

College Success Skills Dori 0200 2B2



**LAMAR INSTITUTE
OF TECHNOLOGY**

INSTRUCTOR CONTACT INFORMATION

Instructor: **Brenda Odom**
Email: **bodom@lit.edu**
Office Phone: **409.880.8191**
Office Location: **Work from home**
Office Hours: **M 9-12 AM**

CREDIT

2 Semester Credit Hours (2 hours lecture, 0 hours lab)

MODE OF INSTRUCTION

Online

PREREQUISITE/CO-REQUISITE:

None

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.

Approved: **Initials/date**

- Understand the concept of financial literacy for students, including the financial aid process.

REQUIRED TEXTBOOK AND MATERIALS

- College Success by OpenStax by Amy Baldwin* Free at OpenStax.com
<https://openstax.org/details/books/college-success?Book%20details>
- Computer
- Internet connection (Broadband highly recommended)
- MS PowerPoint or compatible viewer (students are provided with free Office 365 access)
- MS Word or compatible word-processor

ATTENDANCE POLICY

Attendance is mandatory of College Success courses. Attendance is a major grade. Your attendance is figured by the percent of work you complete in the course. **Online course- you are expected to check email daily for announcements and log into course at least 3 times per week.**

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the [Academic Calendar](#). If you stop coming to class and fail to drop the course, you will earn an “F” in the course.

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	Chapter & Topic	Course Content and Activities <i>*Important: Weekly work is subject to change depending on student activities, etc.</i>	Assignments Due
0 1/17- 1/22	START HERE	<ul style="list-style-type: none"> Welcome to DORI! LIT Bb Ultra Base Navigation Walk-Through Is Distance Learning Right for me? Student Central Important Links LIT Support Links 	1. Syllabus Quiz Due 1/22
	Course Information	<ul style="list-style-type: none"> Syllabus, Addendum and Course Outline w/due dates Syllabus Quiz Course Textbook LIT Login Names and Passwords 	

		<ul style="list-style-type: none"> • How to Download Apps from Office 365 • How to Use Kaltura Capture • Important Bb Information - please read! • LIT Academic/ Tutoring Assistance • LIT Policies • Department Contact Information 	
0 1/17- 1/22	Meet Your Instructor and How to Communicate	<ul style="list-style-type: none"> • Instructor Information • Where do I direct questions? • Virtual Office • Virtual Office Collaborate Video Conf (URL) • Starfish (URL) 	
1 1/17- 1/29	Chapter 1: Exploring College	<ul style="list-style-type: none"> • Video – Blackboard Ultra Walk-Thru • Helpful Hints for Week 1- To-do List • Read Chapter 1 Exploring College • Etiquette in the Classroom • LIT Academic Calendar • Success Tips • Video – Planners • Video – Simon Sinek • Schedule Changes • All about Planners • Put the Outlook app on your phone • Introduction PPT Example • Class Introduction PPT • Chapter 1 Knowledge Check 	<p>Checklist of assignments for</p> <p>Week 1: Due 1/29</p> <ol style="list-style-type: none"> 1. Knowledge Check for Chapter 1 2. Class Introduction (discussion board) 3. Class introduction (assignment) 4. Knowledge Check for Chapter 2 5. Learning Styles Assignment 6. GRIT Survey 7. Email and LIT Website Quiz 8. Modules 3 and 4 Planner
2 1/17- 1/29	Chapter 2: Knowing Yourself as a Learner	<ul style="list-style-type: none"> • Read Chapter 2 • College Lingo • Blackboard Orientation • Starfish: How to Use It • Discover Your Learning Style • Learning Style Quiz • GRIT Survey • Video – GRIT • This is how your email submission should look • LIT website • Chapter 2 Knowledge Check • Email and LIT website Quiz • Video - Reflections 	<p>Due 1/29</p>

