Interdisciplinary Studies (IS) 103 – Introduction to College
Combined with Art 101: Introduction to the Visual Arts
Windward Community College
CRN 62341 MW 10:00-11:15

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Phone: 7235-7469
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Office Hours: Tuesday/Thursday 2:15-3:15 or by appointment

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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 post-secondary institution of higher education; and (3) to design a personal, comprehensive, post-secondary 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 as a bonus, you will learn to express yourself more confidently in speaking. You may never again have an opportunity quite like this one to discover how to create a rich, personally fulfilling life. I urge you to make the most of this extraordinary opportunity! If you do, you will dramatically change the outcome of your life—for the better!

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. Communicate effectively in writing and in speech.
6. Use time-management, personal organization, stress management and study skills.
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: Personal Success Journal; writing utensil for in-class use.
Resources: Lectures, presi presentations, field trips, videos, guest speakers, etc.
**Student Responsibilities**

To be successful in this class:

- **Come Prepared:** Be on time for the class, have all materials and supplies, complete all assignments by the due date and study for your quizzes and exams.

- **Participate in classes:** Be engaged in class by asking relevant questions, sharing your ideas on the various topics we will cover and listening attentively to your instructors and fellow classmates. Do not use cell phones (calls or texts) or the internet during class time.

- **Complete all assignments:** You are expected to complete readings prior to class which will assist your understanding of the course material. Assignments also include, but are not limited to: journals, handouts and projects. We will discuss all assignments before you are required to complete them. For every class day an assignment is late your grade will drop a letter grade.

- **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.

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**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) and working together to address your challenges shows that you would really benefit from being connected to resources outside of the classroom, 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 and connect you with the necessary resources to help you devise a strategy for success.

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 this semester as your success is important to me.

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**Important Academic Calendar Dates**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to Add/Late Register</td>
<td>8/24</td>
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<tr>
<td>Last Day 100% Refund of Tuition</td>
<td>8/24</td>
</tr>
<tr>
<td>Last Day to Withdraw without “W” grade and 50% refund</td>
<td>9/10</td>
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<tr>
<td>Last Day to withdraw with “W” grade</td>
<td>10/29</td>
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<tr>
<td>Last Day to Change to CR/NC or Audit Option</td>
<td>10/29</td>
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<tr>
<td>Registration For Spring 2013 Begins (Time Ticketing)</td>
<td>11/12</td>
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**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
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.

Method of Evaluation

Grading Scale
90-100% =A
80-89.9% =B
70-79.9% =C
60-69.9% =D
Less than 60%=F

Upon successful completion of the IS 103 course, students earn 3 credits as measured by:

<table>
<thead>
<tr>
<th>Points</th>
<th>Homework/in-class Assignments</th>
<th>Tests and Quizzes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>450</td>
<td>200</td>
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<tr>
<td></td>
<td>- Guided Journal entries</td>
<td></td>
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<tr>
<td></td>
<td>- Academic Skills Plan/ Exercises</td>
<td></td>
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<td></td>
<td>- ‘Olelo No'eau Reflections</td>
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<tr>
<td>150</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>200</td>
<td>3 Quizzes</td>
<td>Final Quiz</td>
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<tr>
<td>150</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>200</td>
<td>Projects:</td>
<td></td>
</tr>
<tr>
<td>350</td>
<td>Genealogy Project</td>
<td></td>
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<tr>
<td>50</td>
<td>Career Project</td>
<td></td>
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<tr>
<td>50</td>
<td>Educational Plan</td>
<td></td>
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<tr>
<td>50</td>
<td>Final Project</td>
<td></td>
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<tr>
<td>200</td>
<td>Total</td>
<td>1000</td>
</tr>
</tbody>
</table>

*Extra credit points may be earned for additional journals

Attendance Policy
Almost every class meeting will involve some sort of group activity, written exercise or project. Lectures and discussions will go well beyond the text, so attendance and participation will be vital to your success! You are expected to attend all classes, arrive on time, and remain for the entire class period. When you miss a class you are responsible to consult with your peers and the instructor for the material covered in your absence. Your attendance will be counted as follows:

**You are allowed 3 ‘free’ absences and 3 ‘free’ lates (up to fifteen minutes).**

- each additional absence will lower your grade one level (each absence =100 points)
- every two additional lates will equal one absence (each late = 25 points)
- we will give 5 bonus points on 4 random days just for being present and on time! I
  - **All Late Work will drop 10% per week; arrange drop-off of major assignments!**

*Important! More than six absences will result in a failing grade (an ‘F’ or an ‘N’).
*Important! You may only make-up two absences with extra credit work or bonus points.
*Important! **Make-up exams will only be allowed at instructor’s discretion.** These must be arranged with the instructor and be taken within one week of test date at WCC’s ‘Testing Center’ (unless a significant, documented circumstance prevails).

### Homework Assignments
Homework includes readings to prepare you for the next class period. Reading prior to class assists your understanding of the course material. Homework also includes journals, handouts and ‘Olelo No’eau reflections. We will discuss all assignments before you are required to complete them.

### Unit Quizzes
To measure knowledge and understanding of course content, there will be four (4) quizzes. Quiz questions will be based on reading assignments and the material presented in class. **Make Up quizzes will be allowed only with doctor’s note and consultation with instructor.**

### Genealogy Project
This project will help students discover how their past can impact their future. This project consists of four parts: 1) Interviewing relatives, 2) Completing a family chart, 3) Writing an essay, and 4) Sharing what they’ve learned with their classmates.

### Career Project
You will be participating in a career assessment that will help you learn about your interests, skills and work values. This will help you discover possible careers ideas about majors. You will also be writing a paper and presenting your findings to the class.

### Educational Plan – Canoe Building
We will be examining the work you’ve completed during the semester. You will also identify short-range college goals and long-range career goals to develop an educational plan. This project will be submitted as the final for this class and will consist of highlights from each unit covered. As you build your canoe during the semester you will be contributing to you education plan. Keep all of your work during the semester for this project.

### Communication
Please check your MyUH email for updates. I will also use the MYUH portal to communicate through the announcements and message boards. I will occasionally put assignments or extra credit there. If you need help getting to this let me know.

### Student Conduct
Be considerate of your classmates and treat them with courtesy and respect. Disruptive behavior may result in dismissal from class.
**Turn cell phones off when in class.**

The instructor reserves the right to make necessary adjustments to the evaluation policies and project calendar.