

IS 103 Introduction to College
CRN # 60234
Tuesday and Thursday 11:30 – 12:45 p.m.
Palanakila #212

Instructor: Carla Rogers, MA, Counselor
Office: Hale ʻŌkoako 204, Windward Community College
Office Hours: 3:00-4:30 Tuesdays/Thursdays or by appointment
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Effective Date: Fall 2015 (Aug. 24-Dec. 18, 2015)

Credit Hours: 3 elective credits

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) 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.

Course Purpose

This course is designed to help you create greater success in college and in life. In the coming weeks, you will learn many proven strategies for creating greater academic, professional, and personal success. We will use guided journal writings to explore these strategies, and as a bonus, you will learn to express yourself more confidently using modern technology. You may never again have an opportunity quite like this one to discover how to create a rich, personally fulfilling life. I urge you to make the most of this extraordinary opportunity! If you do, you will dramatically change the outcome of your life—for the better!

Co-Requisite

This class is part of a Frosh Cohort Learning Community. Students must be enrolled in ICS 101, CRN #60299 which meets T/R 10:00-11:15, Palanakila #122.

Student Learning Outcomes

At the successful completion of this course, you will 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.

Learning Resources

Required text: On Course, Strategies for Creating Success in College and in Life, Study Skills Plus, 2th Edition, by Skip Downing

Required materials: Access and ability to use Laulima; writing utensil for in-class use.

Resources: Lectures, Power Point presentations, field trips, videos, guest speakers, etc.

Student Responsibilities

- ❖ The student is expected to attend and actively participate in all course lectures and activities, and complete assignments on time.
- ❖ The student is expected to be prepared in advance of class sessions (i.e. having read text materials, bringing required work materials to class).
- ❖ The student is responsible to be aware of announced changes in the course schedule, including examination dates and assignment deadlines.
- ❖ It is the students' responsibility to be informed about deadlines critical to making registration changes (e.g. last day of erase period and last day for making an official withdrawal).
- ❖ The student is responsible for managing their time appropriately. College courses require much more reading, writing and studying than high school. Students can expect to spend 10 hours per week (in class as well as study and preparation time) on every class they take.
- ❖ The student is responsible for **not** using cell phones or electrical devices in class other than what is authorized by the instructor.

Important Academic Calendar Dates

Last day to Add/Late Register	8/28
Last Day 100% Refund of Tuition	8/28
Last Day to Withdraw without "W" grade and 50% refund	9/14
Last Day to withdraw with "W" grade	10/30
Last Day to Change to CR/NC or Audit Option	10/30
Registration For Spring 2016 Begins (Time Ticketing)	11/2

Course Grading			
GRADE	ACHIEVEMENT LEVEL	DEFINITION	POINT SPREAD
A	Excellent	90 - 100% of total points	268-300
B	Above average	80 - 89% of total points	238-267
C	Average	70 - 79% of total points	208-237
D	Minimal passing	60 – 69% of total points	178-207
F	Failure to pass	Below 59% of total points	0-177
I	Incomplete	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.	
CR	At C level or higher	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 10 th week of classes (see catalog).	
NC	Lower than C level	Below 65% of total points; this grade only available under the CR/NC option (see catalog).	
N	No grade given	Instructor use for students unable to complete the course due to extenuating circumstances, such as major health, personal or family emergencies.	
W	Withdrawal	Official drop/withdrawal from the course by 10/25/11 deadline (see schedule of classes).	
NOTE ¹		Drop of one grade 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.	

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 Disabilities Accommodations Coordinator to discuss reasonable accommodations that will help you succeed in this class. Dr. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or in her office at Hale ʻŌkokoia 213.

University Statement on Non-Discrimination

The University of Hawai'i 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, you may file a complaint with Karen Cho, EEO/AA coordinator, 235-7404, Hale Alaka'i, Room 120.