**SYLLABUS**

**DATE OF LAST REVIEW:** September 2, 2010

**CIP CODE:** 24.0101

**SEMESTER:** Departmental Syllabus

**COURSE:** Strategies for Academic Excellence and Lifelong Learning

**COURSE NUMBER: HUDV 101**

**CREDIT HOURS: 2**

**INSTRUCTOR:** Departmental Syllabus

**OFFICE LOCATION:** Departmental Syllabus

**OFFICE HOURS:** Departmental Syllabus

**TELEPHONE:** Departmental Syllabus

**EMAIL:** ***KCKCC-issued email accounts are the official means for electronically***

 ***communicating with our students.***

**PREREQUISITE:** Completed application to enroll at KCKCC and completed Accuplacer.

**REQUIRED TEXT AND MATERIALS:** Please check with the KCKCC bookstore, <http://www.kckccbookstore.com/>, for the required texts for your particular class.

**COURSE DESCRIPTION:**

This course will include topics designed to acquaint the student with the campus community, classroom expectations, counseling services, testing, and other experiences incidental to a successful adjustment to college life. Also covered are study skills, note taking, stress and fitness, and human relationships. Strategies for Academic Excellence/Lifelong Learning is a required course for all freshmen except those who meet one of the five exemptions listed in the KCKCC catalog.

Strategies for Academic Excellence/Lifelong Learning is an enrollment requirement. Should a student not pass this two-hour orientation course, he/she assumes the responsibility to re-enroll each semester until the course is satisfactorily completed. .

**Online Sections:**  Online courses rely on the use of the Internet and a course management system for content delivery.  Courses are accessible both on campus and from most remote sites.  Specific information regarding computer skills and system requirements can be found at <http://helpdesk.kckcc.edu/helpdesk/>

**METHOD OF INSTRUCTION:** A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

**COURSE OUTLINE:**

The four broad areas will be covered by all instructors. Individual instructors may create their own outlines and order of presentation, as long as each of these areas is covered.

1. Module I. Lifelong Strategies
2. Learning style
3. Time management
4. Taking notes/Tests
5. Reading/Writing skills
6. Memory strategies
7. Making decisions
8. Diversity
9. Budgeting
10. Health and Wellness
11. Module II Student Services
12. Admissions
13. Counseling
14. Career Planning
15. Wellness Center
16. Academic Resources
17. Campus Police
18. Student Handbook/Code of Conduct
19. Women’s Resource Center
20. Administrative Assistants
21. College Catalog
22. Financial Aid
23. Student Health Services
24. Module III Technology
25. Library: on ground and online
26. WebAdvisor
27. Online class: access and management
28. Module IV E-Portfolio

**EXPECTED LEARNER OUTCOMES:**

Purpose Statement:

To facilitate KCKCC's mission and purpose of providing a learning environment that encourages challenging, innovative, and varied programs, teaching methods, and delivery systems which enhance student intellectual development to the fullest extent possible, and that stresses the attitudes, behaviors, responsibilities, and skills required for effective learning.

1. The student will be able to know the college's purpose, goals, and services.
2. The student will be able to apply the learning strategies to educational, work, and life situations.
3. The student will be able to use career development inventories and materials to assist in career selection.
4. The student will be able to identify the components of a healthy lifestyle.
5. The student will be able to apply critical thinking skills in academic courses and programs and in their lives and their workplace.
6. The student will be able to know of the importance of diversity and multiculturalism as an essential component of general education.

**COURSE COMPETENCIES:**

*The student will be able to know the college's purpose, goals, and services.*

1. The student will understand the college's purpose, goals, and services.
2. The student will be able to explain the degree options at KCKCC.
3. The student will be able to locate various campus offices, including admissions, financial aid, learning resource center, library, counseling, campus police, bookstore, student activities, etc.
4. The student will be able to explain the goals of KCKCC.
5. The student will be able to interpret policies on grading, withdrawal, forgiveness, renewal, probation, the code of student conduct, and student's rights.
6. The student will be able to identify campus publications, including the General Catalog, The Advocate, the Student Handbook, and the class schedule.
7. The student will be able to access appropriate transfer information.
8. The student will be able to use Campus Connect, Library and online.
9. The student will have a basic understanding of taking an online course.
10. The student will understand components of an E-Portfolio and uploading their own personal site.

