Suffolk County Community College
COL 101 – Freshman Seminar
Section 324, Orient Building, Room 136
Tuesday, Thursday- 4:20 – 5:35 pm.

INSTRUCTOR: Dave Bergen
Associate Dean of Educational Resources
Room 217, Culinary Arts Center
548-3707

OFFICE HOURS: Monday – Friday, 9 a.m. – 5 p.m.

PURPOSE OF THE COURSE

This course is designed to present methods and techniques which students can utilize to help ensure their perseverance and success at the College and in subsequent life experiences.

OBJECTIVES OF THE COURSE

A. Academic Skill Development

- Gain understanding of the transitions college students’ experience and ways to deal with the stress inherent in change and adjustment.
- Understand basic time management approaches that can be useful increasing productive study and work habits.
- Gain understanding of their learning styles and thinking patterns and to maximize academic performance.
- Improve their ability to recall and retain information.
- Develop note-taking strategies that aid learning and critical analysis in order to improve effective class note taking.
- To expand knowledge of information literacy, research writing, computer literacy and tutoring services through library lectures and usage of academic skills centers.
- Develop skills to prepare for and complete examinations more effectively to help overcome test anxiety.

B. Personal Growth and Development

- Recognize signs of stress and articulate techniques for handling stress effectively.
- Learn to use financial and resource management skills to solve problems and make decisions.
- Recognize, understand, respect, and appreciate diversity and multiculturalism so as to enhance their willingness to embrace inclusion as a more effective means of creating harmony within our society.
- Examine personal ideas and decisions regarding issues of importance to college students.
• Define short-term and long term goals through career development and academic advising
• Synthesize information and procedures for establishing priorities, clarifying values, setting and determining short-and long-term goals within the career, personal, and educational spheres.

C. Knowledge of College and Community Resources

• Identify resources that are available on campus and in the community that can assist them.
• Locate and utilize a variety of library services and resource materials.
• Use advanced technology to recognize the importance of computer literacy in accessing information.

STUDENT REQUIREMENTS FOR COMPLETION OF THE COURSE

Students are expected to complete the following requirements in order to receive credit for the course.

• Class attendance and participation.
• Complete all assignments.
• Complete library unit.
• Submit a final course portfolio demonstrating work accomplished to meet course objectives.

GRADING PRACTICES

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance &amp; participation</td>
<td>30</td>
</tr>
<tr>
<td>Time management, information literacy and computer essentials exam</td>
<td>10</td>
</tr>
<tr>
<td>Final exam</td>
<td>20</td>
</tr>
<tr>
<td>Library Unit</td>
<td>10</td>
</tr>
<tr>
<td>Course portfolio</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

RULES CONCERNING STUDENT ABSENCE AND LATENESS

The College expects that each student will exercise personal responsibility with regard to class attendance. All students are expected to attend every class session of each course for which they are registered. Students are responsible for all that transpires in class whether or not they are in attendance. The College defines excessive absence or lateness as more than the equivalent of one week of class meetings during the semester. Excessive absence or lateness may lead to failure in a course or removal from the class roster.
An instructor may remove a student from the class roster at any time when, in the judgment of the instructor, absences have been excessive or when other valid reasons exist.

Required Text

Suffolk Community College 2008-2010 Catalog

Recommended Text

Focus on Community College Success, Constance Staley