Windward Community College Mission Statement

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai‘i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O‘ahu’s Ko‘olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment – inspiring students to excellence.

Catalog Description

This course is designed to orient first-time students to a college setting. Students will learn (1) the tools, techniques, methods, procedures, processes, skills, resources, and attitudes for success; (2) the programs and services of a postsecondary institution of higher education; and (3) to design a personal, comprehensive, postsecondary academic plan.

Course Purpose

In the coming weeks, you will learn many proven strategies for creating greater academic, professional, and personal success. We will use guided journal writings, readings, and other assignments to explore these strategies and develop a personal, comprehensive, postsecondary plan. As a bonus, you will learn about effective communication strategies and to express yourself more confidently in speaking.

Prerequisites

Placement into English 22 or higher or consent of instructor.
Concurrent enrollment in Speech 151, CRN #62566

Student Learning Outcomes

At the successful completion of this course, you will be able to:
1. Use the tools, techniques, methods, procedures, processes, skills, and resources for academic success.
2. Describe the various programs and services of a post-high school institution.
3. Identify short and long-term goals post WCC, and prepare an educational plan to meet those goals.
4. Use college-level note taking, critical reading, test taking, memory, and concentration techniques.
5. Use time-management, personal organization, stress management and study skills.
6. Communicate effectively in writing and in speech.
7. Find information from library, Internet, and other sources.
8. Use strategies to complete out of class work efficiently and effectively.

**Learning Resources**


**Required materials:** Writing utensil and paper for taking in-class notes, Personal Success Journal

Other articles as assigned via Laulima

**Success Rules**

1. **Show up** – Be here, be on time, and be ready for class. Bring all of your supplies, your books, and have your readings, writings, and projects done on time.

2. **Do your best work** – Do your best work on all assignments and turn them in on time. Getting in this habit now will lead to success in all you do.

3. **Participate actively** – College isn’t a spectator sport. Listen actively, take notes, ask questions, answer questions, share your ideas, and participate in activities during class.

*Take care of yourself

**Other Student Responsibilities**

**Manage your cell phone** – Phones should remain in your bag or pocket – not on the desk. Please answer or respond to a text message outside of the classroom during emergencies only.

**Stay informed** - The student is responsible to be aware of announced changes in the course schedule, including examination dates and assignment deadlines. It is the students’ responsibility to be informed about deadlines critical to making registration changes (e.g. last day of erase period and last day for making an official withdrawal). Manage your time appropriately. College courses require much more reading, writing, and studying than high school. You can expect to spend 10 hours per week (in class as well as study and preparation time) on every class you take.

**Communication** – Please check your MyUH email for updates, as this is the main means of communication between us.

**Attendance** – Attendance in IS103 is mandatory and is worth 10% of your grade. After 2 unexcused absences, your grade will drop 5%. For every subsequent absence, your grade will drop an additional 2.5%.

**Punctuality** – Students should be in class on or before the scheduled start time. Anytime a student arrives to class after attendance is called will lose 3 points from their “effort” grade.
**Homework** – Homework assignments will be announced in class and includes reading the textbook or other supplementary materials to prepare you for the next class period. It also includes journals, academic skill plans, and other projects as assigned. Every homework assignment is due within the first 5 minutes of class.

All work received after that time will be considered late and will be worth fewer points.

**80% credit for one class period late:** Assignments submitted after the due date, but before or during the next class period will have a maximum possible credit of 80%.

**70% credit for two class periods late, 60% for three, 50% for four, etc.**

**Quizzes** – You will be quizzed on each assigned reading. Quizzes cannot be made up in instances of unexcused absences.

**Student Conduct** – Be considerate and respectful of your classmates and instructors. Any behavior that disrupts the learning of other students may result in dismissal from class.

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### Important Academic Calendar Dates

- Last Day to Add/Late Register: 8/29
- Last Day 100% Refund of Tuition: 8/29
- Last Day to Withdraw without “W” grade and 50% refund: 9/15
- Last Day to withdraw with “W” grade: 10/30
- Last Day to Change to CR/NC or Audit Option: 10/30
- Registration For Spring 2013 Begins (Time Ticketing): 11/3

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### Grading

- 160 16 journal entries to specifications, (10 pts. each)
- 60 6 Academic Skill Plans (10 pts. each)
- 80 16 Chapter Reading Questions (RQs) (5 pts. each)
- 80 16 Chapter Reading Quizzes (5 pts. each)
- 75 Mid Term
- 100 Academic Plan Assignment
- 90 One Student’s Story (Written Draft 20, Written Final 40, Oral Presentation 30)
- 55 Effort – attendance, participation, submitting assignments on time

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**700 Total possible points** subject to change

Extra credit:
- 35 Attending SI sessions with Jonathan*

Assignments are due in the first five minutes of class.

