

Clarendon College
Orientation PSYC 1200
Fall 2011

Instructor: Wendy Altman

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Office Location: Childress Center Suite I

Revision Date: September 5, 2011

Course Overview & Description:

This course provides incoming students the opportunity to acquire academic survival skills and to develop critical thinking skills for success in college.

Prerequisites:

There are no prerequisites for this course.

Hybrid Format:

This class is taught in a hybrid format which means that half of the class is online and half is in the traditional face to face classroom. The journal entries and quizzes are done online as well as any group discussion that may be posted. The classroom time is used for discussion and classroom exercises designed to apply what you have learned.

Required Course Materials:

Text Book: College & Career Success Fourth Edition by: Marsha Fralick ISBN: 978-0-7575-5341-7

Student Learning Outcomes

Students will:

Motivation

- Use motivation techniques to persist in college
- Set up an effective study environment
- Complete a behavior modification project to establish habits that lead to success
- Keys to Success: Understand the importance of persistence in reaching personal goals

Personality

- Describe their personality types and list majors that match
- Describe their ideal work environment based on personality type
- Describe how personality type affects decision making and time management
- Keys to Success: Use personal strengths in the career exploration process

Learning Style and Intelligence

- Identify 20 factors that affect learning style
- List learning strategies that match their learning style and personality type
- List multiple intelligences
- Keys to Success: Understand how to use personal responsibility to create their success

Memory and Reading

- Describe how the memory works
- Apply memory techniques to college studying and reading
- Apply the SQ4R reading system to college textbooks
- Keys to Success: Use positive thinking about the future

Test Taking

- Use exam preparation techniques to adequately prepare for tests
- Apply techniques to deal with test anxiety
- Use test taking techniques to improve test performance
- Keys to Success: Understand the importance of preparation for success in college, careers and life

Taking Notes, Writing and Speaking

- Apply listening techniques to a college lecture
- Practice note taking systems for a college lecture
- Use preparation, organization, writing, editing and revising (POWER writing) for college writing projects
- Practice some basics of public speaking
- Keys to Success: Apply selectivity in identifying the main points for note listening, note taking, writing and prioritizing

Interests and Values

- Make a list of personal interests and values
- Identify interests using Holland's theory of career interests
- Discuss the concept of a balanced lifestyle (work/study, leisure, social)
- Keys to Success: Practice using values in the decision making process

Career and Education

- Understand generational differences and how they affect the world of work
- Examine career trends of the future and how they affect career choice
- Research a career that matches personality and interests
- Practice the steps in a decision-making process
- Create an educational plan that matches skills, personality, interests and values
- Practice interviewing techniques
- View samples of resumes for college students
- Keys to Success: Explore useful ideas for dealing with unexpected events and crisis situations

Communication and Relationships

- Describe how personality type affects communication style
- Practice effective communication techniques
- Discuss ways to improve relationships
- Keys to Success: Explore ways deal in a positive way with failures and mistakes

Critical and Creative Thinking

- Describe the critical thinking process
- Identify fallacies in reasoning
- Apply critical thinking to problem scenarios
- Describe the creative thinking process
- Apply creative thinking to generate new ideas

Keys to Success: Use humor to deal with difficulties in life

Health

- Use government guidelines to develop a plan for healthy nutrition and exercise
- Increase awareness of addictions to smoking, alcohol and illegal drugs
- Read information about sexually transmitted diseases, including AIDS
- Explain the necessity for getting adequate sleep

- Discuss information about stress and practice relaxation exercises
- List the steps for making positive changes in life
- Keys to Success: Make a plan for increasing longevity

Diversity

- Discuss the importance of appreciating diversity
- Learn vocabulary for understanding diversity
- Practice techniques for communicating across cultures
- Increase understanding of sexual orientation
- Examine the stages of ethical development
- Keys to Success: Appreciate individual differences

The Future

- Examine life stages
- Practice positive thinking
- Make a plan for happiness in life
- Keys to Success: Believe in your success

Course Credit:

This course is taken for credit and will need to be repeated if you should go on academic probation or suspension.

Rational For This Course:

This course is required for all students entering the college. Its purpose is to promote academic success, retention and personal enrichment. Courses of this type are required at most colleges throughout the U.S. You will become familiar with our campus and its resources; review study and academic survival skills; get to know each other and bond as a group. Develop "study buddies", friends to call upon when in need of class notes, etc.

Course Requirements:

When students attend class, participate in discussions, and do the reading, students find the subject matter relatively easy to master. Students are responsible to read all material assigned, be prepared for discussion and have completed all assignments before class. No single test or assignment makes or breaks the students' final grade. When students work steadily throughout the semester they do well.

How to Contact the Instructor:

See me before or after class. You may phone or leave a voice mail message at 940-937-2001. You can contact me by e-mail at wendy.altman@clarendoncollege.edu

Assignments:

Read the chapters and complete the quizzes, discussion questions and journal entries for the assigned chapter **before you come to class**. You will be required to read approximately one chapter per week during the regular semester.

How to Log in to the Course:

Go to the college website at www.clarendoncollege.edu click on the icon WebCT. Enter your user name and password. Once you have signed in you should see PSYC 1200 in your list of courses.