*The student will be able to apply the learning strategies to educational, work, and life situations****.***

1. The student will be exposed to study skills for education, work, and life situations.
2. The student will be able to explain his/her learning style.
3. The student will be able to develop alternative ways to study.
4. The student will be able to name three types of note taking systems.
5. The student will be able to select an appropriate type of note taking system for a variety of situations.
6. The student will be able to explain the active reading process.
7. The student will be able to explain the writing process.
8. The student will be able to practice memory techniques with different types of material.
9. The student will be able to evaluate effectiveness of various memory techniques.
10. The student will be able to explain effective methods to study for math and science courses.
11. The student will be able to discuss methods to lower math anxiety.
12. The student will be able to examine a test from another class to identify test taking errors.
13. The student will use career development inventories and materials to assist in career selection.
14. The student will be able to identify personal skills and interests through self-assessment inventories.
15. The student will be able to research a career using the Internet and other resources.
16. The student will be able to relate personal skills to demands of a particular career.
17. The student will be able to develop a network of contacts; create a resume.

*The student will be able to use career development inventories and materials to assist in career selection.*

1. The student will identify components of a healthy lifestyle.
2. The student will be able to discuss the elements of a healthy lifestyle from the viewpoints of diet and exercise.
3. The student will be able to discuss the benefits of good mental health.
4. The student will be able to analyze stressful situations and develop a coping plan/system.

*The student will be able to apply critical thinking skills in academic courses and programs and in their lives and their workplace.*

1. The student will know how to apply critical thinking skills in academic courses and programs in their lives and their workplace.
2. The student will be able to apply the problem solving process to a particular situation in his/her life.
3. The student will be able to design a personal budget using critical thinking skills.

*The student will be able to know of the importance of diversity and multiculturalism as an essential component of general education.*

1. The student will understand the importance of diversity and multiculturalism as an essential component of general education.
2. The student will be able to develop a personal definition of diversity.
3. The student will be able to identify communication styles.
4. The student will be able to create practical tools for overcoming communication problems.
5. The student will be able to create conflict management strategies for a variety of situations.
6. The student will be able to develop methods to manage criticism.

**ASSESSMENT OF LEARNER OUTCOMES:**

Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

Students are expected to attend all lectures in their entirety. Students should notify the instructor in advance if attendance is not possible and arrange for any makeup work if indicated. The instructor is not responsible to provide information covered in class.

All assignments are to be read and/or completed for the class sessions in which they appear on the schedule. Students will be responsible for reading the assignments and attending classes in order to prepare to participate in discussions, successful completion of quizzes and exams, completion of class activities and projects.

The written examinations may contain multiple choice, true or false, matching, fill in the blanks, or short answer questions. They will be based on lectures, handouts and other information given in class.

Grading Scale:

 90 to 100 A

 80 to 90 B

 70 to 80 C

 60 to 70 D

 Below 60 F

If a student misses two consecutive classes and does not contact the instructor, they are subject to an administrative withdrawal from the class. If a student misses a class, they must contact the instructor the day of the class.

**SPECIAL NOTES**:

Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center at: 913-288-7670.

Fall – year \_\_\_\_\_

Spring – year \_\_\_\_\_

Summer – year \_\_\_\_\_

**KANSAS CITY KANSAS COMMUNITY COLLEGE**

# COMPETENCY INDEX

Course Number/Section/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division: Social Science\_\_\_\_\_

RATING SCALE for Competency Achievement

4- Superior

3-Good

2-Average

1-Inferior

0-Failure

NA – Not Addressed

DIRECTIONS:

Evaluate the student by checking or highlighting the appropriate number to indicate the degree of competency achieved.

