IS 103 – Introduction to College
Frosh Cohort Learning Community
3 Credits (CRN 64306)
Monday & Wednesday 10am – 11:15am

INSTRUCTOR: Sylvia A. Carter
OFFICE: ‘Ākoakoa 232
OFFICE HOURS: Fridays 1pm – 3pm or by appointment
TELEPHONE: 235-7476  EMAIL: sacarter@hawaii.edu
EFFECTIVE DATE: Fall/2018

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 the Ko‘olau region of O‘ahu and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

CATALOG DESCRIPTION

This course offers strategies for success in college and life-long learning. It emphasizes understanding yourself, setting and attaining goals, critical thinking, effective communication, relationship building, study habits and skills, time management, college resources, and setting your foundation to succeed. Students will participate in and lead classroom learning through discussions, readings, writing assignments, group activities, and hands-on experiences. (3 hours lecture)

Fulfills an Elective requirement.

The course may require individual conferences with the instructor outside of our regularly scheduled class time.

STUDENT LEARNING OUTCOMES

As a result of taking this course, students can expect to attain the following outcomes:

1. Identify personal characteristics (e.g., learning styles, strengths and weaknesses, habits of mind) and analyze how these impact decision-making and success.
2. Consider those factors which impact student relationships with others and articulate strategies and skills to encourage strong relationship building.
3. Identify college policies and resources related to students.
4. Practice learning strategies (e.g., note-taking, time management, test-taking) to increase success in college coursework.
### COURSE TASKS

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
<th>Total</th>
<th>Grand Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In Class</strong></td>
<td></td>
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<tr>
<td>Attendance &amp; Participation (30 days)</td>
<td>5 per day</td>
<td>150</td>
<td></td>
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<tr>
<td>Exit Pass answers at end of class (15)</td>
<td>3 per pass</td>
<td>45</td>
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<tr>
<td><strong>Writing</strong></td>
<td></td>
<td></td>
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<tr>
<td>Journal Entries (15)</td>
<td>5 per entry</td>
<td>75</td>
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<tr>
<td><strong>Small Projects</strong></td>
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<tr>
<td>Determining Your Superpower</td>
<td>30</td>
<td>60</td>
<td>360-400 = A</td>
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<tr>
<td>Resume</td>
<td>30</td>
<td>60</td>
<td>320-359 = B</td>
</tr>
<tr>
<td><strong>Out-of-class meeting</strong></td>
<td></td>
<td></td>
<td>280-319 = C</td>
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<tr>
<td>Career Counseling appointment</td>
<td></td>
<td></td>
<td>240-279 = D</td>
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<tr>
<td>with your assigned counselor</td>
<td></td>
<td></td>
<td>239-0 = F</td>
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<tr>
<td><strong>Meaningful Future Paper</strong></td>
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<tr>
<td>How you’re well suited for your future</td>
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<tr>
<td>career based on:</td>
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<tr>
<td>Personality Type</td>
<td>10</td>
<td>10</td>
<td></td>
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<tr>
<td>Superpower</td>
<td>10</td>
<td>10</td>
<td></td>
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<td>Educational Plan</td>
<td>10</td>
<td>10</td>
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<td>College Success Skills</td>
<td>10</td>
<td>10</td>
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<td>Focus 2</td>
<td>10</td>
<td>10</td>
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<tr>
<td>Career Opportunities</td>
<td>10</td>
<td>60</td>
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<tr>
<td>(Subject to Change)</td>
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<td>Total</td>
<td>400</td>
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**Absences:**
It is common courtesy to let your professor know if you need to miss class. Please email in advance when possible. Keep checking the syllabus for due dates that may fall when you are absent; it is your responsibility to submit work to the instructor even if you are absent.

**Attendance & Participation:** Attendance is a critical component of this course. Come to class on time and prepared to participate in class discussions. The class is built around interactive discussions and conversations. To earn full credit for participation you should plan on contributing something during every class and doing any assigned reading before class. Attendance and participation are worth 5 points per day.

**Written assignments (journals):** You will be submitting journal entries based on the activities during class. These are to be one full-page in length (longer is ok if the topic is really meaningful to you). Journal entries are meant to show reflection, depth of thought, and analysis. You will be required to take notes in class during the activity and are required to turn them in with your journal.

**Out-of-class meeting:** You will need to meet with your assigned academic counselor to review results of your online self-assessments regarding careers.

**Small Projects**
• **Determining Your Superpower**: Use the guidelines to create visual medium introducing your superpower to the class.

• **Resume**: This final version needs to be edited by the WCC Writing Lab, or another pre-approved tutor/instructor/counselor.

**Meaningful Future Paper**: Throughout the semester you will gather information about yourself through self-assessments & reflections. You will also be conducting research into careers & the Hawaii job market. Use the guidelines provided to combine this information into a Meaningful Future Career Paper of 3 pages’ length.

**Homework**: Homework includes readings to prepare you for the next class period and will be due at the start of the next class.

**Additional Information**:

- Keep all of your work from throughout this semester. Several of the assignments completed in class and out-of-class will be used by you in your final presentation.
- **Late work policy**: Grades for assignments turned in late will be reduced by 20%. Assignments turned in more than one week late will not be accepted. Requests for extensions are granted at the instructor’s discretion.

**ASSESSMENT TASKS AND GRADING**

**Course Grading**: The grading policy is designed to give you complete control over your grade. Your grade completely depends on the amount of time and energy you put into the course work. Everyone is capable of achieving an A in the course if you put in the time and effort. This emphasizes that learning is about time and energy rather than innate ability.

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**LEARNING RESOURCES**

You will have reading assignments to complete before and after certain classes. These will be provided to you in class.

**ADDITIONAL INFORMATION**

**Success tips**:

1. Show up for class and stay for the full class period.
2. Give time in class your full attention.
3. Use polite language, movements, and attitudes.
4. Communicate with your instructor when there are concerns (about understanding an assignment, etc.).

**DISABILITIES ACCOMMODATIONS**

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this 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 you may stop by Hale ʻĀkoakoa 213 for more information.

**TITLE IX**

Title IX prohibits discrimination on the basis of sex in education programs and activities that receive federal financial assistance. Specifically, Title IX prohibits sex discrimination; sexual harassment and gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression; sexual assault; sexual exploitation; domestic violence; dating violence; and stalking. For more information regarding your rights under Title IX, please visit: https://windward.hawaii.edu/Title_IX/.

Windward Community College is committed to the pursuit of equal education. If you or someone you know has experienced sex discrimination or gender-based violence, Windward CC has resources to support you. To speak with someone confidentially, contact Karla Silva-Park, Mental Health Counselor, at 808-235- 7468 or karlas@hawaii.edu or Kaahu Alo, Designated Confidential Advocate for Students, at 808-235- 7354 or kaahualo@hawaii.edu. To make a formal report, contact the Title IX Coordinator at 808-235-7393 or wcctix@hawaii.edu.

**ALTERNATE CONTACT INFORMATION**

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

Location: Alakai 121  
Phone: 808-235-7422  
Email: wccaa@hawaii.edu

*Windward Community College is an equal opportunity, affirmative action institution.*