



**ORI101-1 Orientation to College (1 credit hour)
SPRING SEMESTER 2013**

PREREQUISITE: None

COURSE INFORMATION:

Instructor: Dr. K. Joy Hamm, EdD

Office Location: Wallace Hall (Inside the Admissions Office)

Phone No.: (334) 214-4860

Office Hours: By appointment only

E-Mail Address: joy.hamm@cv.edu

Time and Location for Class: Wednesday, 11:00 AM – 12:00 PM, BRASSELL 205

COURSE DESCRIPTION: This course is designed to orient students to the college experience by providing them with the tools needed for academic and personal success. Topics include: developing an internal focus of control, time management and organizational skills, critical and creative thinking strategies, personal and professional maturity, and effective study skills.

REQUIRED TEXTBOOKS:

Downing, S. (2011). *On course: Strategies for Creating Success in College and in Life*. Boston, MA: Wadsworth.

Adney, I. (2012). *Community college success: You are not alone: How to finish with friends, scholarships, internships, and the career of your dreams*.

COURSE REQUIREMENTS: During the semester, the student will be expected to:

- 1) Attend all class meetings
- 2) Participate in class discussions
- 3) Complete all class assignments
- 4) Submit projects and/or assignments on time
- 5) Take final examination

COURSE ESSENTIAL FUNCTIONS: Students enrolled in ORI101 must be able to receive and assimilate presentations of course content, directions, and procedures in written, verbal, tactile, and/or visual demonstration format as presented by the instructor. In addition, they **must** be able to respond in written, verbal, tactile, and/or demonstration format to evaluation procedures as presented by the instructor with regard to course content and requirements. Students must have eye and hand coordination for entering data on a keyboard.

STUDENT LEARNING OUTCOMES AND COUSE OBJECTIVES: Upon satisfactory completion of this course, the student should demonstrate a reasonable mastery of the following:

- 1) The ability to survive the challenges of an academic environment
- 2) The ability to manage time more effectively
- 3) The ability to identify important information thus improving study habits.
- 4) The ability to take examinations by decreasing test anxiety
- 5) The ability to take effective notes as a result of improved study habits
- 6) The ability to use a library as a means for enhancing the learning process

- 7) The ability to identify a major before transferring to a 4-year institution
- 8) The ability to navigate the STARS program

COURSE OBJECTIVES: Upon satisfactory completion of this course the student will be able to:

1. Identify ways to become assimilated into the college environment
 - Define the rights and responsibilities of citizenship in higher education
 - Identify the means to assist with the transition to college life from personal experiences
2. Know how to manage time more effectively
 - Identify ways to conceive, believe and achieve goals
 - Implement goals through time-management strategies
 - Determine how scheduling subsequent semester helps ensure goals attainment
 - Identify how to maintain and balance life's schedules
3. Identify How-to-Study strategies
 - Administer learning-style inventory to determine learning preferences
4. Identify strategies to eliminate test anxiety
 - Use general suggestions for taking exams
5. Use effective notes as a result of improved study habits
 - Identify note-taking styles and techniques
 - Complete notes using an effective post-lecture technique
6. Use a library as a means of enhancing the learning process
 - Use the library effectively
 - Be familiar with general arrangements
 - Conduct an on-line catalog search and also a search using one of the databases from the Alabama Virtual Library
 - Complete the two-part transfer guide using the STARS online system
7. Identify a major before transferring to a 4-year college
 - Prepare a Career Exploration Report to identify an occupation, the job task, outlook, expected salary and related occupations
8. Navigate and generate an Articulation Agreement with STARS
 - Complete the Degree Plan with all courses required for the Associate Degree

CLASS SCHEDULE SPRING 2013

Monday, January 14	Introduction to the Course Review of Syllabus IT Presentation
Wednesday, January 16	Transitioning to College (pp. 24 – 27) Student Conduct Code Understanding FERPA
Wednesday, January 23	Tour of Campus Library Visit
Wednesday, January 30	Managing Money (pp. 271 – 278) Financial Aid Presentation
Wednesday, February 6	Time Management (pp. 103 – 115)
Wednesday, February 13	Becoming an Active Learner (pp. 12 – 20)
Wednesday, February 20	Reading and Note-Taking (pp. 57 – 62; 93 - 100)
Wednesday, February 27	Study Tips and Test-Taking (pp. 130 – 137; 165 – 170; 198 – 205)
Wednesday, March 6	College Level Writing (pp. 235 – 242)
Wednesday, March 13	Why College (pp. 67 – 70) Academic Advising, Registration, & Transferring
Wednesday, March 20	Effective PowerPoint Presentations
Wednesday, March 27	COLLEGE CLOSED – Spring Break

