



**COH 112 – Scholastic Enhancement
SPRING 2017
T 4:30 p.m. – 6:00 p.m.
Ag/IT 214**

Instructor: Mrs. Brittney Yager, Academic Advisor
Office Location: AG/IT 222Q
Office Hours: Tuesday 2:00 p.m. – 4:00 p.m. (and by appointment)
Office Phone: 903-886-5778
Office Fax: 903-886-5774
University Email Address: Brittney.Yager@tamuc.edu

COURSE INFORMATION

Required Textbook:

Navigating Your Future: An Interactive Journey to Personal and Academic Success
Bruce J. Colbert
ISBN: 9780131960848

Most of your reading for this course will come from the above required text. A copy of this textbook will be checked out to you on the first class day for use during the semester. However, if you wish to write in or highlight the textbook, you may purchase your own copy through an online vendor.

Catalog Course Description:

This course assists students in refining approaches and practices that can lead to enhanced scholastic success in college-level classes and academic activities.

Student Learning Outcomes: By the end of this semester, the student will be able to:

1. The student will specifically identify his/her own academic strengths and challenges.
2. The student will demonstrate an understanding of successful techniques for academic success.
3. The student will develop a realizable plan of action for enhanced achievement in future academic endeavors.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments:

PARTICIPATION AND ATTENDANCE (35%): *Note that attendance alone does not constitute participation. Each student will begin with a mid-passing Participation and Attendance grade of an 80. Strong effort or lack of effort during each class and over the course of the semester as a whole will either raise or lower that grade. Amongst other things, additional participation credit may be acquired by attendance at certain University-sponsored events as designated by me. Participation includes input in class discussions, input in group assignments, answering questions, preparedness for class sessions, and general attentiveness during lecture.*

**Measures Course Learning Outcomes #1, #2, and #3.*

QUIZZES (15%): There will be three short quizzes given in this class that will generally focus on the chapters, lectures, activities, etc. Quizzes will be comprised of matching, multiple choice, true/false, and/or short answer questions. Telling me that you were absent after the fact will not excuse you from a quiz. You must contact me before your absence, and approval for makeup quizzes will only be granted in cases of extreme emergencies (documentation required). *Under normal circumstances, no make-up quizzes will be given. Students arriving late to class should be aware... once the first quiz is handed in from a student in the class, no other quizzes will be distributed. So, make sure that you arrive on time and prepared!!!*

**Measures Course Learning Outcome #1 and #2.*

GOAL MAP (15%): You will be responsible for constructing a goal map based on one long-term goal that you have set for yourself. Use at least 4 short-term goals and two mid-range goals to make a map to one long-term goal. Each goal should lead to the next. Short-term \Rightarrow mid-range \Rightarrow long-term. Use pictures, photos, or other media to illustrate your goals – do not just write them down in words. Be creative!

**Measures Course Learning Outcome #1, #2, and #3.*

ACADEMIC PLANNER (10%): You will use the academic planner you have been provided to plan out the rest of your semester. Take the syllabi from your classes in which you are enrolled (including this one). Put the major due dates from the syllabi in your planner. For example: COH 112 Quiz #1 will go in the box for Tuesday, January 31st. If you have lost a syllabus from a course, you can find it on the current schedule of classes (www.tamuc.edu/schedule). House Bill 2504 mandates that all syllabi must be posted by the first class day, so there is no excuse as to why you don't have one. To turn in this assignment, you will need to set up a meeting with me after the first class day and **before** the second class. *You must schedule an appointment – do not drop in and expect me to grade your assignment.* Send me an email to schedule your appointment. I will also use this email to critique and make recommendations on your communication techniques, which we will refer to later in the semester. *This assignment cannot be turned in during class. You must meet with me prior to 4:00pm on January 26th.*

**Measures Course Learning Outcome #2 and #3.*

PLAGIARISM CERTIFICATE (10%): Plagiarism is a serious offense with debilitating consequences. You will visit <https://www.indiana.edu/~istd/> for a tutorial on “How to Recognize Plagiarism”.

Visit each section on the left hand side, including IU Definition, Overview, Cases, Examples, and Practice. Once you feel you have mastered the material, take the Certification Test. Your age group is "I'm an undergraduate college student or advanced high school student". You will need to register an account to take the test, using a valid email address. When you pass the test, your certificate will be emailed to you. Print out the certificate and bring it to class on the due date. I will not accept certificates emailed to me, so be sure that you print it.

**Measures Course Learning Outcome #2.*

REFLECTION ESSAY (15%): You will submit an essay on how this class has changed you academically. Include your academic strengths and challenges, and how/if they have changed over the course of the class. Identify tools and techniques you have learned, and how you plan to use them on your path to academic recovery. Describe what you plan to do differently in order to succeed academically in the future. The essay should be a maximum of two (2) pages, double spaced, Times New Roman 12 point font. Put your name and the course number in the header – do not use them to take up space in your paper. I encourage you to utilize the Writing Center for this assignment.

