# Course Syllabus-Fall 2016

<table>
<thead>
<tr>
<th>Course Title:</th>
<th><strong>I.S. 103 Introduction to College</strong> (CRN: 63166)</th>
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<tbody>
<tr>
<td>Credit Hours:</td>
<td>3 Elective Credits</td>
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<tr>
<td>Time:</td>
<td>Monday/Wednesday 11:30-12:45 pm.</td>
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<tr>
<td>Location:</td>
<td>Hale Palanakila, Room 214</td>
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<tr>
<td>Instructor:</td>
<td>Tom Doi, Assistant Professor/Counselor</td>
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<tr>
<td>Office Hours:</td>
<td>Hale Akoakoa Room 207 (8:00-9:00 am M thru F)</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:doit@hawaii.edu">doit@hawaii.edu</a></td>
</tr>
<tr>
<td>Voice Mail:</td>
<td>235-7460</td>
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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) of the tools, techniques, methods, procedures, processes, skills, resources, and attitudes for success; (2) to gain insight into the programs and services of a post-secondary institution of higher education and (3) to design and implement a personal, comprehensive, post-secondary academic plan.

**Student Outcomes:**

At the completion of this course, you should be able to:

1. Students will identify personal characteristics (e.g., learning styles, strengths and weaknesses, etc.) and analyze how these impact decision-making and success.
2. Students will analyze those factors which impact their relationships with others and articulate strategies and skills to encourage strong relationship building.
3. Students will identify college policies and resources related to students.
4. Students will practice learning strategies (e.g., note-taking, time management, test-taking, etc.) to increase success in college coursework.
Semester Theme: “Seeking Truth and Justice in History”

IS-103 is a methods course that teaches students how to learn skills to succeed in their college journey. This course will interface with History 152’s curriculum and conduct joint activities to put you in the driver’s seat and judge history. This creative vignette will test your skills in determining the fate of planet Earth!

*This class is part of a Frosh Cohort learning community teamed with HIST-152 CRN: 63463

Course Content:
This is a methods course which will teach and develop skills to help you succeed and navigate your academic journey. The course is divided into four sections to facilitate your learning during the semester. Course content is interfaced with HIST-152’s and we will have joint exercises and activities thru the semester.

Understanding self and others
Learning Style “Know thyself” (student self-assessment)
Teaming Collective Learning

Skills needs to acquire, master, and succeed
Time Best use strategies
Memory Using strategies to increase recall
Reading Using various reading styles
Notes Improving note-taking skills
Test Using test-taking strategies

Critical thinking and communicating
Thinking Using critical and logical thinking skills
Communicating Using encoding, decoding, and active-listening skills

Developing your affective domain
Diversity An important quality on life issues
Money Making it, protecting it, and spending it.
Health Using and protecting the human machine
Moving On What happens after my first year in college?
Course Task:

Text book Quizzes:
Through classroom participation, tests, and class assignments, the student will demonstrate understanding of the chapter topics by completing all of the following;
<12 chapter quizzes: Each quiz will be worth 10 points. **No late quizzes will be accepted.** Quizzes will be done either in class or a take home assignment. The **top 10 quiz scores** will be tabulated. (100 points)

Required Text/Lecture Activities:
Points for various text/lecture participation activities conducted during semester. These activities would include individual and team presentations, etc. (200 points)

Reaction Papers: (2)
<25 points maximum per paper on topic to be determined during the course The reaction paper must be a minimum of 3 whole pages and not more than 4 pages’ double spaced typed in Modern Language Association style, (MLA). Use of WCC’s writing lab will be required as part of your assignment. (50 points)

Student Life Participation:
<Points to be awarded for participating in various campus and community activities. Participation in these activities are essential for student success. Maximum points will be (50 points)

Mid-Term Exam:
<Mid-term exam will cover **Chapters 1-8** from Ellis’ textbook. Test may be in forms of essays, true/false, or multiple choice types of questions. Exam will take place in the Testing Center. (50 points)

Individual Oral Presentation:
<50 points maximum for a visual/oral presentation on a specific **History 152** topic that requires basic college skills of research and rigor. (50 points)

Method of Grading:

<table>
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<th>Points Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>450-500 pts.</td>
<td>A</td>
</tr>
<tr>
<td>400-449 pts.</td>
<td>B</td>
</tr>
<tr>
<td>350-399 pts.</td>
<td>C</td>
</tr>
<tr>
<td>300-349 pts.</td>
<td>D</td>
</tr>
<tr>
<td>Below 299 pts.</td>
<td>F</td>
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As part of this class, the instructor will also discuss grading options and strategies a student may want to use if for any circumstances they are unable to complete a college course. In this course, there will be no options for an “I” or “N” grade.

**Extra Credit:**
Extra credits points will be awarded to individuals or teams for selected participation in campus and community events. *(Variable points)*

**Mode of Instruction:**
Instruction will be done through lecture based with guest speakers, power point, class activities, and student project presentations.

**Prerequisites:** Part of the Frosh Cohort

**Required Text:** Becoming a Master Student, by David B. Ellis 15th Edition

**Student Responsibilities:**
Your first year of attending college is a gigantic step in your personal journey. It is a life changing experience for many students and it may set in motion your career goals. Colleges today do not provide “en loco parentis” to their students but if you need assistance or just want to talk story, feel free to drop by during my office hours.

**Attendance:**
Simply, if you don’t attend classes, you miss critical information. Missing classes will become habitual and the consequences are usually negative. I do not give points for attending class. It is your responsibility to be here. If you are absent due to a medical reason, get a physician’s note and I will work out something with you if you missed an assignment. Missing classes will affect your grade and if it becomes chronic, failure may become a consequence. We meet approximately 30 times during the semester. If you accrue three (3) or more unexcused absences, you will be deducted one full grade. Further absent days will lower your grade significantly.

**Participation:**
Be prepared to respond to all assignments either verbally or in written form at each class session. All work must be done on time. When in class, ask questions if you are not clear on our class objectives. Asking questions often stimulates the interest of other students to ask additional questions. As stated in the syllabus, points will be awarded for class participation activities.
**Quality of Work:**
Think school as employment, the employer expects you to be at work on time and to do what is required. Do your best and give it your focused effort. Your quality of work is rewarded by a grade. Simply, “You get back only what you put in!” When doing reaction papers, do a draft, edit and rewrite your composition. MLA style of writing will be further discussed during the semester.

**Team Work:**
In this class, you will be teamed up with individuals you may not know. We will go through the steps of teaming and you will also work together to meet certain objectives. Teaming is critical in developing shared responsibilities, cooperation, respecting others, and creating synergy.

**Anagogical Learning:**
During the course of the semester we will disengage in the traditional *pedagogical* (*Greek for child-leading*) learning to *andragogical learning* (*Greek for man-leading*). I will discuss this further during one of our lecture/activity.