Instructors are not required to review with students any material missed due to student absence, nor are instructors required to notify students when their grades may be lowered because of graded student work missed.

In order to comply with federal financial aid guidelines, instructors must verify attendance at two points during the semester. The first verification occurs on the first day of class. If a student who is on the roster is absent, the student is reported as a no-show (NS). The second verification occurs at the sixty percent completion date in the semester. If a student who is on the roster has stopped attending class, the student is reported as a non-attending (NA) student. If a student is reported as either a NS or a NA the student is administratively withdrawn from the course and a "W" indicating a withdrawal is posted for the course grade.

Each instructor's attendance expectation is effective beginning with the first scheduled class meeting and continues throughout the semester. Students who do not attend the first day of class will be reported as a no-show (NS) resulting in an administrative withdrawal from the course. For online courses, students must complete the required Class-Access assignment by the deadline printed in CVCC's official Class Schedule for the term. Online students who fail to complete this assignment will be reported as a no-show (NS) resulting in an administrative withdrawal from the course. In addition, students who stop attending classes prior to the sixty percent date of the semester will be reported as a non-attending (NA) student which will result in an administrative withdrawal. For online courses, students who fail to show activity through logins and postings prior to the sixty percent date will be reported as a non-attending (NA) student which will result in an administrative withdrawal for the course. Administrative withdrawals may negatively affect eligibility for financial aid programs that require instructors to verify students' attendance.

Students who have been administratively withdrawn as a result of the no-show (NS) or non-attendance (NA) report from a course and wish to be reinstated should follow the appeal process for administrative withdrawals in the College Catalog.

Any student who misses more than **FIVE** class meetings will be administratively withdrawn from class after the sixth absence. Any student who files an appeal of such a withdrawal will be required to show third-party documentation identifying the reason for one or more of the absences. If a student is reinstated to class, he/she must show third-party documentation for all subsequent absences. (Acceptable third-party documentation would include military orders, accident reports, medical records, and subpoenas, etc.)

Make-up policy for all reading courses:

APPEAL PROCESS:

- A student who has been administratively withdrawn from a class because of unexcused absences related to extenuating circumstances may submit, in writing and with documentation, an appeal to the course instructor.
- The course instructor will evaluate the appeal for extenuating circumstances and will notify the student of the appeal's outcome within three working days.
- If a student is to be allowed to return to class, the instructor must submit to the Admissions Office a written request for the student's reinstatement, and the student must verify his/her reinstatement in the Admissions Office, be cleared by the Business Office, and show the instructor documentation that the process was completed to finalize the reinstatement and be allowed to attend class.
- If a student is not allowed to return to class, the student may file a written appeal, with documentation, to the appropriate division chair who will notify the student of that appeal's outcome within three working days.
- If the matter cannot be resolved at the division chair level, the student may make a final documented written appeal to the chief academic officer. The decision of the chief academic officer is final and will be communicated to the student within three working days from the date the written appeal is received.

WITHDRAWAL POLICY: Please see the Campus Calendar for spring 2012 on the college website.

BLACKBOARD: If you experience technical difficulties with Blackboard (<http://bb.cv.edu>), please read the trouble-shooting information found by clicking the Trouble-Shooting button on the course homepage. You can also email bbadmin@cv.edu. Include your name, the name of your class, and the name of your instructor. Please note that if you get locked out of an exam, you should contact your instructor.

Blackboard User Name: _____

Blackboard Password: _____

STUDENT EMAIL ACCOUNTS: The URL to the web mail server is <http://studentmail.cv.edu>. Do not place WWW before this URL address.

Gaining access for the first time:

 User ID – First initial + last name + last 4 digits of your Student ID number

 Password – Entire Student ID number

All letters are lower case. Upon logging into any CV system for the first time, please change your password as soon as possible.

