College Success Skills – DORI 0200

Credit: 2 semester credit hours (2 hours lecture)

Prerequisite/Co-requisite: Complete the Online Orientation and answer yes to at least 7 questions on the Online Learner Self-Assessment: http://www.lit.edu/depts/DistanceEd/OnlineOrientation/OOStep2.aspx

Course Description: Psychology of learning and success; examines factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered. This includes courses in college orientation and developments of students' academic skills that apply to all disciplines. *This course is time-bound, structured, and completed totally online.*

Required Textbook and Materials
1. *Keys to Success: The Community College Experience,* by Amy Baldwin, *Pulaski Technical College*, 3rd edition. Prentice Hall, ISBN 13**: 9780132819879**.
2. Computer
3. Internet connection (Broadband recommended)
4. MS PowerPoint or compatible viewer
5. MS Word or compatible word-processor

Course Objectives
Upon completion of this course, the students will be able to:
1. Recall the LIT policies that impact students.
2. Explain the academic advising process to include establishing a major, student and faculty advisor responsibilities, and degree plans.
3. Explain the registration process.
4. Identify key locations on the LIT campus.
5. Demonstrate skills to effectively utilize library resources.
6. Identify their learning style and explain how their style may impact their learning.
7. Identify one strategy of time management.
8. Explain the procedure of reading and reciting to improve learning.
9. Demonstrate one method of note taking.
10. Explain what to do before and after a test that will improve test performance.
11. Identify the techniques for creative thinking.

Course Outline:
A. College Culture and the Campus
   1. College is a transition that will transform you
   2. Higher education brings high expectations

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3. The college experience has a rhythm
4. Your college is a community of resources

B. LIT
1. Policies
2. Academic calendar
3. Physical facilities
4. Financial aid
5. Academic Advising
   a. Who is my advisor?
   b. Meeting my advisor
      i. Student responsibilities
      ii. Advisor responsibilities
   c. Degree plans
   d. Course scheduling
   e. Registration

C. Goal Setting, Motivation, and Learning Styles
1. Begin with your story
2. Your personal strategy can bring your dreams to life
3. Your support system is a key to success
4. Knowing your learning style is a useful insight

D. Relationships and Diversity
1. Relationships are part of the college experience
2. Value diversity and develop your cultural competence
3. Stereotyping, prejudice, and discrimination are problems we face
4. Conflict in college will happen, but you can resolve it

E. Time and Money
1. Time can be on your side
2. Manage your energy
3. Money matters

F. Stress and health choices
1. Stress is a response to what's happening in your life
2. You can manage your stress
3. Your physical health matters a lot in college
4. Healthy living is a choice you make for life

G. Learning, Memory, and Thinking
1. Learning is a process
2. Active learning = deep learning
3. Thinking is a skill you can develop

H. Reading
1. Reading is crucial for college success
2. Reading is an active process
3. Reading is a skill you can develop
4. Reading strategies can help

I. Listening and Note-Taking
1. Listening is more than just hearing
2. Taking notes is part of the listening process
3. Design your notes to fit you

J. Writing, Presenting, and information literacy
1. You will write a lot in college (and in your career, too!)
2. Your campus provides help for your writing
3. Writing is a process
4. Research and information literacy are also processes
5. Speaking and presenting are life skills that will serve you well

K. Studying and taking tests
1. A study strategy will keep you on track
2. Test questions will vary, and so should your answers
3. Tests also come in different forms
4. Test-taking strategies provide a game plan for success

L. Planning for your degree
1. Completing your degree is a goal, you need a plan
2. A successful semester requires a strong finish

3. You have options for paying for college
4. The decision to stay in college is yours to make

M. Preparing for a career and a life
   1. Your career starts here

2. Your resume and cover letter establish your personal brand
3. Networking opens doors for your career
4. Life after college is something to anticipate

Grade Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

Course Evaluation

Final grades will be calculated according to the following criteria:

Attendance	20%
Major Tests & Major Projects	40%
Course Assignments & Quizzes	40%

Bonus Points

Students may earn bonus points on their final grade for the following activities:

1. Perfect attendance - Perfect attendance in an online course   3 points is defined as follows:
   - All assignments turned in on time
   - A minimum of 58 Blackboard sessions
   - A minimum of 16 hours of online Blackboard hours
2. Participate in Student Activity - Students must submit   2 points documentation signed by an LIT agent or activity sponsor.

