, career/major exploration, academic advising, registration, and campus resources).
2. Examine factors that underlie learning, success, and personal development in higher education.
3. Discover techniques of study such as time management, listening and note taking, test taking, library and research skills, reading, and memory.
4. Demonstrate the State of Texas core objectives of critical thinking, communication, teamwork, personal and social responsibility and qualitative reasoning.
5. Understand the concept of financial literacy for students, including the financial aid process

REQUIRED TEXTBOOK AND MATERIALS
1. *College Success by OpenStax by Amy Baldwin* Free at OpenStax.com

2. Computer
3. Internet connection (Broadband highly recommended)
4. MS PowerPoint or compatible viewer (students are provided with free Office 365 access)

Approved: CO 8/2023

5. MS Word or compatible word-processor

ATTENDANCE POLICY
Attendance is mandatory of College Success courses. Failure to attend class will adversely impact your grade in this course. Instructors will outline individual attendance policies in their course addendums.

COURSE POLICIES/ DROP POLICY
1. Respect other students, faculty and staff of LIT. Inappropriate behavior on the part of students is a violation of the LIT Student Conduct Regulations. Respect other students in the online environment (discussion groups, online chat, and email), if after two warnings for improper online etiquette you may either lose points off the final grade point average or if the behavior warrants you may be locked out of the online class.
2. Additional class policies may be defined by the individual course instructors in the course addendum.
3. Students may not drop DORI.

STUDENT EXPECTED TIME REQUIREMENT
For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16- week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

COURSE CALENDAR

Module	Course Content and Activities *Important: Weekly work is subject to change.*	Assignments Due
1	Student Success Basics Chapter 1: Exploring College	Syllabus Quiz Technology Skills Assessment From **your LIT email**, Email Instructor Class Introduction Discussion Chapter 1 Knowledge Check Due Sep. 24
2	Learning Styles Differences between High School & College Title IX Training Blackboard and Starfish Training Chapter 2: Knowing Yourself as a Learner	My Learning Style High School vs College Journal Smiling Faces Chapter 2 Knowledge Check Due Oct. 1
3	Reading and Notetaking Review LIT Website Chapter 5: Reading and Notetaking TSI Student Catalog & Handbook GRIT Chapter 6: Studying, Memory, and Test Taking	LIT and Its Website Discussion Chapter 5 Knowledge Check GRIT: Passion and Perseverance Chapter 6 Knowledge Check Due Oct. 8

4	Time Management Chapter 3: Managing Your Time and Priorities LIT Financial Aid & Scholarships Chapter 10: Understanding Financial Literacy	Weekly Planner Procrastination Journal Chapter 3 Knowledge Check LIT Scholarship Title IX/Campus Clarity Chapter 10 Knowledge Check Due Oct. 15
5	Chapter 9: Understanding Civility and Cultural Competence Lamar Library Access and Use Chapter 7: Thinking Chapter 11: Engaging in a Healthy Lifestyle	Civility and Cultural Competence Journal LIT Experience Scavenger Hunt Chapter 9 Knowledge Check Library Tutorial Chapter 7 Knowledge Check Healthy Lifestyle Self-Assessment Chapter 11 Knowledge Check Due Oct. 22
6	Resumes Career Search Chapter 12: Planning for Your Future	CareerLink and Resume Career Search Exploration Chapter 12 Knowledge Check Due Oct. 29
7	LIT Student Success Apps - DegreeWorks, Starfish, and Self Service Banner Chapter 4: Planning You Academic Pathways	DegreeWorks, Starfish, and Self Service Banner Chapter 4 Knowledge Check Due Nov. 5
8	Prepare for Advising	Prepare for Advising Advisor Meeting College Experience Journal Due Nov. 12
9	Chapter 8: Communication	Chapter 8 Knowledge Check Due Nov. 19
10	Organizing and Studying	Advising and Registration Preparing for Finals Due Nov. 26
11		LIT Course Evaluations Final Exam Due Dec. 3

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

Daily Work	45%
Major Projects & Final	55%

GRADE SCALE
- 90-100   DA
- 80-89   DB
- 70-79   DC
- 00-69   DF

LIT does not use +/- grading scales

ACADEMIC DISHONESTY
Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at
http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty.

TECHNICAL REQUIREMENTS
The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-requirements. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT
The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

STUDENT CODE OF CONDUCT STATEMENT
It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

STARFISH
LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

DUE DATES: All assignments, Daily Work and Major Projects/Tests, due dates are indicated in the Blackboard course for this class and/or on the instructor-supplied course schedule. Work may be completed and submitted at any time before the due date.

LATE WORK: Any work submitted after the stated due date (late work) could receive a 10-point deduction per week for each week late.

WORK SUBMISSION: All assignments must be submitted via Blackboard. Assignments submitted through any other method will receive a "0".

GRADES: Grades for assignments may be accessed through the My Grades section of your course within Blackboard. Each assignment shows your grade and any grading comments made on your assignment. A passing grade for DORI is 70 or above.

COURSE INCOMPLETES: Incompletes for this class will only be given in very rare situations and at the discretion of the instructor. The class is structured so that if you stay on or ahead of schedule most unplanned life events will not derail your progress in this class.

TECHNICAL ASSISTANCE: For questions or problems with Blackboard, call 409-951-5701 or email LIT-BBsupport@lit.edu. For questions or problems with Office 365 (including email) or Self-Service Banner, call 409-839-2074 or email helpdesk@lit.edu. For questions or problems with Starfish or Degreeworks, call 409-880-8321.

EMAIL: Emails will be replied to within 24 hours on weekdays and 48 hours on weekends. Please keep this in mind as you may need assistance to complete an assignment. If you do need help, and do not give yourself enough time, this could cause you to submit late work.