SUFFOLK COUNTY COMMUNITY COLLEGE - EASTERN CAMPUS
Riverhead, New York

COL 101 - FRESHMAN SEMINAR - SECTION #95678

FALL 2010 - COURSE SYLLABUS

Tuesday, September 2, 2009 – October 21, 2010 – Orient 136

Instructor:    Assistant Professor Gwendolyn Branch
Office:           P-122
Phone:          548-2520
Email:           branchg@sunysuffolk.edu

REQUIRED TEXTBOOK

FOCUS ON COMMUNITY COLLEGE SUCCESS, BY CONSTANCE STALEY

OTHER REQUIRED INSTRUMENTS

***SUFFOLK COMMUNITY COLLEGE CURRICULUM, COPY OF YOUR SAIN, COPY OF
YOUR ACADEMIC TRANSCRIPT, LIST OF CLASSES FOR SPRING 2010

PURPOSE

The purpose of this course is to help student identity and establish skills which will assist them in
the successful procurement of academic and personal goals. This course will support students in
becoming more aware of strengths and weaknesses, and then to utilize this awareness to improve an
understanding of themselves and others. Students who take advantage of the lessons provided in this
course will be able to establish guidelines for future success.

FRESHMAN SEMINAR COURSE DESCRIPTION

Methods and techniques students can adopt to promote their perseverance and success at the college.
Specific topics include college procedures and resources, academic advisement, time management, goal-
setting, test and note taking, health issues and other areas related to student success in college. Students are
expected to enroll in this class in their first semester. Offered on: A-E-G / 1.5 cr. hrs.

COURSE OBJECTIVES

- Define the personal value of what college offers
- Understand the importance of managing time and money
- Improve operational skills for attaining a better education
- Strengthen memory techniques
- Determine the importance of positive and supportive relationships
- Develop active listening skills
- Improve personal assessment skills
- Identify and utilize campus services
- Determine learning style to increase academic mastery
- Enhance library and computer skills
- To develop short and long term personal goals
COURSE FORMAT

Classroom presentations and discussions

COURSE REQUIREMENTS

Classroom Discussions:
Discussion of chapter readings and classroom generated by textbook, student and professor questions. (A percentage of the student’s grade will be based classroom participation).

Workshop/Special Programming
Students will attend special library and computer workshops as well as other workshops to be established by the professor

Chapter Readings
Students will be assigned readings from the textbook which will be studied prior to the following session.

Quizzes/Exams:
Exams may be multiple choice, fill-in-the-blank, true/ false quizzes from each chapter. Information studied in this course can be review through the textbook, class lectures and the companion website...

CLASSROOM BEHAVIOR

Respect is core to civil behavior. Each person is required to be respectful of all others. Please refer to the student handbook for policies on harassment or discrimination. There should be no private conversation during class. Foul or abusive language is unacceptable spoken or written. Please report any concerns or problems to the professor.

ELECTRONIC DEVICES

Students are expected to be attentive to what is being taught. Use of games, I-Pods, cell phones, cameras, recording devices and other electronic devices are prohibited and should be turned off during class. No tweeting or texting. If you have a special circumstance that requires use of any equipment, you will need to meet with the professor.

COLLEGE-WIDE ATTENDANCE POLICY

All students are required 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, even if absences are the result of late registration or add/drop activity at the beginning of the term as permitted by college policy. The college defines excessive absences or lateness as more than the equivalent of one week of class meetings during the semester. Excessive absences or lateness may lead to failure in, or removal from, the course.

ATTENDANCE AND STUDENT REQUIREMENTS FOR COMPLETION OF THIS COURSE:

- Students are expected to be on time. Students who are excessively late and/or miss more than two classes may be removed from classes. A record of attendance will be maintained and factored into your final grade. Individuals may be terminated from class if they miss a third class. Use your time wisely. **If you decide not to continue in this class it is your responsibility to go to the registrar and officially withdraw from class, or you may run the risk of receiving an “F.”**
• Read all of the assigned chapters in the textbook.
• Complete portfolio- You are responsible for completing a portfolio of your experiences and assignments for this semester. In addition, you should include a statement telling what happened in the class, describing your contributions, and evaluating them. Assignments should be ready for review for each class meeting.
• Complete periodic quizzes
• Complete the final examination
• Complete all assignments on time
• Classroom Discussions: Discussion of chapter readings, classroom analysis generated by textbooks, and student and professor questions. Students may attend special programming and workshops, as established by the professor.
• Quizzes/Exams: Exams can be multiple choice, fill-in-the-blank, true/ false quizzes from each chapter. Information studied in this course can be review through the textbook, class lectures and the website.
• If you encounter any difficulties on any of the topics, seek assistance immediately. You can meet with the professor during office hours or make an appointment. There is tutoring assistance at the Skills Center.

