



Course Syllabus

Course #: GEN1000 Course Name: Orientation

Division: Arts and Sciences Division

Class Days: Your choice

Class Time:

Location: Classroom: Online

Laboratory:

Credit Hours: 1

Contact Hours:

Lab Hours: Lecture Hours:

Instructor:

Office Location:

Phone:

Email Address:

Office Hours:

Division Office/Location: Arts and Sciences Building A

Division Fax:

Full-time Contact Person: Pam Aldrich

Phone(s):

Course Description: In this course you will learn how to access and use a variety of academic and support services to help you transition smoothly to the college environment and to have the opportunity to succeed at Terra. The course is delivered through modules that allow you to choose some topics based on relevance for you. The modules will cover a variety of topics including, but not limited to, Financial Aid, Library Research, Study Skills, Stress and Time Management, Career Services, Advising, Planning and Finalizing your degree, CAMS/Student Portal, Assessment of Learning/E-Portfolio, How to be an Informed College Student and the Adult Student.

Prerequisite(s): None

Corequisite(s): None

Entry Level Skills and Knowledge: Some basic computer literacy is required; if help is needed, please contact your instructor immediately.

Required Texts, Supplies and Equipment: Personal computer or access to one with internet access. Course materials are located online on the GEN1000 course website at http://www.terra.edu/academics/distance/gen1000/home.asp.

Grading: S/U

Learning Outcomes:

The student will:

- Become familiar with the policies and procedures that shape the student experience at Terra Community College.
- Become familiar with the college resources and tools available to help students succeed.
- Online class: Be introduced to distance learning as a medium for course delivery.

Assessment of Student Learning:

Grading: Each required and elective module contains at least one assignment, such as an activity or quiz, which measures understanding of the content. Assignments for the eight required and two elective modules must be completed and submitted to the instructor, by e-mail, uploading to the assignment in the CAMS Student Portal or a hard copy in some instances, no later than the stated due dates. Contact your instructor prior to the due date to make other arrangements if unable to adhere to the assigned due dates.

Final Grade: All assignments and activities must be completed with an overall average of 70 %.

Plan of Work:

- You must complete all required Modules 1-8.
- You must also complete a minimum of two ELECTIVE modules. Feel free to complete additional modules that interest you.
- Assignments are located on the GEN1000 Orientation website at <http://www.terra.edu/academics/distance/gen1000/home.asp>. Click on each module link to go to the assignment page. You must e-mail/upload/turn in your completed assignment to your instructor by the stated deadline.
- NOTE: Due dates for all module assignments are available online in your choice of an MS Word (.doc) or in Rich Text Format (.rtf). It is recommended that you print this list for future reference.

Required Modules:

1. [Succeeding at Distance Learning](#). Due 06/12/2008

This module is designed to help students gain a greater understanding of commonly-used computer terms; develop stronger technology skills by engaging in activities that simulate distance learning course activities; and understand the importance of communication.

2. [CAMS/Student Portal](#). Due 06/16/2008

The Student Portal Scavenger Hunt will help students learn the tools, information, and services available through their online portal.

3. [Assessment of Student Learning/Cultural Writing Assignment](#). Due 06/19/2007

This module will explain how student learning is assessed at Terra, how the e-portfolio is a part of that process, and your first assessment assignment, a cultural diversity writing assignment. This assignment will provide the college with entry point data on student writing skills and cultural awareness, pursuant to institutional assessment of college General Education Goals #1 (“communicate effectively”) and #3 (“demonstrate an understanding of cultural differences and the knowledge of how to work effectively in a global and diverse culture and society”)

4. [Know Your Library](#). Due 06/23/2008

Welcome to the “Know Your Library” module of orientation. You will receive a series of general information modules about the library and its resources. We hope that this series of modules will acquaint you to the skills you will need to effectively use our library resources. Although the modules will only cover nine specific topics, each topic is designed to introduce you to services available to you.

5. [Supporting Our Students](#). Quiz due 06/26/2008, Attendance at Smarthinking session due by 08/02/2008

After completing this module, the student will have a greater understanding of the academic resources offered to those who may be struggling in a particular course or need academic accommodations resulting from a permanent or temporary disability.