**Measures Course Learning Outcome #1, #2, and #3.*

READINGS: Assigned readings should be completed prior to the class period in which we are covering the material.

Grading:

GRADING SCALE: The following grading scale will be used to determine all individual grades as well as the student's overall grade in the course:

A=90%-100% (Exceptional Quality Work); B =80%-89% (Good Quality Work); C=70%-79% (Average Quality Work); D=60%-69% (Below Average Quality Work); F=0%-59% (Fails to Meet Acceptable Expectations in Quality of Work)

Note: Numerical correlations for individual assignments receiving awarded letter grades in this class may be calculated as follows: A 95%; B 85%; C 75%; D 65%.

GRADING RUBRIC

Assignment	Grade
Quiz #1 (5%)	
Goal Map (15%)	
Quiz #2 (5%)	
Plagiarism Certificate (10%)	
Academic Planner Assignment (10%)	

Quiz #3 (5%)	
Reflection Essay (15%)	
Participation and Attendance (35%)	
Semester Grade	

TECHNOLOGY REQUIREMENTS

WORKING EMAIL REQUIREMENT: It is a course expectation that you have a working email address that you check daily. Every student has been assigned a Leomail email address by the University – you should be checking it often. There may be times that I need to contact you with important information and email is often the speediest and easiest way of doing so. I will always contact you via your University Leomail address first and foremost, so check it regularly.

SAVING OF ASSIGNMENTS: Unfortunately, papers/projects do occasionally get misplaced. Please, for your sanity, save your work on a thumb drive, external hard drive, etc. Do not depend on your paper staying on the hard drive of any university computer, as it will be deleted, altered, or worse – turned in by someone else as his/her work! Be aware that it is a course expectation that you keep copies of your original and graded assignments until you receive your final grade for the semester.

COMMUNICATION AND SUPPORT

Contacting Mrs. Yager:

I am more than happy to meet with you during office hours, so feel free to drop in. Along with instructing this class, I am also an academic advisor full-time. This means I am on campus almost every day from 8am to 5pm. Because I also see students to register for classes, go over degree plans, and make schedule changes, please make every effort to schedule an appointment in advance if you need to meet outside of office hours. I am here to assist you in success and will do my best to help you achieve it. The fastest and most reliable way to contact me is via email. I check it frequently. If you contact me via phone, please leave a message so I can return your call at my earliest convenience. If you email or call me outside of business hours, I will get back to you on the next business day. This includes holidays, weekends, or outside of my normal 8am-5pm schedule.

Student Resources:

College of Humanities, Social Sciences & Arts

AG/IT 222

Phone: 903-886-5175 (Main Office)

www.tamuc.edu/chssa

Writing Center

Hall of Languages 103

writing.tamuc@gmail.com

Arts and Humanities Librarians

The Research and Instruction Librarians can assist you with any research needs you may have. Please feel free to contact them for help:

Sarah Northam, Head of Research and Instruction Services Sarah.Northam@tamuc.edu

Dr. Scott Lancaster, Research and Instruction Librarian Scott.Lancaster@tamuc.edu

Megan K. Beard, Metroplex Library Coordinator/Graduate Outreach, Mesquite Metroplex Center
Megan.Beard@tamuc.edu

COURSE AND UNIVERSITY PROCEDURES/POLICIES
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Course Specific Policies and Procedures:

CLOTHING: Dress appropriately for a university class. This is a professional environment in which we are trying to prepare you for the professional world. Although three piece suits and heels are not necessary, please do not show up to class in pajamas. Be respectful of your instructor, your peers, and most importantly yourself.

ATTENDANCE: This class runs the course of a sub-term, which is eight (8) class periods. Therefore, attendance is vital to your success in this course. You are expected to attend every class, and stay for the entire class period.

I will take roll at the very beginning of each class in order to aid me in calculating your participation grade and tracking your attendance. *If you are absent, you are making that choice, and I expect you to accept the consequences graciously and in a mature manner.* It is your responsibility to remain informed of class activities if you are absent for any reason.

The formal attendance policy for this class is as follows: You are allowed one emergency absence in this class with no attendance grading penalty (although your participation grade will still be lowered accordingly upon a missed class). Upon the second absence, the student's overall grade in the course will be reduced by 7 points. Due to the abbreviated nature of this class, students with three or more absences may be automatically dropped from or fail the course. Keep up with your absences in this course – this is your responsibility. Do not ask me how many absences you have during the semester; I may not have that information readily available when you need it.