**Rating Course Competency**

1. The student will know the college's purpose, goals, and services.
2. The student will be able to explain the degree options at KCKCC.
3. The student will be able to locate various campus offices, including admissions, financial aid, learning resource center, library, counseling, campus police, bookstore, student activities, etc.
4. The student will be able to explain the goals of KCKCC.
5. The student will be able to interpret policies on grading, withdrawal, forgiveness, renewal, probation, the code of student conduct, and student's rights.
6. The student will be able to identify campus publications, including the General Catalog, The Advocate, the Student Handbook, and the class schedule.
7. The student will be able to access appropriate transfer information.
8. The student will be able to use Campus Connect, Library and online.
9. The student will have a basic understanding of taking an online course.
10. The student will understand components of an E-Portfolio and uploading their own personal site.
11. The student will be exposed to study skills for education, work, and life situations.
12. The student will be able to explain his/her learning style.
13. The student will be able to develop alternative ways to study.
14. The student will be able to name three types of note taking systems.
15. The student will be able to select an appropriate type of note taking system for a variety of situations.
16. The student will be able to explain the active reading process.
17. The student will be able to explain the writing process.
18. The student will be able to practice memory techniques with different types of material.
19. The student will be able to evaluate effectiveness of various memory techniques.
20. The student will be able to explain effective methods to study for math and science courses.
21. The student will be able to discuss methods to lower math anxiety.
22. The student will be able to examine a test from another class to identify test taking errors.
23. The student will use career development inventories and materials to assist in career selection.
24. The student will be able to identify personal skills and interests through self-assessment inventories.
25. The student will be able to research a career using the Internet and other resources.
26. The student will be able to relate personal skills to demands of a particular career.
27. The student will be able to develop a network of contacts; create a resume.
28. The student will identify components of a healthy lifestyle.
29. The student will be able to discuss the elements of a healthy lifestyle from the viewpoints of diet and exercise.
30. The student will be able to discuss the benefits of good mental health.
31. The student will be able to analyze stressful situations and develop a coping plan/system.
32. The student will know how to apply critical thinking skills in academic courses and programs in their lives and their workplace.
33. The student will be able to apply the problem solving process to a particular situation in his/her life.
34. The student will be able to design a personal budget using critical thinking skills.
35. The student will know the importance of diversity and multiculturalism as an essential component of general education.
36. The student will be able to develop a personal definition of diversity.
37. The student will be able to identify communication styles.
38. The student will be able to create practical tools for overcoming communication problems.
39. The student will be able to create conflict management strategies for a variety of situations.
40. The student will be able to develop methods to manage criticism.

Please check one of the following:

\_\_\_\_\_ I certify that the student completed the course and the competencies indicated as indicated.

\_\_\_\_\_ I certify that the student completed 25% of the course competencies as indicated.

Instructor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Kansas City Kansas Community College

### 21st Century General Education Learning Outcomes

### Learning Outcomes

Discipline knowledge and content mastery is expected of all graduates. More specifically, KCKCC is committed to the Learning Outcomes listed below. We believe that competence in the Learning Outcomes is essential for the success of graduates and will enhance their ability to become contributing members of our increasingly complex world. These areas of knowledge and skills are equally valid for all KCKCC graduates, whether they transfer to a four-year college or pursue a career after leaving college.

### General Education Learning Outcomes

#### Communication Learning Outcomes

The learner will have the ability to express, interpret, and modify ideas/information effectively (both written and oral), including but not limited to reading text accurately and correctly; writing with a clear purpose and effective organization; speaking effectively using appropriate styles that suit the message, purpose, and content; and employing active listening techniques.

#### Computation Learning Outcomes

The learner will have the ability to understand and apply mathematical concepts and reasoning using numerical data.

#### Critical Reasoning Learning Outcomes

The learner will understand inductive and deductive reasoning and have the ability to define problems and use data (qualitative and quantitative) to make complex decisions utilizing analysis, synthesis, and evaluation skills.

#### Technology and Information Management Learning Outcomes

The learner will have the ability to define, collect, organize, analyze, and evaluate information from a variety of sources. The learner will also have the ability to understand basic technology concepts and functionality in order to use technology as a tool to locate and retrieve information.

#### Community and Civil Responsibility Learning Outcomes

The learner will demonstrate knowledge, awareness, and understanding of diverse ideas, values, and perspectives of a culturally diverse world; an understanding of the ethical issues and values that are prerequisites for making sound judgments and decisions; a recognition of the obligation to become actively involved as a contributing member of the community; and a sensitivity to the awareness of aesthetic expression.

#### Personal and interpersonal Skills Learning Outcomes

The learner will have the ability to work cooperatively and productively with others; to understand and evaluate his/her capabilities; to manage his/her personal growth by setting realistic and appropriate goals.

SOCIAL AND BEHAVIORAL SCIENCES

STUDENT SUCCESS STRATEGIES

Know your teacher’s name.

Turn off your electronic devices in class/make paying attention to the work of the class your only concern.

Miss class only when you cannot attend/acquire missed information and materials ASAP.

Know your syllabus.

Know the attendance policy.

Know the requirements for tests and assignments.

Know information about final exam and make-up exams.

Know instructor’s position on use of Wikipedia or other online sources.

Know the instructor’s preferred writing style (APA, MLA, etc.).

Always know your grade.

Contact your teacher ASAP with concerns or questions.

Know the benefits of the academic resource center.

Know if your course has a practicum, service learning component, or other exception.

Use an academic planner.

Know the course withdrawal policy.

Know your instructor’s office hours and make appointments when necessary.

Know the school’s scholastic honesty policy.

Be familiar with the course learning objectives, course competencies, and the college’s 21st century learning outcomes for general education.