Instructor Information

Instructor: Sarah Richardson
Office: Mailbox:
Hours: By appointment only
Phone: 501-831-1679
Email: srichardson@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

Chair: N/A
Dean: Mason Campbell 501-812-2211 mcampbel@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

College Seminar is a face-to-face course which meets at the following times: T/TH at 8:00 and 9:25

Catalog Description

COLL 1300. College Seminar: A Pathway to Excellence This course is intended to be taken by all first-time entering degree-seeking students within the first 12 hours of coursework. This course is designed to help students meet the demands of college life. Students explore learning strategies that lead to success in college. Topics covered include time management, goal setting, learning styles, note-taking, reading, writing and test-taking strategies, as well as critical thinking and information literacy. This course requires an online learning component. (3 credit hours)

Course Materials

Required supplies:

MSSL (MyStudentSuccessLab) Access Code—this card will come packaged with your book.
Recommended supplies:

- A three-ring binder notebook
- 10 notebook dividers
- Notebook paper

**Mission Statement**

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

**Institutional Learning Outcomes and General Education**

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: [https://uaptc.edu/sla](https://uaptc.edu/sla)

**Department / Program Learning Outcomes**

College Seminar, consistent with the College’s mission, encourages the success of its students in all technical fields and academic disciplines by helping students learn to:

1. Formulate a set of expectations for college students.
2. Utilize resources to ensure academic success.
3. Select the most appropriate study skill for each learning activity.
4. Develop a degree plan that includes steps for degree completion.
5. Monitor and maximize financial aid.
6. Define appropriate career goals.

**Student Learning / Course Outcomes**

The student will:

1. Describe the culture of college.
2. Set realistic goals as stated in a written statement.
3. Identify personal learning style preferences.
4. Use time management strategies to complete tasks.
5. Describe why it is important to appreciate diversity.
6. Identify resources on campus.
7. Search a library database.
8. Practice appropriate academic skills.
10. Apply for financial aid, including a scholarship.
11. Explore a career/occupation choice.
12. Complete a degree plan.

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

Departmental Attendance Policy

Frequent in-class activities and projects are designed to help students meet the course objectives for College Seminar. Therefore, students are expected to attend all classes and register their attendance on a sign-in sheet. No late work will be accepted, and much of the course work will be submitted through Blackboard. Work that is submitted after the due date and time will be considered late. Students may not make up in-class activities, quizzes, or tests. If you are absent, you are responsible for any changes made to the course outline. Please do not email the instructor to request the assignment. You can check in Blackboard or with another student. Each student will receive one late-work coupon that can be used to submit one assignment late for full credit or can be submitted for bonus points at the end of the semester.

Course Policies

The UA-PTC Catalog rules and regulations will be enforced in this course at all times. Please consult the following website for more information: https://www.uaptc.edu/catalog
Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

**CIVILITY:** In order to be successful in college and the world of work, it is essential that you are able to engage effectively in social interaction. Civility is the cornerstone of these interactions, and you are expected from the first day to show respect for yourself and for others in the classroom. The most basic classroom behavior that demonstrates respect is everyone’s right to be heard. Therefore, only one individual (instructor or student) should speak at a time. This will help facilitate positive communication.

**CELL PHONES:** Please turn your phone to silent when you come in. I would prefer if you did not text during class, but if you choose to do so, you will be missing out on what is going on during class. Just don’t disrupt others while you are texting. And if you do choose to text, please keep your phone under your desk so I don’t have to see it!!!! Cell phones are not permitted to be out during quizzes or tests.

**Grading Policy**

Letter grades will be based on the following scale:

- 90 to 100%  A
- 80 to 89%  B
- 70 to 79%  C
- 60 to 69%  D
- 0 to 59%  F

**ASSESSMENTS:** 80 points total  
A=374-415

**ACTIVITIES:** 100 points total (drop lowest score)  
B=332-373

**PROJECTS:** 235 points total  
C=291-331

415 points available  
D=249-290

F= 248 and below

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.
Academic Integrity

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalog states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalog also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

If you violate the UA-PTC code of conduct regarding academic integrity (which in this class includes copy from and submitting the work of another [even a portion of the work] as your own or cheating on a quiz or test), you will receive a zero for the assignment.

Accommodation Policy

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

Student Code of Conduct

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2

Sexual Misconduct

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:
Michelle Anderson, Director of Student Life and Leadership  
Campus Center Building Room 216  
501-812-2756  
manderson@uaptc.edu

Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.

Tentative Course Schedule—See pgs. 7-11
Please note: **ACTIVITY** indicates an in-class activity that counts for points and that cannot be made up.

