

**COH 112- Scholastic Enhancement- Spring 2019**  
**Texas A&M University- Commerce**  
Tuesdays 4:30-7:10 (AGIT 255)  
January 14 - March 8

**INSTRUCTOR**

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**COURSE DESCRIPTION**

This course is for CHSSA students that are currently on academic probation and suspension. Through class discussions, in-class assignments, homework assignments, guest presenters and individual advising, students will learn to more fully utilize academic and life skills, as well as campus resources to help them improve their scholastic performance.

**COURSE OBJECTIVES**

1. Students will better understand and more fully utilize the campus resources available to help them succeed in their classes and majors.
2. Students will identify areas in which they can improve their academic preparations and performance.
3. Students will demonstrate responsibility for their own learning by excelling in the class and using learned skills and resources to excel in other classes as well.
4. Students will commit to getting back to academic "Good Standing" by raising their institutional and overall GPA to at least a 2.0

**EVALUATION**

|                                          |     |
|------------------------------------------|-----|
| Attendance and Participation: 100 Points | 50% |
| Assignments: 80 Points                   | 40% |
| Final Paper: 20 Points                   | 10% |

## **GRADING SYSTEM**

P (Pass)= 100-65%      F (Fail) = <65%

## **GRADING NOTE**

This class is once a week for 8 weeks. You have been assigned to take this class by the Associate Dean of the college. Getting a passing grade in this class should not be difficult if you attend the class sessions, participate in discussions and turn in your assignments on time. Failure of this class will be a serious blow to your chances of being allowed to continue taking classes in future semesters if your GPA remains below a 2.0.

## **DESCRIPTION OF ASSIGNMENTS**

### **6 HOMEWORK ASSIGNMENTS**

Each of these assignments will be given as homework and will be due the following class session after they are assigned, with the exception of the Personal Success Plan Final Paper, which will be due the last day of class. Below you will find a description for each of the assignments.

#### **Time Management Paper (15 Points)**

You will account for each hour of your time for 7 days on a spreadsheet that will be given to you. You will then write a brief account of your experience and your findings.

Paper Requirements:

- 1-2 pages, Times New Roman 12 point font, 1 inch margins, Double Spaced

**DUE:** Tuesday, January 29

#### **TRIO Appointment (10 Points)**

After learning about the services of TRIO, you will determine if you qualify for their services. If so, you will need to set up an appointment with them during the week following their presentation. If you do not qualify for TRIO, then you will need to discover a different campus resource and make contact with them.

**DUE:** Tuesday, January 29

### **Study Plan & Planner (15 Points)**

You will receive a planner and will need to fill it out with the following from all your other classes:

- Assignment Due Dates
- Quiz & Exam Dates
- Paper Due Dates
- Other Activities/Events
- Study Plan- When and Where you will schedule time to study

**DUE:** Tuesday, February 5

### **Professor Office Hours Report (15 Points)**

This will be a short paper reporting on your assignment of attending your professor's office hours in your other classes. The prompt for this paper will be: *"Please tell me about your experience attending your professor's office hours"*

Paper Requirements:

- 1-2 pages, Times New Roman 12 point font, 1 inch margins, Double Spaced

**DUE:** Tuesday, February 12

### **Expense Tracker: (15 Points)**

You will be given a spreadsheet and will need to track all of your expenses for 2 weeks to get a better idea for how you spend your money. The objective of the assignment is to identify ways in which concern about finances can be lessened in order to focus more on school.

**DUE:** Tuesday, February 26

### **Career Development Appointment: (10 Points)**

After the Career Development presentation, you will have one week to schedule an appointment to meet with our Career Coach.

**DUE:** Tuesday, February 26

## **FINAL PAPER**

### **Personal Success Plan Final Paper (20 Points)**

This will be a paper detailing your goals and plans that will assist you in becoming successful in your educational pursuits. The paper needs to address the following questions:

- How do you plan on accomplishing your academic goals?
- What have you learned from this class that will help you to be more successful in school?
- What are your goals for the rest of your college career and for your professional career?
- What will you do differently this semester than in other semesters?

Here are the requirements for the paper:

- 3-5 pages, Calibri 12 point font, 1 inch margins, Double Spaced

**DUE:** Tuesday, March 5

### **5 IN-CLASS ASSIGNMENTS**

Each of these assignments will be given during class and will be due by the end of class. These assignments will count toward class participation and are designed to help you better know yourself and your classmates.

**January 22:** Group Activity

**January 29:** Personality Quiz & Presentation

**February 5:** Stress Test & Goal Setting

**February 19:** Major Explorations

**February 26:** Learning Style Quiz

### **COURSE OUTLINE**

This is meant to be a guideline. It is subject to change based on guest speaker availability, discussion, current events or other similar influences.

#### **Week 1 (January 15)**

- Introductions & Syllabus Review
- Becoming a Pro at College
- Why Students Fail
- Priorities
- Procrastination
- Campus Resources

#### **Week 2 (January 22)**

- Trio Presentation
- Group Interaction & Team Building

- Study Strategies: Learning “How to Learn”
- In-Class Assignment: Group Project

### **Week 3 (January 29)**

- Academic Success Center Presentation
- Communication
- Presenting Yourself to Others
- In-Class Assignment: Personality Quiz & Presentation
- **DUE: TRIO Appointment**
- **DUE: Time Management Paper**

### **Week 4 (February 5)**

- Counseling Center Presentation
- Stress
- Attitudes and Goals
- Personal Care
- In-Class Assignments: Stress Test & Goal Setting
- **DUE: Study Plan & Planner Assignment**

### **Week 5 (February 12)**

- CHSSA Department Head Presenter
- Managing Resources
- Time & Money
- Working During School
- **DUE: Office Hours Experience Paper**

### **Week 6 (February 19)**

- Career Development Guest Presenter
- Career Preparation
- Major Exploration
- Resume Development
- Leadership Opportunities
- In-Class Assignment: Major Explorations

### **Week 7 (February 26)**

- Library Services Guest Presenter
- Learning Styles

- Study Tips
- In-Class Assignment: Learning Style Quiz
- **DUE: Career Development Appointment**
- **DUE: Expense Tracker Assignment**

### **Week 8 (March 5)**

- CHHSA Associate Dean Guest Presenter
- Personal Responsibility
- Internal Motivation
- Personal Plan
- **DUE: Personal Success Plan Final Paper**

## **TECHNOLOGY REQUIREMENTS**

### **LMS**

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

## ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

### Interaction with Instructor Statement

If you have questions or concerns, or if you need help in the class, you are welcome to contact me by email or phone. I will respond to emails within 24 hours. You can also drop by my academic advising office. However, making an appointment by email or phone is the best way to ensure I can meet with you in a timely manner.

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific Procedures/Policies**

Attendance is mandatory and attendance/participation points cannot be made up for unexcused absences. Excused absences must be approved before class begins and must be for one of the following reasons: severe personal illness, death in the family, university sponsored activities, etc. Students with approved absences will be allowed to turn in the in-class assignments they missed, before the beginning of the next class session.

### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

## **University Specific Procedures**

### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>



<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

### **Students with Disabilities-- ADA Statement**

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

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#)

document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.