STARS WEBSITE: Students can access transfer information relative to courses offered in AA and AS degree programs by logging on to the state “Articulation and General Studies Committee” Transfer Guide at: <http://stars.troy.edu>

CLASSROOM MANAGEMENT: No food, drinks, or use of tobacco products in the classroom. Cell phones and pagers must be turned off before entering the classroom. Students disrupting the class with a cell phone or a pager will be subject to dismissal from the class. Students disrupting the class will be asked to leave the classroom and can return only after a conference with the instructor and/or the Dean of Student Services.

INSTITUTIONAL POLICIES: Students are expected to review and abide by all policies and procedures as set forth in the college catalog. Students are expected to attend and be punctual for all classes. Students should review the attendance policy and other policies guiding student behavior that is spelled out in the college catalog. Students are expected to practice academic honesty.

STUDENT CODE OF CONDUCT: Students should recognize at the beginning of their college careers that a mature acceptance of academic responsibilities is a requisite for accomplishment in college work.

Students should refer to the student handbook, in the back of the college catalog, for information concerning college policies regarding student conduct. Misconduct shall include the commission of, or attempt to commit, any of the following offenses: academic dishonesty, cheating, plagiarism, furnishing false information to the college, and violation of any laws of the state of Alabama.

Students are expected to practice academic honesty. In an instance of academic misconduct determined by the instructor to have occurred, a student may:

1. Be required to retake an examination or resubmit an assignment;
2. Receive an “F” on the given exam or assignment; or
3. Receive an “F” for the course.

Whether or not academic misconduct occurred, and what sanctions, if any, are to be applied, are matters to be determined by the instructor. Any student who opposes the sanction imposed by the instructor may appeal the matter to the Dean of Instruction through the grade appeal process. Such an appeal must be filed by the end of the

next class day following the date on which the sanction is imposed. Students who receive classroom sanctions for academic misconduct may also be subject to disciplinary action by the Dean of Student Services if the misconduct also violates the CVCC Code of Conduct and is reported by the instructor for such disciplinary action.

POLICY ON USE OF COMPUTER RESOURCES: Chattahoochee Valley Community College makes available to its students on-campus computer resources. These computer resources are provided exclusively for educational purposes. In particular, they are made available to provide laboratory experience for approved courses, support for academic programs, and course-related research.

These computers are not provided for non-educational uses such as entertainment, personal correspondence, Internet shopping, or personal financial gain. Therefore, users of CVCC-provided computers are respectfully requested not to abuse the privilege of having these computers available for their academic enrichment.

CVCC reserves the right to monitor the use of each of its on-campus computers and to take appropriate administrative and/or disciplinary action against any student who violates any of the College-imposed restrictions on the use of College-owned computers. A list of the restrictions may be found in the *Student Handbook and Catalog*.

Any violation of these policies shall be reported to the Dean of Instruction and/or the Dean of Students for appropriate action.

NON-DISCRIMINATION POLICY, TITLE IX, AND AMERICANS WITH DISABILITIES ACT (ADA): It is official policy of the Alabama Department of Postsecondary Education, including all postsecondary education institutions under control of the State Board of Education, that no person shall, on the grounds of race, color, disability, sex, religion, creed, natural origin, age, marital status, or parental status, be excluded from participation in or be denied the benefits or be subjected to discrimination under any program, activity, or employment.

CVCC is committed to this policy of non-discrimination and complies with the non-discrimination regulations under Title VI and Title VII of the Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Sections 503 and 504, Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990.

Inquiries concerning this policy should be directed to the Office of the President, George C. Wallace Administration Building, 2602 College Drive, Phenix City, Alabama 36869, (334) 291-4981 or to the Title IX Coordinator, Ms. Susan Young, 2602 College Drive, Phenix City, Alabama 36869, (334) 291-4904.

Questions, concerns, complaints, requests for information, or requests for the provision of reasonable accommodation to the persons with disabilities should be directed to CVCC's ADA Compliance Coordinator, Ms. Vickie Williams, by phone at (334) 214-4803 or in person in Wilson Hall.

Syllabus content is subject to change.