*for more information on the university attendance policy please go to the following link:
<http://www7.tamuc.edu/registrar/attendance.asp>.

LATE ARRIVALS: Students must be on time for every class. Entering a class late or leaving early is disruptive to the flow of the class. Please be on time out of consideration to your learning process and the processes of others. If you are late for class, your participation grade will reflect this. The class will begin promptly at 4:30 p.m.! If you arrive after 4:40 p.m., please do not enter the classroom (you will be marked absent regardless). If you arrive within the ten minute grace period, please do so discretely in order to avoid disrupting the class activities/discussions. *It is your responsibility to make sure that you find me after class and document your late attendance for the day—otherwise, your initial marked absence documented during roll will remain.* Also, you are expected to stay until you are dismissed from class. An early departure will also significantly reduce your participation grade. *Two late arrivals (within the ten-minute grace period) or early departures*

(or any combination of the two) may be counted as one absence in the class. Communicate with me if you have a situation which requires you to leave early or come in late.

CELL PHONES AND LAPTOPS: Please turn off all cell phones upon entering the classroom. Please do not check messages or engage in text messaging during class. This is disruptive to the flow of the course. Also, please do not bring laptops or other electronic devices to use in class (unless you have a documented disability that requires it).

SUBMISSION OF ASSIGNMENTS: All assignments must be submitted in hard copy to the instructor. While you are welcome to email me any questions that you may have, please understand that under normal circumstances, I cannot accept emailed student work at this time. If you do not own a printer, Gee Library offers printing services for a small fee – please plan accordingly.

LATE WORK: Late Written Work/Projects – Late assignments are not accepted except in extreme emergencies. This means that if you have to be absent for some reason on the day a written assignment is due, you must give your assignment to one of your classmates to hand in for you, or you will receive a grading deduction. If you know you will not be in class, make arrangements to turn in your assignment early. All assignments are due within the first ten minutes of the class period (by 4:40pm) unless I specify otherwise. If you turn in your assignment at 4:41 pm on the day it is due, the assignment is considered late.

EXTRA CREDIT: This course does not offer any extra credit opportunities. Please do not ask.

ADAPTATION OF ASSIGNMENTS: Any shifts in calendar or assignments will be announced before implementation.

FOOD, DRINK, GUM, and SMOKING: When bringing food to class, please be respectful of other students. Please refrain from bringing hot or fragrant food to class – cold snacks or chips are fine. Students are not allowed to smoke during class time.

INCOMPLETES: Under normal circumstances, an Incomplete (I or X) will not be given for a final grade in this course.

University Specific Policies and Procedures:

ACADEMIC DISHONESTY: This course adheres strictly to the college's guidelines for Academic Dishonesty printed in the *Student's Guide Handbook*. Plagiarism, cheating, or otherwise representing another's work or ideas as your own without proper attribution will not be tolerated. All work must be new and created for this class during this semester by you. Do not turn in a paper you wrote in a past semester for a different course. It is your responsibility to ensure that you understand the definition of Academic Dishonesty at Texas A&M-Commerce. If such an instance occurs, the student will receive an automatic zero for the work in question, and I will immediately report the incident to the Dean of the College. *(You should be aware that this could result in dismissal from school without credit for the semester or suspension from the university.)*

STUDENTS WITH DISABILITIES: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be

guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
 Texas A&M University-Commerce
 James G. Gee Library
 Room 132
 Phone (903) 886-5150 or (903) 886-5835
 Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

**Note: Please be aware that under no circumstances can I implement any disability accommodations without official documentation from the Office of Student Disability Resources and Services at Texas A&M University - Commerce.*

STUDENT CONDUCT: All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Student's Guide Handbook*, Policies and Procedures, Conduct.)

COURSE OUTLINE / CALENDAR

Tentative Schedule: (instructor will notify class accordingly if schedule changes)

Tuesday, January 17

Introduction to Course

Review of Syllabus

Learning Styles/Strengths & Weaknesses

Read Chapter 2

Tuesday, January 24

Chapter 2: Goals

Academic Planners due

Read Chapter 1

Tuesday, January 31

Quiz #1

Chapter 1: Stress Management

Read Chapter 4

Tuesday, February 7

Chapter 4: Study Strategies

Goal Maps due

Read Chapter 3

Tuesday, February 14

Quiz #2

Chapter 3: Managing Resources

Plagiarism Certificate due

Read Chapter 8

Tuesday, February 21

Chapter 8: Group Interaction

Read Chapter 7

Tuesday, February 28

Quiz #3

Chapter 7: Communication

Tuesday, March 7

Strengths & Weaknesses Wrap Up

CHSSA Academic Advisors – Mrs. Penny Dooley & Mrs. Kristina Nichols

Final Reflective paper due