<table>
<thead>
<tr>
<th>WEEK/Date</th>
<th>I’m in College! What is Available?</th>
</tr>
</thead>
</table>
| **1** 8/15-16 | o Introduction to course, syllabus  
  o Ice breaker  
  o **ASSESSMENT (20 PTS)**  
    Pre-Course Assessment open until Sunday, August 19 at 11:00 p.m.  
    This assessment is designed to see what you know about what is expected of you in college and if you know what resources are available to you.  
    o Student Learning Outcome: Formulate a set of expectations for college students.  
    o Student Learning Outcome: Utilize resources to ensure academic success. |
| **2** 8/20-23 | Quick Start to College, pgs. xxxi-xxxvi in textbook  
  o Add student email to phones  
  o Get parking permits  
  o **ACTIVITY (10 pts.):** Assemble course notebook  
  o Begin Chapter 1: The Rewards of College |
| **3** 8/27-30 | Chapter 1: The Rewards of College  
  o Introduction to College  
  o Introduction to Degree Programs: Transfer (AA) vs. Non-transfer (AAS)  
  o **ACTIVITY (10 pts.):** Campus and Support Services—Scavenger Hunt |
| WEEK/Date | Why am I in College? |
| **4** 9/3-9/6 | Chapter 2: Values, Goals, and Time  
  o **ACTIVITY (10 pts):** SMART GOAL--Preparing for Degree Planning assignment |
| **5** 9/10-9/13 | Career Exploration  
  o **PROJECT (60 pts):** Complete and submit assignment in Blackboard. |
<table>
<thead>
<tr>
<th>WEEK/Date</th>
<th>How Do I Stay in College?</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 9/17-9/20</td>
<td>Degree Planning</td>
</tr>
<tr>
<td></td>
<td>- <strong>PROJECT (100 pts. total)</strong></td>
</tr>
<tr>
<td></td>
<td>- Information and documents you will need for this project are located in Blackboard.</td>
</tr>
<tr>
<td></td>
<td>- We will also confirm that you are in the correct degree plan for your goals!</td>
</tr>
<tr>
<td></td>
<td><strong>Due on Monday (MW classes) or Tuesday (TR classes): (20 out of 100 points)</strong></td>
</tr>
<tr>
<td></td>
<td>- Print out of your ACT/ACCUPLACER scores and unofficial transcript (<strong>10 pts.</strong>)</td>
</tr>
<tr>
<td></td>
<td>- Two copies of your UA-PTC degree plan (<strong>10 pts.</strong>)</td>
</tr>
<tr>
<td></td>
<td><strong>COMING UP: CURRENT STUDENT REGISTRATION</strong> opens on October 9. You have until 11/9 to see your academic advisor (<strong>30 pts.</strong>) and submit your spring schedule (<strong>10 pts.</strong>)—these are part of the <strong>degree planning project.</strong></td>
</tr>
<tr>
<td>7 9/24-9/27</td>
<td>Degree Planning (continued)</td>
</tr>
<tr>
<td></td>
<td>- <strong>PROJECT (40 of 100 pts):</strong> Final Draft of Degree Planning Worksheet—Due on Friday by 5 p.m.</td>
</tr>
<tr>
<td></td>
<td>- Student Learning Outcome: Develop a degree plan that includes steps for degree completion.</td>
</tr>
<tr>
<td>8 10/1-10/4</td>
<td>Scholarship Essay</td>
</tr>
<tr>
<td></td>
<td>- <strong>PROJECT (75 pts. total)</strong></td>
</tr>
<tr>
<td></td>
<td>- Essay (<strong>50 pts.</strong>)</td>
</tr>
<tr>
<td></td>
<td>- Thank-you note (<strong>15 pts.</strong>)</td>
</tr>
<tr>
<td></td>
<td>- Application (<strong>10 pts.</strong>)</td>
</tr>
<tr>
<td>9 10/8-10/11</td>
<td>Chapter 11 and Financial Aid</td>
</tr>
<tr>
<td></td>
<td>- <strong>ACTIVITY (10 pts.):</strong> Know What You Owe (and How Long You Can Go!)</td>
</tr>
<tr>
<td></td>
<td><strong>CURRENT STUDENT REGISTRATION</strong> opens on October 9. You have until 11/9 to see your academic advisor (<strong>30 pts.</strong>) and submit your spring schedule (<strong>10 pts.</strong>)—these are part of the <strong>degree planning project.</strong></td>
</tr>
<tr>
<td>Week</td>
<td>Activity/Assessment</td>
</tr>
<tr>
<td>------</td>
<td>---------------------</td>
</tr>
<tr>
<td>10</td>
<td>Chapter 3: Learning How You Learn</td>
</tr>
<tr>
<td>11</td>
<td>Chapter 5: Information Literacy ONLY</td>
</tr>
<tr>
<td>12</td>
<td>Chapter 6: Listening and Note Taking</td>
</tr>
<tr>
<td>13</td>
<td>Chapter 7: Memory and Studying</td>
</tr>
<tr>
<td>14</td>
<td>Chapter 8: Test Taking</td>
</tr>
<tr>
<td>15</td>
<td>FALL BREAK!</td>
</tr>
<tr>
<td>16</td>
<td>Chapter 9—Section on Diversity only</td>
</tr>
<tr>
<td>17</td>
<td></td>
</tr>
</tbody>
</table>
https://www.youtube.com/channel/UCxeLixuLi8FxRiQ6JZVnVXw

- Review for Finals—Final exam schedule is located in Blackboard for your convenience.

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

**Final Exam Schedule:** [insert final exam time here]
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for [insert instructor’s name and course name here] John Smith’s English Composition I class at Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

Semester

Date

Print name

Signature

UA-UA-PTC Email address

Telephone