6. [Advising – Planning and Finalizing Your Degree](#). Assignments 1 & 2 due 06/30/2008, Assignment 3 due 08/02/2008

This module will help you develop and implement your academic plan. You will be able to identify resources necessary to make informed decisions about academic majors, and the steps necessary to plan for your successful attainment of academic goals.

7. [Study Skills: Stress/Time Management](#). Due 07/03/2008

The purpose of this module is to help students learn how they may reduce stress by managing time more effectively.

8. [Career Services](#). Assignments 1, 2 and 3 due 07/10/2008. Attendance at a review session for the “Summary of Inventories” due 08/02/2008

This module will familiarize students with the career services available at Terra Community College.

ELECTIVE MODULES: Select at least one module from each category listed below (total of at least 2 modules)

Category 1 College Transition Due 07/14/2008

Choose at least ONE module that best describes your transition or return to college:

- [The difference between high school and college \(or “How to be an informed college student”\)](#). This module will help you understand the differences between college learning and

obligations and high school learning and obligations.

- [Adult Learners: Returning to school](#). You will identify potential barriers and develop strategies to overcome them. You will also identify goals and will learn about prioritizing for the purpose of achieving educational success.

The following module is recommended for students registered with the Office of Learning Support Services or students who suspect that they may qualify for services for students with disabilities:

- [Services for the Student with Disabilities](#). After completing this module, you will have a greater understanding of the academic resources offered to those who may be struggling in a particular course or need academic accommodations resulting from a permanent or temporary disability.

Category 2 FINANCE Due 07/21/2007

- [Finding Money for College](#). “Finding Money for College” is for new students who haven’t yet applied for financial aid. It is designed to instruct you on how to apply for aid, where to search and where not to search for aid, and the characteristics of various types of financial aid. The cost of education is also covered with an emphasis on how cost relates to the expected family contribution to determine students’ need.
- [Financial Literacy 101](#). The Financial Literacy 101 module will introduce you to the basics of personal finance.

If you are a Financial Aid Recipient, you MUST select the following as your module choice for this section:

- [Owning Your Opportunity: Responsible Enrollment Choices](#) You will learn about the importance of their enrollment choices, timing and procedures related to enrollment changes, educational rights and privacy, academic progress, and the consequences of negligence. Support services for students will also be highlighted.

Course Requirements:

Complete all assignments, attend special sessions and upload to e-portfolio as required. Students will earn an “Unsatisfactory” if they fail to upload the multicultural assignment to their e-portfolio.

Policies

Course Withdrawing: If for any reason you need to withdraw from this course, be certain that you do so according to College procedure. It is your responsibility to know and follow this procedure. If you

simply stop coming to class, without officially withdrawing from the course, your grade is an automatic “U.” Please follow official College procedure for withdrawing from this or any course.

College Academic Policies are located in the College Catalog. A copy of the current catalog may be picked up in any of the division offices or admissions. The list of college policies is also available online at <https://www.terra.edu/register/Collegecat/policies.asp>.

Support Services: The College offers a number of support services to assist in your success in this course and all courses. Among these services are the Writing & Math Center in B105, the Office of Learning Support Services, which coordinates the campus disability services and tutoring programs, the computer labs, and the computers in the atriums.

Any student who feels he/she may need an accommodation based on the documentation of a disability should contact the Office of Learning Support Services privately to discuss his/her specific issues. Please contact the OLSS at (419) 559-2208 or visit Office 100 Roy Klay Hall (Building A) to coordinate reasonable accommodations.

If you have a documented disability and are receiving academic accommodations through the Office of Learning Support Services, please schedule a meeting with your instructor in a timely manner so that we may discuss how these services will be arranged.

Tutoring services are available to students beginning the second week of every quarter. Students requesting tutoring services should obtain a tutor request form from the OLSS in 100 Roy Klay Hall (Building A) or online at the Terra website. Please note that instructor verification and acceptance of the Student Learner Agreement is necessary for all tutoring requests. All requests should be submitted to Office 100 Roy Klay Hall (Building A).