GRADING POLICY

Class Discussions 20%
Assignments 30%
Workshops/Service Searches 20%
Final Exams &/or Portfolio 30%

All assignments will be graded on a 100-point system and converted to a letter grade according to the grading system below. The final grade will be computed from these weighted grades, and converted to letter grades as follows:

A   90-100  4.0
B+  85-89   3.5
B   80-84   3.0
C+  75-79   2.5
C   70-74   2.0
D+  65-69   1.5
D   60-64   1.0
F   ≤ 59    0

COURSE CALENDAR AND ASSIGNMENT SCHEDULE

Read assigned reading in your textbook. -Complete all of the exercises and questions in the chapter. COMPLETED EXERCISES SHOULD KEPT IN YOUR PORTFOLIO AND TURNED IN WHEN REQUESTED. QUIZZES WILL BE ANNOUNCED IN ADVANCE. ADDITIONAL ASSIGNMENTS WILL BE GIVEN IN CLASS.

Online Study Guide www.prenhall.com and putting”Baldwin” in the search box.)
<table>
<thead>
<tr>
<th>CLASS DATES</th>
<th>ASSIGNMENTS - All paperwork (all assignments, quizzes, etc. in your portfolio must attached to a folder – NO LOOSE SHEETS BRING PORTFOLIOS TO EACH CLASS.</th>
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<tbody>
<tr>
<td><strong>AT END OF EACH CHAPTER</strong></td>
<td><strong>COMPLETE EXERCISE, STEP 4 “ACTION Your plans for change”</strong></td>
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<tr>
<td>September 2, 2010</td>
<td>Introductions, Review of Course Objectives and Syllabus CHAPTER 1 – GETTING THE RIGHT START</td>
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<tr>
<td>September 7, 2010</td>
<td>CHAPTER 2 – BUILDING DREAMS, SETTING GOALS</td>
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<td>September 9, 2010</td>
<td>NO CLASS</td>
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<tr>
<td>September 14, 2010</td>
<td>CHAPTER 3 – LEARNING ABOUT LEARNING</td>
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<td>September 16, 2010</td>
<td>CLASS MEETS IN LIBRARY IN PECONIC- 2ND FLOOR – CHAPTER 6 - DEVELOPING TECHNOLOGY, RESEARCH, AND INFORMATION LITERACY SKILLS</td>
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<tr>
<td>September 21, 2010</td>
<td>NO CLASS – PRESIDENT MCKAY INAUGURATION</td>
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<tr>
<td>September 23, 2010</td>
<td>CHAPTER 4- MANAGING YOUR TIME AND ENERGY</td>
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<tr>
<td>September 28, 2010</td>
<td>CHAPTER 5 – THINKING CRITICALLY AND CREATIVELY COMPLETE AND SUBMIT ESSAY</td>
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<tr>
<td>September 30, 2010</td>
<td>CHAPTER 7 - ENGAGING, LISTENING, AND NOTE-TAKING CHAPTER</td>
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<td>October 5, 2010</td>
<td>CHAPTER 8 – DEVELOPING YOUR MEMORY</td>
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<td>October 7, 2010</td>
<td>COMPUTER LAB</td>
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<td>October 12, 2010</td>
<td>CHAPTER 9 – READING AND STUDYING SKILLS CHAPTER 10 – TAKING TESTS</td>
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<tr>
<td>October 14, 2010</td>
<td>Academic Plan - COPIES OF YOUR CURRICULUM, SAIN, ACADEMIC TRANSCRIPT &amp; LIST OF DESIRED CLASS FOR NEXT SEMESTER (ON BLUE SHEET)</td>
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<tr>
<td>October 19, 2010</td>
<td>CHAPTER 12 – CHOOSING A COLLEGE MAJOR AND CAREER CHAPTER 13 - CREATING YOUR FUTURE</td>
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<tr>
<td>October 21, 2010</td>
<td>(TURN IN COMPLETED PORTFOLIO) &amp; FINAL(?) DRUG PANEL DISCUSSION – SHINNECOCK 101</td>
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