Academic Accommodations:

Academic accommodations are available for students with disabilities. Please identify yourself to the Dean of Students so that the appropriate accommodations can be made.

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Complete the journal entries, activities and quizzes on CollegeScope by 11:55 PM **the day before class**. Use the course to complete the quizzes and submit written assignments. Quizzes are also due by 11:55 pm **the day before class**.

Grading Scale:

Grading on the curve is not done under any circumstance in this course. Students are gladly given any grade that they earn. Students are assigned a grade according to the number of points earned at the conclusion of the course. Therefore, it is possible for students to track their progress throughout the course.

Grades will be assigned on total points accumulated from the following:

Quiz Questions 140 points

Journal Entries 350 points

Classroom and online discussions 280 points

Mid-Term Exam 100 points

Final Exam 100 points

970 points

Below are the requirements for a "D," "C," "B," and "A."

873 - 970 A [90-100 A]

776 - 872 B [80- 89 B]

679 - 775 C [70- 79 C]

582 - 678 D [60- 69 D]

Below 582 F [below 60 F]

Academic Honesty:

All students are expected to maintain unwavering integrity in the completion and submission of academic assignments. The college will not condone academic dishonesty (plagiarism or cheating) and students found guilty of academic misconduct are subject to disciplinary action(s). Source: Clarendon College—Student Handbook.

Attendance:

Students are required to attend all class meetings. If a class meeting is missed, it is the sole responsibility of the students to obtain notes and handouts for another student.

The instructor may drop a student from the course if absences or instances of arriving late for class are determined by the instructor to be excessive.

Class Conduct:

Students with pagers and cell phones are requested to have them turned off during class. If an emergency exists requiring these items to remain active during class then notify the Instructor prior to start of class.

How to Make the Instructor Happy:

1. Arrive to class on time. However, better late than never.
2. Be prepared for class. However, come to class even if you are not prepared.
3. Show respect by listening to other students' opinions and ideas.
4. Feel free to express your own opinions and ideas.
5. Appreciate differences such as culture, language, economic background, academic ability, physical disability or lifestyle.

How to Irritate the Instructor:

Ask the following questions: Orientation—Altman Spring 2011 Page 5 of 7

1. Did I miss anything important last time? Everything we do is important.
2. I'll be absent next week. Will I miss anything important? Yes, you will.
3. Is it OK if I leave at the break? No, it is not OK.
4. What is the assignment? Consult your calendar, but ask if you have questions.

How to Irritate the Instructor and Other Students:

1. Talking while another student is talking.
2. Talking while the instructor is talking.
3. Interrupting the class with your cell phone.

Caveat/Disclaimer:

The syllabus, policies, schedule and assignments for this course are subject to change in the event of extenuating circumstances by the instructor. Orientation—Altman Spring 2011 Page 6 of 7

Course Outline

Date Assignment

Jan. 18 Introduction to the Course

Class Exercises, Assignments and Project due in class

Jan 25 Chapter 1, all assignments are to be completed 11:55 pm **the day before class**

Class Exercises, Assignments and Project due in class

Feb 1 Chapter 2, all assignments are to be completed 11:55 pm **the day before class**

Class Exercises, Assignments and Project due in class

Feb 8 Chapter 3, all assignments are to be completed 11:55 pm **the day before class**

Critical Thinking Assessment must be completed by 11:55 pm **the day before class.**

Class Exercises, Assignments and Project due in class

Feb 15 Chapter 4, all assignments are to be completed 11:55 pm **the day before class**

Class Exercises, Assignments and Project due in class

Feb 22 Chapter 5, all assignments are to be completed 11:55 pm **the day before class**

Class Exercises, Assignments and Project due in class

Mar 1 Chapter 6, all assignments are to be completed 11:55 pm **the day before class**

Test #1 Chapters 1-5

Class Exercises, Assignments and Project due in class

Mar 8 Chapter 7, all assignments are to be completed 11:55 pm **the day before class**

Class Exercises, Assignments and Project due in class

Mar 11 **Mid-Term Exam Due**

Mar 22 Chapter 8, all assignments are to be completed 11:55 pm **the day before class**

Class Exercises, Assignments and Project due in class

Mar 29 Chapter 9, all assignments are to be completed 11:55 pm **the day before class**

Class Exercises, Assignments and Project due in class

April 5 Chapter 10, all assignments are to be completed 11:55 pm **the day before class**

Class Exercises, Assignments and Project due in class

April 12 Chapter 11, all assignments are to be completed 11:55 pm **the day before class**

Test #2 Chapters 6-10

Class Exercises, Assignments and Project due in class

April 19 Chapter 12, all assignments are to be completed 11:55 pm **the day before class**

Class Exercises, Assignments and Project due in class

April 26 Chapter 13, all assignments are to be completed 11:55 pm **the day before class**

Class Exercises, Assignments and Project due in class

May 3 Chapter 14, all assignments are to be completed 11:55 pm **the day before class**

Test #4 Chapters 11-14

Class Exercises, Assignments and Project due in class

May 10 **Final Exam** Orientation—Altman Spring 2011 Page 7 of 7