3 1/30-2/5	Chapter 5: Notetaking	<ul style="list-style-type: none"> • Read Chapter 5 • Knowledge Check -Ch. 5 • Reading Textbooks so You Really Learn • Videos – Note-Taking and Reading • Student Organizations • LIT Financial Aid • Scholarship Verification 	<p>Checklist for Assignments due for Week 2</p> <ol style="list-style-type: none"> 1. Knowledge Check for Ch. 5 2. Scholarship Verification 3. Knowledge Check for Ch. 6 4. Planner for Module 5 and 6 <p>Due Date: 2/5</p>
4 1/30-2/5	LIT Website www.lit.edu Chapter 6: Studying, Memory, and Test Taking	<ul style="list-style-type: none"> • Read Chapter 6 • Chap 6 Knowledge Check • LIT Student Catalog & Handbook • Videos – Study Skills 	
5 2/6-2/12	Chapter 3: Managing Your Time and Priorities	<ul style="list-style-type: none"> • Read Chapter 3 • Chap. 3 2Knowledge Check • Time Management Assignment • Time Management Plan and Skills • Videos – Time Management • Video – Procrastination • Document – Procrastination • Module 5 Journal • Planner for Week 6 	<p>Checklist for Assignments due for Week 3</p> <ol style="list-style-type: none"> 1. Knowledge Check for Ch.3 2. Complete Time Management Assignment 3. Complete Module 5 Journal 4. Knowledge Check for Ch. 10 5. Title IX: Sexual Assault Prevention Training Major Grade - due 2/27 6. Planner for Modules 7 and 8 <p>Due Date: 2/12</p>
6 2/6-2/12	Chapter 10: Understanding Financial Literacy	<ul style="list-style-type: none"> • Read Chapter 10 • Chap 10 Knowledge Check • LIT Financial Aid • How to Add Closed Caption to a Video • Videos – Financial Aid and Budgeting • Video - Credit Scores • Title IX: Sexual Assault Prevention Training • What Holds Do You Have 	
7 2/13-2/19	Chapter 9: Understanding Civility and Cultural Competence	<ul style="list-style-type: none"> • Read Chapter 9 • Chap. 9 Knowledge Check • Videos – Diversity & Inclusion • Module 7 Journal 	<p>Checklist for Assignment due Week 4</p> <ol style="list-style-type: none"> 1. Knowledge Check for Ch. 9 2. Complete Module 7 Journal 3. Knowledge Check for Ch. 7
8	Chapter 7: Thinking	<ul style="list-style-type: none"> • Read Chapter 7 • Chap 7 Knowledge Check • My Expectations of You 	

2/13-2/19		<ul style="list-style-type: none"> • Get your LEA Account Set Up • Library Guide for Undergraduates • Library Information – How to Find Books • Library Information – Academic Search Complete • Library Tutorial 	<p>4. Library Tutorial Assignment Major Grade!</p> <p>Due Date: 2/19</p>
9 2/20-2/26	Chapter 11: Engaging in a Healthy Lifestyle	<ul style="list-style-type: none"> • Video – Nemo • Read Chapter 11 • Lamar Student Health Center • Emotional Intelligence Link • Visualizing Emotional Intelligence • Videos – Emotional Intelligence • Emotional Skills and Competencies • How well do you read people? Quiz • Module 9 Journal 	<p>Checklist for Assignment due Week 5</p> <ol style="list-style-type: none"> 1. Knowledge Check for Ch. 11 2. Module 9 Journal 3. Knowledge Check for Ch. 12 4. Career Search Exploration and Confirmation 5. Resume
10 2/20-2/26	Chapter 12: Planning for Your Future	<ul style="list-style-type: none"> • Read Chapter 12 • Chap 12 Knowledge Check • Create a Profile in CareerLink • Videos - Career Finder and Resume • Video – Top 10 Job Interview Questions and Answers • Elevator Pitch • Video - How to Figure Out What You Really Want • Career Search Exploration and Confirmation • Resume 	<p>Due Date: 2/26</p>
11 2/27-3/5	Chapter 4: Planning Your Academic Pathways	<ul style="list-style-type: none"> • Read Chapter 4 • Knowledge Check Ch. 4 • How to Calculate Your GPA • Video – SMART Goals – Quick Overview 	<p>Checklist for Assignments due Week 6</p> <ol style="list-style-type: none"> 1. Knowledge Check for Ch. 4
12 3/6-3/10	Chapter 8: Communication	<ul style="list-style-type: none"> • Read Chapter 8 • Knowledge Check -Ch.8 • Public Speaking Videos • How to Write Your Dori Presentation Notes • How to Use Kaltura Capture • Dori Presentation 	<p>Due 3/5</p> <p>PARTIAL WEEK - LAST DAY IS MARCH 10th</p> <p>Checklist for Assignment due Week 7 On 3/10</p> <ol style="list-style-type: none"> 1. Knowledge Check for Ch. 8 2. Dori Presentation Major Grade! 3. Career Interview Project

Students - In Modules 13 and 14 you will find information related to getting ready for your finals and advising for next semester. There will not be any assignment due.