Course Requirements

 Assignments vary by instructor. Examples of assignments include:

1. Library Assignment (required).
2. Campus resource exploration.
3. Listening and note-taking assignment.
4. Calendar.
5. Interview with other students.
6. Visit your academic advisor.
7. Quizzes and written assignments from textbook.
8. Other assignments assigned by the instructor.
9. Career exploration activity.

Penalty for Late Submissions

All coursework has due dates. Any work turned in past the due date – whether it is an hour late or 2 weeks late – will be penalized **20 points**. Please make every effort to turn work in early so that computer or Internet problems or illness will not affect you.

No work will be accepted after the **last CLASS day** of the semester.

Attendance Policy
The following attendance policy is the same for every College Success Skills Course. Individual instructors may include additional attendance requirements.

- **DORI has a mandatory attendance policy.** Reference the Bonus Points section for the definition of attendance.
- Failure to attend class will adversely impact your grade in this course. Exceptions can be made for extenuating circumstances, at the discretion of the instructor.

Course Policies
- Respect other students, faculty and staff of LIT.
- Belligerent, abusive, profane, threatening, and/or inappropriate behavior on the part of students is a violation of the LIT Student Conduct Regulations. Students who are found guilty of such misconduct may be subject to immediate dismissal from the institution. In addition, these violations of state law may also be subject to criminal action beyond the disciplinary process.
- Respect other students in the online environment (discussion groups, online chat, and email), if after two warnings for improper online etiquette you may either lose points off the final grade point average *__or if the behavior warrants you may be locked out of the online class.__*
- Additional class policies may be defined by the individual course instructor.

Technical Requirements
The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at:
http://kb.blackboard.com/pages/viewpage.action?pageId=25368512
A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of the online technology and resources.

Disabilities Statement
The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in the Cecil Beeson Building, Student Services.

Course Schedule (subject to change)

Week	Topic	Reference
1	Syllabus, Calendar, Blackboard, Distance Learning	Online: 1. Getting Started
2	Introductions, Picture, LIT email, Networking	Online: 2. All About You
3	Orientation to LIT, Library, LIT website	Online: 3. All About LIT

DORI 0200 Online
Course Syllabus

Week	Topic	Reference
4	Studying and Taking Tests	Online: 4. Ch. 10, 1, 2 Text: Chapter 10
5	College Culture and the Campus	Online: 4. Ch. 10, 1, 2 Text: Chapter 1
6	Goal Setting, Motivation, and Learning Styles	Online: 4. Ch. 10, 1, 2 Text: Chapter 2
	TEST 1 (Chapters 10, 1 & 2)	**Chapters 10, 1, 2**
7	Relationships and Diversity	Online: 5. Ch. 3, 4, 5 Text: Chapter 3
8	Time and Money; Financial Aid	Online: 5. Ch. 3, 4, 5 Chapter 4
9	Stress and Health Choices	Online: 5. Ch. 3, 4, 5 Text: Chapter 5
	TEST 2 (Chapters 3, 4 & 5)	**Online: 5. Ch. 3, 4, 5 Text: Chapters 3, 4, 5**
10	Learning, Memory, and Thinking	Online: Ch. 6, 7, 8 Text: Chapter 6
11	Reading	Online: Ch. 6, 7, 8 Text: Chapter 7
12	Listening and Note Taking	Online: Ch. 6, 7, 8 Text: Chapter 8
	TEST 3 (Chapters 6, 7 & 8)	**Online: Ch. 6, 7, 8 Text: Chapters 6, 7, 8**
13	Writing, Presenting, and Information Literacy; Library	Online: Ch. 9, 11, 12 Text: Chapter 9
14	Planning for Your Degree Academic Advisement	Online: Ch. 9, 11, 12 Text: Chapter 11
15	Preparing for a Career and a Life	Online: Ch. 9, 11, 12 Text: Chapter 12
	TEST 4 (Chapters 9, 11 & 12)	**Chapters 9, 11, 12**
16	**Optional Final Exam**	Online / Comprehensive

Contact Information Varies by Instructor