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### Course Grading

<table>
<thead>
<tr>
<th>GRADE</th>
<th>ACHIEVEMENT LEVEL</th>
<th>DEFINITION</th>
<th>POINT SPREAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90 - 100% of total points</td>
<td>630-700</td>
</tr>
<tr>
<td>B</td>
<td>Above average</td>
<td>80 - 89% of total points</td>
<td>560-629</td>
</tr>
<tr>
<td>Grade</td>
<td>Average</td>
<td>Description</td>
<td>Grade Range</td>
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<tr>
<td>-------</td>
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</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>70 - 79% of total points</td>
<td>490-559</td>
</tr>
<tr>
<td>D</td>
<td>Minimal</td>
<td>60 – 69% of total points</td>
<td>420-489</td>
</tr>
<tr>
<td>F</td>
<td>Failure to pass</td>
<td>Below 60% of total points</td>
<td>000-419</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Given at INSTRUCTOR’S OPTION when student is unable to complete a small part of the course because of circumstances beyond their control. It is student’s responsibility to make up incomplete work. Failure to satisfactorily make up incomplete work within the appropriate time period will result in a grade change from &quot;I&quot; to the contingency grade identified by the instructor.</td>
<td></td>
</tr>
<tr>
<td>CR</td>
<td>At C level or higher</td>
<td>65% or above in total points; student must indicate their intent to take the course as CR/NC in writing by the end of the 10th week of classes (see catalog).</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>Lower than C level</td>
<td>Below 65% of total points; this grade only available under the CR/NC option (see catalog).</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>No grade given</td>
<td>Instructor use for students unable to complete the course due to extenuating circumstances, such as major health, personal or family emergencies.</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Official drop/withdrawal from the course by 10/25/11 deadline (see schedule of classes).</td>
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**Supplemental Instruction** - Your Speech 151 class is supported by the Supplemental Instruction (SI) program. SI is a FREE, collaborative, peer-study program that helps students succeed in difficult classes. Your SI Leader, Jonathan, is a peer who has taken this class previously and has an understanding of the course material. In SI sessions, you will work together with Jonathan to explore important concepts, review class notes, discuss reading assignments, and review for tests. All students in this class are encouraged to attend!

*Students can earn up to 35 pts. extra credit for attending Speech 151 SI sessions (3.5 pts. for each contact hour - up to 10 contact hours). After 10 sessions, you will longer earn points, but it still highly recommended that you attend.*

**MySuccess**

At Windward Community College, we want every student to be successful. MySuccess is a system wide effort that seeks to support students early in the semester when they first begin experiencing difficulty in class. If I feel that you’re having difficulty in my class within the first few weeks of the semester (e.g. missing class, missing assignments, or low test scores), I may refer you to your assigned counselor. Once referred, MySuccess will:

- Call you and send an email to your Hawaii.edu account to let you know about my referral and;
- Have a Counselor follow up with you by phone or by email to find out what kinds of help you might need, to connect you with the necessary resources, and to help you devise a strategy for success.

**NOTE ¹** Grade drops 5% after 2 unexcused absences.

**NOTE ²** Student involved in academic dishonesty will receive an “F” grade for the course. Academic dishonesty is defined in the catalog.

*Note: WCC data has shown that students who attend SI sessions earn A, B, and C grades at nearly a 20% higher rate than non-attendees and are less likely to withdraw from their courses. This data has also shown that the more sessions students attend, the more likely they are to pass.*
I will not refer you without telling you. However, if I do refer you, know that I am doing so in an effort to connect you with all of the help you may need to do well, as your success is important to me.

**University Policies**

**Disabilities Accommodation Statement** - If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in their class, you are encouraged to contact the Disabilities Accommodations Coordinator to discuss reasonable accommodations that will help you succeed in this class. Dr. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or in her office at Hale ‘Ākoakoa 213.

**University Statement on Non-Discrimination** - The University of Hawai‘i is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, handicap, marital status, arrest and court record, sexual orientation, gender identity, and veteran status. This policy covers admission and access to, and participation, treatment, and employment in the University's programs and activities.” If you feel that you are being discriminated against, you may file a complaint with Karen Cho, EEO/AA coordinator, 235-7404, Hale Alaka’i, Room 120.