CSSO 0011
College Success Strategies - Online
Fall 2019

Instructor: Terry Francis **Office Location:** Maddox Building - Tower Room

Office Hours: M-R 8:00-4:30 F 8:00-3:30
I encourage you to contact me at any time with any questions or concerns you may have about this class. I am available for individual conferences by appointment. I would very much like to meet you, so come by and say hello.

Online Hours: I periodically check Moodle and my email for any questions you may have pertaining to this class and will answer your questions as soon as possible; however, I plan to devote **Tuesdays and Thursdays from 7:00 pm-8:00 pm** to this online class

Telephone: 479.394.7622 ext. 1460 **Email:** tfrancis@uarichmountain.edu

Prerequisite: The desire to be a successful college student is the only prerequisite for this class.

Resources:

- Technical Requirements: You are responsible for ensuring that you have the technology necessary to participate in and complete this class. Adequate technology includes, but is not limited to, a computer with Microsoft Word and reliable internet (trying to complete assignments and exams on your cell phone **IS NOT RECOMMENDED**).

- Computer Skills: Online courses require adequate computer skills. You should be able to navigate websites, open and download files, use a scanner, use a word processor and be able to convert files into rich text format, and submit files to Moodle. **All work must be completed and submitted in Microsoft Word.**

- Technical difficulties are uncommon, but they do occur. If the difficulties are the result of issues originating from the College, I will make the appropriate accommodations; however, technical difficulties that do not originate from the College (computer crashes, cell phones freezing up, viruses, loss of internet, etc) are not my responsibility and do not have a guarantee of special accommodations.

Course Description: This course is designed to enhance student success and retention.

Program Outcomes: While this course is not tied to a specific program, it is designed to help students learn and improve skills and strategies that are essential to academic success.

Rationale: The transition to college life can be challenging, and new students will benefit from instruction in the skills and strategies necessary for a successful college career.

Course Objectives: Upon successful completion of this class, the student should be able to do the following:

- Use a flash drive, upload documents, send/receive email, and use the student portal and Moodle online learning platform,
- Have written goals and direction for completing the semester and designated degree,
- Become knowledgeable about college and community resources,
- Recognize strategies and utilize that enhance student success,
- Participate in an online learning forum,
- Complete a plan outlining career choice, degree completion and transfer information,
- Identify key elements of Federal Mandates,
- Gain an understanding of Financial Aid processes and requirements,
- Comprehend elements of Financial Literacy.

Topical Outline/Course Schedule: Schedule is listed in Moodle.

Course Conduct: Information for this course is delivered online and through various internet sources.

UA Rich Mountain Credit Hour Calculator/Student Commitment: For every course credit hour, the typical student should expect to spend at least three clock hours per week of concentrated attention on course-related work, including out-of-class time spent reading, reviewing and organizing notes, preparing for upcoming quizzes/exams, problem solving, developing and completing projects, and other activities that enhance learning. Thus, for a one-hour course, a typical student should expect to spend at least three hours per week dedicated to the course.

Class Procedures/Student Requirements: You will be graded on your online attendance, completion of assignments, and the quality of your work. You are expected to log in to class a minimum of two times per week and complete assignments on time.

Homework assignments are expected to be completed and submitted on time. Late submissions will be accepted if submitted within **one week** of the original due date; 5% will be deducted for each day it is late. For example: If a 30 point assignment that is due on a Friday and is not submitted until the following Monday, 15% will be deducted from the final grade; therefore, an assignment that would normally receive 100% will receive 85% after the point deduction.

Important Note: I use the faculty portal as my grade book; even though Moodle automatically records some of your grades, I **do not** use the Moodle grade book. To keep track of your progress, use your student portal.

Grading Scale: A = 100-90%, B = 89-80%, C = 79-70%, D = 69-60%, F = Below 60%

Academic Dishonesty: I encourage you to familiarize yourself with UA Rich Mountain policies regarding academic dishonesty. These policies are found in the UA Rich Mountain Catalog under Code of Student Conduct > Prohibited Conduct > Dishonesty.

Disability Policy: It is the policy of UA Rich Mountain to accommodate students with disabilities, pursuant to federal law, state law, and the college's commitment to equal educational opportunities. Any student with a disability who needs accommodations should contact the Vice Chancellor for Student Affairs at 479.394.7622 ext. 1400.

Arkansas Clean Air Act: In compliance with the Arkansas Clean Air Act, UA Rich Mountain is a smoke and tobacco free facility. Students and guests are to refrain from the use of all tobacco products while on campus

Student Misconduct: Students committing misconduct are subject to disciplinary sanction(s) and or restrictions. Misconduct or prohibited behavior includes, but is not limited to, endangerment, harassment, disruption, sexual misconduct, dishonesty, illegal drugs and/or alcohol, fire or safety issues, gambling, property violation, computer violations or other violations as listed in detail in the UA Rich Mountain catalog.

UA Rich Mountain Mission: UA Rich Mountain exists to provide all residents of the Ouachita Mountain Region with exemplary educational and enrichment opportunities to improve the quality of life and standard of living.

Crime Statistics Link: UARM's crime statistics are available at http://www.uarichmountain.edu/at-a-glance/disclosures

See Something … Hear Something … Say Something

Suspicious behavior should be reported to Deputy Sheriff Raul Toribio at (479)394-6811 OR through the anonymous email link found on the UA Rich Mountain webpage, bottom right hand corner. Deputy Toribio's office is located in the Spencer Building across from the Johnson Learning Commons.