IS-103, INTRODUCTION TO COLLEGE
3 Credits (CRN 64307)
MW - 11:30am to 12:45pm

INSTRUCTOR: Jeffrey Ho
OFFICE: Hale Palankila 214
OFFICE HOURS (times students may drop in for help): Mondays - 8:00am-9:45am, 3:45pm-5:15pm, 6:45pm-7:15pm; Wednesdays - 8:30am-9:45am
TELEPHONE: 236-9292 (email preferred) EMAIL: jbho@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 Koʻolau region of Oʻahu 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 lifelong 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)

Pre-Requisite(s): None

Activities Required at Scheduled Times Other Than Class Times: To be announced in class.

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 CONTENT

Concepts, Topics, Skills and Competencies
Syllabus
- Read it!
- How to read it
- Ground rules / Class “rules”
- Show up and sit up
- Pay attention to what really matters

Introductions and First Impressions
- EXTREME importance of first impressions
- In-class introductions (positive)
- Lasting impressions (are we creating a world of fear or joy?)
- Networks/relationships start now (specifically in college)

Me, Myself, and I
- Your life story
- from, now, going?
- challenges and successes
- Personality types
- mental health
- reducing stress and choosing joy
- managing emotions
- lone wolf vs collective learning
- convergence/divergence
- identity
- Health (physical, emotional, spiritual)

Interpersonal Communication
- making friends
- empathy
- attraction
- diversity
- language
- conflict management
- family and roles
- relationships

Career
- resumes
- interviewing
- career interests
- financial literacy and money
- social media (the brand of “you”)
- goals vs exploring
- passion vs skills you enjoy doing
- creating the ideal life/job

Education
- College vs high school
- Classes I loved/hated
- formal vs informal education
- the system and the game

Windward Community College is an equal opportunity, affirmative action institution.
- changing from within (systems and selves)
- Adapting subjects to personal interests

Learning
- what I know
- how I learn / how I don’t learn
- what’s the problem?
- learning styles
- Memory
- reading

Studying & Test Taking
- studying vs learning
- study skills
- study successes and failures
- playing as study
- study groups
- test taking strategies
- note-taking skills

Organizing
- time management and planners
- prioritizing and triage
- balance/schedule in real life
- daily/weekly routines
- lists and outlining
- filing systems (cloud and binders) for easy access

Campus Resources
- campus tour
- financial aid
- counseling
- study abroad
- service learning
- TRiO
- food, smoking (not), copies, quiet places…

**Themes for this cohort class** (incorporating lessons from HIST-151):
1. **The Observer** - The importance of listening, paying attention, and learning
2. **Cause and Effect** - An analysis of why events took place and the connections to the present (both in history and our personal lives)
3. **The Possibilities** - What if…? Applying our knowledge of history toward the future of our own lives and world
**COURSE TASKS**

All coursework for HIST-151 and relevant preparation work for IS-103: You must successfully complete all coursework assigned for our cohort section of HIST-151. You will gain points in class for successfully completing tasks (reading, preparing discussions/activities, group/individual presentations, etc…) related to work needing to be done for HIST-151.

**Attendance and Participation:** Due to the nature of this course, attendance and participation will make up 60% of your total course grade. Points will be given out every class for attendance as well as for participation.

**Discussion Forum Essays:** Post required discussions and essays on Laulima in the designated discussion forum area. *You must write a minimum of 200 words per topic (post your word count at the end of all essays).*

**Group Presentations:** An integral part of becoming a successful student is working effectively with others. You will be required to participate in group projects. Attendance while preparing and presenting the group project as well as peer feedback will be the major grading criteria.

**International Education Week - Group:** In addition to the group projects presented in class, you will have one major group presentation to be delivered in public at WCC’s International Education Week. Attendance is required on the day of the presentation.

Your grade will be based on the total number of points you earn as outlined directly below. You may find it useful to use the assignment chart below to keep track of your points through the semester.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance (1 pt per class)</td>
<td>30</td>
</tr>
<tr>
<td>Participation (1 pt per task assigned in class)</td>
<td>30</td>
</tr>
<tr>
<td>Discussion Forum Entries x 15 (2 pts each)</td>
<td>30</td>
</tr>
<tr>
<td>Self-Evaluation</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Points =</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

**LEARNING RESOURCES**

Materials posted on Laulima: Syllabus, assignments, class materials, and announcements will be distributed to the class via Laulima. It is your responsibility to regularly check your Laulima account. Log in using your UH username and password. Please check your email frequently as the instructor often sends information via email. The address for accessing Laulima is: [https://laulima.hawaii.edu/portal](https://laulima.hawaii.edu/portal)

Located below is a website to help with research, APA format & citations, and library services:

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

**Attendance Policy:** Regular and prompt attendance is necessary for students to achieve the goals of this course. Most activities build upon one another so attendance and adequate preparation for each class period are essential. Students are responsible for material covered in classes in which they were absent (whether the absence was excused or unexcused) or late to class.

**Unexcused Absences:** You will receive a score of “0” (zero) for any missed individual or group presentation, examination, or in-class activity due to an unexcused absence. If there is a prior engagement, notify your instructor and discuss your situation.

1. **Deductions for unexcused absences.** Attendance will be regularly recorded. You are allowed 3 (THREE) UNEXCUSED absences this semester. For every unexcused absence thereafter, 3 points (or, 3% of the total course grade) will be deducted from your final course grade.
2. **Deductions for tardiness.** If students are 15 minutes late to class or if they leave class 15 minutes or earlier, they will be marked as absent.

**E-mails:** The University of Hawaii e-mail has been declared an official means for communication with students. Executive Policy E2.213 reads: “Students are responsible for checking their email account frequently and consistently to remain current with University communications. They are expected to monitor and manage their email storage quota to insure that their mailboxes are not saturated and are able to receive new messages.”

**Cellular/Digital Phones and Other Electronic Devices:** Before attending class, turn off all cellular/digital phones and other portable electronic devices that can ring and disrupt the class.

**MySuccess:** Students may be referred for extra help or advising through MySuccess. Students can also explore resources at MySuccess.Hawaii.edu and windward.hawaii.edu/MySuccess

**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 ‘Ākoakoa 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.

**ACADEMIC INTEGRITY**

Work submitted by a student must be the student’s own work. The work of others should be explicitly marked, such as through use of quotes or summarizing with reference to the original author.

Students can upload papers to [http://www.TurnItIn.com](http://www.TurnItIn.com) to have papers checked for authenticity, highlighting where the paper potentially fails to appropriately reference sources.

In this class, students who commit academic dishonesty, cheating or plagiarism will have the following consequence(s):

Students will receive a failing grade for plagiarized assignments.

All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

**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