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

Daily Work	45%
Major Projects & Final	55%

GRADE SCALE

- 90-100 A
- 80-89 B
- 70-79 C
- 69-0 F

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

Blackboard (Bb) is our online learning platform. You have technical support 24/7 if you call 409-951-5701 or LIT-BBsupport@lit.edu.

1. A passing grade is 70.
2. You must log in to Bb the first day of classes and start submitting assignments right away. Getting behind will create problems for you. You are responsible for reading all announcements.
3. Late assignments will not be accepted without a substantial point reduction. Complete assignments and submit them on or before the due date. Plan to have your assignment done in the Monday-Friday timeframe. Then you will have the weekend to proof your work and turn it in my Sunday night at 11:55 pm. You may turn them in early. If you get behind, contact me by email bodom@lit.edu
4. Up to 4 of your lowest grades may be dropped according to rules set up by the instructor.
5. Students are expected to complete and submit their own work. Copying from the work of another student, or from any source either in print or online, is a serious offense and will result in the student receiving a zero for any plagiarized assignment. In addition, the student may also automatically fail the course. Furthermore, the students who try to obtain and use information from other students about a quiz or test may automatically fail the course. Students who willingly allow other students to copy their work or who provide information about quizzes or tests will be subjected to the same penalties as the students who receive the information.

6. If at any time you see that I have recorded anything incorrectly, it is your responsibility to call it to my attention. Check your Blackboard grades weekly.
7. Read your LIT emails in Office 365 daily. I communicate often by email. Read your announcements every day. I post announcements at least once per week.
8. I hope to grade your papers within a week, but my timeliness depends on the number of emails and interruptions in my day. Read all instructions carefully so you don't have to email me unnecessarily.
9. If your grade is below 70 two weeks before the end of classes, see me. A grade below 70 is failing.

Please look for the answers to your questions before you send an email. Look in the syllabus, this addendum, the schedule, and announcements.

Diversity Statement

Respect for Diversity: It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. Your suggestions are encouraged and appreciated. Please come to me individually and let me know ways to improve the effectiveness of the course for you personally or for other students or student groups. In addition, if any of our class meetings conflict with your religious events, please let me know so that we can make arrangements for you.

Expectations for respectful dialogue

We all come to the table with differing experiences and viewpoints, which means that we have so much to learn from each other! In order to get the most out of this opportunity, it is important that we don't shy away from differences. Rather, we should show respect for differences by seeking to understand, asking questions, clarifying our understanding, and/or respectfully explaining our own perspective. This way, everybody comes away with new perspectives on the issue and respecting others with different values or beliefs.

If someone says something that bothers you for any reason, assume that your peer did not mean to be offensive and ask your peer to clarify what he or she meant. Then explain the impact it had on you. If your classmates tell you that something you said or wrote bothered them, assume that they are not attacking you, but rather that they are sharing something that might be important for you to know.

Resources and Information That Address Your Needs

Students with disabilities: If you have been diagnosed with a learning disability, please see Jamarcus Corks in Special Populations in the Eagle's Nest. He will give you documentation to give your instructors so we can make the accommodations you need. We want you to succeed at LIT. We know you have to work harder than someone who does not have your challenges. Let us level the playing field for you.

Students who have mental health issues: LIT provides access for you to use the Student Health Center at Lamar, which has excellent mental health and general health providers.

<https://www.lamar.edu/students/student-engagement/student-health-center/index.html>

Students who celebrate non-Christian holidays: It's difficult to catch up when you get behind, so, if you must be away from the computer when things are due, work ahead and get things submitted early. If you are unable to do this, please contact me and let me know you are observing a long holiday. Provide documentation to prove your absence. A one-day holiday should not create a problem for you in an online class.

Transgender students: Please let me know in a confidential manner if you prefer another name or gender. I will do my best to honor your wishes.

All TSI (testing) questions go to Lori Johnson 409-880-8687 or 839-2027. The testing center is in the Eagle's Nest at the end of the hall. When you get your TSI scores, keep them someplace safe so you can locate them later in the semester for advising.

Technical problems: For Blackboard problems, call 409-951-5701 or LIT-BBsupport@lit.edu. For problems in Office 365 (emails), Self-Service Banner, or campus computers, contact the helpdesk@lit.edu or call 409-839-2074. Put these numbers/email addresses in your phone contacts.