Hulili Frosh Cohort Learning Community

IS 103- 3 Credit CRN (62395)
(To be accompanied with HAW 101 62396)
Tuesday/Thursday 10:00am- 11:15 am
Hale A’o 107
Fall 2014

Instructor: Kaahu Alo
Office Location: Hale Akoakoa 130
Office Hours: By Appointment
Phone: (808) 235-7354
Email: kaahualo@hawaii.edu

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.

INTRODUCTION TO COLLEGE

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.

This course is designed to help you learn proven strategies for creating greater academic, professional, and personal success. Students will apply journal writings to explore these strategies, where students will learn to express themself more effectively through written and oral communications.

STUDENT LEARNING OUTCOMES

At the successful completion of this course, students 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.

**Course Objectives**

With successful completion of this course, you will gain skills to . . .

1. To expand academic study skills and social skills that enhances your transition into the university community.
2. To assess and manage personal attributes and limitations that increase successful college experiences.
3. To form friendships and supportive relationships with peers and instructors and to develop successful interpersonal communication skills.
4. To use available resources and services to accomplish educational and personal goals.
5. To explore personal career planning processes.
6. To investigate the purposes of a university education and develop lifelong learning skills.
7. To understand, appreciate, and participate in a diverse campus community.

**Student Responsibilities**

- Students are expected to attend and actively participate in class lectures, activities, and fieldtrips
- Students are responsible and expected to be prepared for class, all assignments are due prior to class
- Students will create class rules under the instructor's discretion, and are therefore expected to follow them.

**Prerequisites**

Placement into English 22 or higher or consent of instructor.
Concurrent enrollment in HAW 101 CRN 62396
ASSESSMENT TASKS AND GRADING

<table>
<thead>
<tr>
<th>Course Grading</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>C</td>
<td>Average</td>
<td>70 - 79% of total points</td>
<td>490-559</td>
</tr>
<tr>
<td>D</td>
<td>Minimal passing</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 “I” to the contingency grade identified by the instructor.</td>
<td></td>
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<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>
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<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>
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</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>
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<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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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.

LEARNING RESOURCES

• Required materials: Journal, portfolio binder, index tabs, and pen/pencil for in-class use.

**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.

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.

**Academic Honesty**

Students are expected to act with personal integrity, to respect other students’ opinions and property, and to help create an academic environment in which discussion is encouraged. Students are expected not to engage or tolerate acts of plagiarism, cheating, copying, fabrication of citations, or other acts of academic dishonesty. Students charged with academic dishonesty face serious consequences that range from an F grade for the assignment to a Fail grade for the course.

**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 Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. 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 Executive Policy E1.202 declares and reaffirms its commitment to the University’s equal education and employment opportunity.
policy. The University 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 contact the WCC Vice Chancellor for Student Affair's Office at 235-7466 or the UH Equal Employment Opportunity and Affirmative Action Office at 956-7077.

<table>
<thead>
<tr>
<th>Important Academic Calendar Dates</th>
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<tbody>
<tr>
<td>Last Day to Add/Late Register</td>
<td>8/29</td>
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<tr>
<td>Last Day 100% Refund of Tuition</td>
<td>8/29</td>
</tr>
<tr>
<td>Last Day to Withdraw without “W” grade and 50% refund</td>
<td>9/15</td>
</tr>
<tr>
<td>Last Day to withdraw with “W” grade</td>
<td>10/30</td>
</tr>
<tr>
<td>Last Day to Change to CR/NC or Audit Option</td>
<td>10/30</td>
</tr>
<tr>
<td>Registration For Spring 2013 Begins (Time Ticketing)</td>
<td>11/3</td>
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