

## Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: Life Education I: College Success  
Instructor: Jenna Arnold  
Office: Memorial 210D  
Office Hours: Tuesdays and Thursdays 12-1 OR by appointment  
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Lecture/Lab Schedule: Tuesdays, 1-1:50 Memorial 222

Course Description: This course is intended to prepare students for the academic and social rigors of college life. In this course, students will learn to develop effective academic skills by focusing on goal-setting, time management, note-taking, communication, critical thinking, and problem-solving skills. Guest speakers will introduce students to campus services such as library and research, transportation, health and wellness, disability services, and other services critical to achieving college success.

### Course Objectives:

1. Learn to develop and set academic, career, and personal goals.
2. Develop effective study habits through note-taking, time management, critical thinking, and problem-solving activities.
3. Develop communication skills by utilizing a variety of forms of communication.
4. Identify their own learning styles and explore barriers that might prohibit academic success.
5. Explore and utilize campus services to promote academic and personal success.
6. Explore healthy living options such as personal and social relationships, dorm life, wellness, nutrition, and safety

Textbooks: Shushan, J., (2016). *A Pocket Guide to College Success*. 2<sup>nd</sup> Edition. 978-1319030896

Course Requirements: Students are expected to be actively engaged in the learning process, in the online Blackboard class, and in the community. Class participation is required and essential. Students will be graded in class participation and point accumulation.

### Grading Scale

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Less than 60%	F

### Course Assignment and Requirements

Assignment	Due Date	Points
Participation (150 classes X 5 points), including reflections	Ongoing	/150
Learning Goals Poster	Sept. 10 <sup>th</sup>	/20

Note-Taking/Study Skills Apps	Sept. 24 <sup>th</sup>	/20
Problem-Solving Reflection	Oct. 8 <sup>th</sup>	/20
Communication Chart	Oct. 15 <sup>th</sup>	/10
Mock Email	Oct. 22 <sup>nd</sup>	/10
Learning Styles Video	Oct. 29 <sup>th</sup>	/20
Scavenger Hunt	Nov. 12 <sup>th</sup>	/20
Clubs and Organizations Presentation	Nov. 26 <sup>th</sup>	/20
Final Project	Dec. 3 <sup>rd</sup>	/60
	Total Points	/350

**Tentative Semester Outline**

Topic 1: Setting Goals	Shushan, Chapter 1 and 2	Aug. 27 <sup>th</sup> - Sept. 10 <sup>th</sup>
Topic 2: Effective Study Skills, Part 1	Shushan, Chapter 7 - 9	Sept. 10 <sup>th</sup> – Sept. 24 <sup>th</sup>
Topic 3: Problem-Solving and Critical Thinking	Shushan, Chapter 6	Sept. 24 <sup>th</sup> – Oct. 8 <sup>th</sup>
Topic 4: Effective Communication	Supplemental Reading	Oct. 8 <sup>th</sup> – Oct. 22 <sup>nd</sup>
Topic 5: Learning Styles	Shushan, Chapter 5	Oct. 22 <sup>nd</sup> – Nov. 5 <sup>th</sup>
Topic 6: Navigating Campus	Shushan, Chapter 11	Nov. 5 <sup>th</sup> – Nov. 19 <sup>th</sup>
Topic 7: Campus Life, Part 1	Shushan, Appendix A	Nov. 19 <sup>th</sup> – Dec. 3 <sup>rd</sup>
Topic 8: Campus Life, Part 2	Shushan, Appendix B	Dec. 3 <sup>rd</sup> – Dec. 10 <sup>th</sup>

**Classroom Policies:**

If a student cannot submit their modules by the due dates provided, he/she must contact the instructor within 24 hours prior to the due date. Submitting module assignments on due dates provided and participation is expected. Students are expected to turn in all assignments on time. Points will be deducted for late assignments.

**Relationship to Campus Theme:** Students will better understand the nature of their community and its needs. Through the use of technology students will manage their learning portfolio. Students will also understand how to utilize new ideologies and tools to their benefit, as well as the benefit of the world and society as a whole as emerging leaders.

**Student Email Policy:** Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity: Plagiarism - to plagiarize is to “steal and pass off the ideas or words of another as one’s own” (Webster’s Dictionary. Plagiarism will not be tolerated in this course. When completing a research paper, it is necessary to cite all information gathered from other sources – including direct quotations and paraphrases – within the text of the paper using parenthetical notes at the end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for the research paper. If you have any questions – please contact your instructor or go to the learning center for more information. Students found plagiarizing material will receive a “0” for the assignment.

Misrepresentation, fabrication, alteration, falsification, or misstatement of the contents of documents or other materials relating to academic matters or volunteer hours will not be tolerated. Students will immediately FAIL the course.

Disabilities and Special Needs: If you have any condition, such as a physical or learning disability, for which you need extra assistance, please inform me immediately. If you have already met with Student Development personnel, please provide your instructor with information regarding your special needs as soon as possible so that appropriate accommodations can be made.

**Communication Requirements:** The instructor will respond to course communications within 48 hours. Students are expected to meet the same standard.

I \_\_\_\_\_ have read and agree to this syllabus.