Course Syllabus-Spring 2016

Course Title: **I.S. 103 Introduction to College** (CRN: 61323)  
Credit Hours: 3 Elective Credits  
Time: Monday/Wednesday 11:30-12:45 pm.  
Location: Hale Palanakila, Room 104  
Instructor: Tom Doi, Assistant Professor/Counselor  
Office Hours: Hale Akoakoa Room 207 (8:00-9:00 am M thru F)  
Email: doit@hawaii.edu  
Voice Mail: 235-7460

**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.

*This class is part of a Frosh Cohort learning community teamed with PSY-100 CRN: 61428*
**Course Content:**

<table>
<thead>
<tr>
<th>Topics</th>
<th>Skills or Competencies</th>
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<tbody>
<tr>
<td>Learning Style</td>
<td>“Know thyself” or “So you think you bad?”</td>
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<tr>
<td></td>
<td>(Battery of student self-assessment)</td>
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<tr>
<td>Teaming</td>
<td>Collective Learning</td>
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<td>Time</td>
<td>Best use strategies</td>
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<tr>
<td>Memory</td>
<td>Using strategies to increase recall</td>
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<tr>
<td>Reading</td>
<td>Using various reading styles</td>
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<tr>
<td>Notes</td>
<td>Improving note-taking skills</td>
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<tr>
<td>Test</td>
<td>Using test-taking strategies</td>
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<tr>
<td>Thinking</td>
<td>Using critical and logical thinking skills</td>
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<tr>
<td>Communicating</td>
<td>Using encoding, decoding, and active-listening skills</td>
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<tr>
<td>Diversity</td>
<td>An important quality on life issue</td>
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<tr>
<td>Money</td>
<td>Making it, protecting it, and spending it.</td>
</tr>
<tr>
<td>Health</td>
<td>Using and protecting the human machine</td>
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**Course Task:**

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: Quizzes will be turned in at the beginning of each selected class. Each quiz will be worth 15 points for a total of **(180 points)**

<Mid-term Exam: Chapters 1-6 will be worth **(50 points)**

<Final Exam: Chapters 7-12 will be worth **(50 points)**

**Required Text/Lecture Activities:**

<200 points for various text/lecture participation activities conducted during semester. These activities would include individual and team presentations, etc. **(200 points)**

**Team Reaction Paper:**

<20 points maximum for 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). Due dates will be posted. Please use WCC’s writing labs and various computer labs available to you throughout the campus if you need assistance in getting you work done. **(20 points)**

**Individual Oral Presentation:**

<50 points maximum for a 3-5 minute visual/oral presentation on learning outcomes student can discuss from Ellis’ text. **(50 points)**
Method of Grading:

- 450-550 pts.  A
- 400-449 pts.  B
- 350-399 pts.  C
- 300-349 pts.  D
- Below 299 pts.  F

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. I’ve been in education for over 35 years and I have met a wide spectrum of students. Here are some of the best advices I can share with you.

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 an option. We meet only 31 times during the semester. If you accrue five (5) or more unexcused absences, you will be deducted one full grade. Additional absent days will lower your grade further.
**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 best 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.

**Andragogical 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.