



COURSE OUTLINE

COURSE NO. GS 101 (ONLINE)
CREDIT HOURS: 1
DATE: September 2004
TO BE UPDATED: December 2005

COURSE NAME Focus On Success
CLASS HOURS: 1 **LAB HOURS:** 0
PREPARED BY: Neil Hinton
APPROVED BY: Dr. Judy Maxson
V.P. Academic Affairs

PREREQUISITES: None

COURSE DESCRIPTION:

Focus on Success is a Hocking College orientation, information, and personal success course designed to empower students with the knowledge, skills and attitudes possessed by successful students. Since this is an ONLINE version of the regular class the group and hands on learning areas will be handled differently by using electronic communication and bulletin board postings as well as individual research and introspection in the way of short writings. These areas will include personal success, college success, technology success, learning success and our Hocking College Success Skills for school, the workplace and life. The emphasis of this course encourages the building of professional development habits that will prepare you for a good job upon graduation. There may be a lab fee for this course.

COURSE OUTCOMES: Upon completion of this course, the learner will be able to:

1. Identify and discuss their life goals.
2. Practice the art and science of note taking skills
3. Develop and reinforce the challenge of successful time management
4. Self evaluate and identify areas of study skill needs
5. Begin the development of the eight Hocking College Success Skills: Communicates Effectively, Demonstrates Learning and Critical Thinking Skills, Maintains Professional Skills and Attitudes, Practices Human Relation Skills, Demonstrates Knowledge of Science and the Environment, Demonstrates Community, Cultural and Global Awareness, and Maintains a Code of Ethics
6. Increase diversity awareness on campus and in the community
7. Learn drug and alcohol abuse awareness for themselves and others
8. Develop and reinforce test-taking skills
9. Review and use the Student Code of Conduct
10. Understand their program of study, department, and curriculum through a complete program indoctrination and program handbook review
11. Analyze and use mid-term analysis, grad analysis, schedules, registration and financial aid resources
12. Identify the hallmarks of personal wellness and use the resources available for wellness at Hocking College
13. Create and begin a personal electronic portfolio to begin the accumulation of artifacts demonstrating mastery of the eight success skills

COURSE MATERIALS:

Text Book: There is no text book for the on-line version of the Focus on Success. However, to adequately access the course information, the following hardware and software requirements will apply:

Minimum PC Configuration:	Minimum Mac Configuration:
Pentium processor 16 MB RAM 500 MB hard disk space 15" color monitor 28.8 Kpbs modem Windows 95 or newer CD - ROM highly recommended	120 MHz Power PC 16 MB RAM 500 MB hard disk space 15" color monitor 28.8 Kpbs modem Macintosh OS 7.5 or newer CD - ROM highly recommended
Minimum Software Packages:	Minimum Software Packages:
Netscape Navigator/ Communicator 4.6 or higher (available as a download free from Netscape) Internet Explorer 4 or Higher (available as a download free from Microsoft) Word Processing software - Microsoft Word E-mail software (included in most browsers such as Netscape)	Netscape Navigator/ Communicator 4.6 or higher (available as a download free from Netscape) Internet Explorer 4 or Higher (available as a download free from Microsoft) Word Processing software - Microsoft Word E-mail software (included in most browsers such as Netscape)

SAFETY PRACTICES:

Rules for safety will be consistent with campus safety regulations. Please review Code of Conduct Policies and Procedures found in the Student Code of Conduct section of the Student Handbook. **REMINDER:** It is always wise to follow all manufacturer guidelines for safe use of electrical appliances, including computers and printers.

TOPICAL OUTLINE:

Items listed represent the chapters in this course:

1. Address Verification – to aid in the Learner’s records accuracy at Hocking College
 2. Email
 3. Study Skills Inventory
 4. Time Management
 5. Note Taking
 6. Hocking College Success Skills
 7. Study Tips
 8. Diversity Understanding
 9. Drug & Alcohol Prevention Education
 10. Student Guide and Code of Conduct
 11. Advising
 12. Student Program Handbook
 13. Exploring the Learning Resource Center (LRC)
 14. P.A.S. Strategic Futures Inventory
 15. Understanding Mid-Term and Grad Analysis
 16. Wellness
 17. Electronic Portfolio
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**HOCKING COLLEGE
EVALUATION OF THE STUDENT**

COURSE NO. GS 101 (ONLINE)
PHONE CONTACT: Ext - 2164
E-MAIL ADDRESS: hinton_n@hocking.edu

COURSE NAME: Focus on Success
INSTRUCTOR: Neil Hinton
DATE PREPARED: September 2004
APPROVED BY: Dr. Judy Maxson

V.P. Academic Affairs

Focus On Success has been designed to help you build good habits for life. By “good habits” I mean the doctrine, strategy, and tactics that are documented to be those held by the most successful life practitioners. By choosing to continue your education with Hocking College you are well on your way to success. As you learn and reflect on the topics in this course you will be increasing your chances of success with each class.

I believe that the teaching/learning process is actively shared by you and me. Both you and I must contribute in order for the process to be successful. I believe that evaluation should be made to assist you in improving your performance, increase your skill levels and to add to your information pool. I believe that mistakes are an inevitable part of any learning experience and are healthy if they are used by both you and me to gain insight into our potential and growth. Since it is my goal and desire to support you in your efforts to learn, I will share my observations and assessment of your progress with you on a regular basis and offer assistance and opportunities for you to improve. I will also offer you opportunities to provide feedback on the course, my teaching, and how I can improve the ways I interact with you. The Specific Factors listed below will be used to determine your final grade for this course.

SPECIFIC FACTORS:

1. **EXAMINATIONS and QUIZZES:** There will be no examinations or quizzes for this course.
2. **CHAPTER EXERCISES AND ACTIVITIES:** Each Chapter in this ONLINE course will list the specific activities required to successfully complete that chapter. This list is also the same as the Topical Outline found in the Outline for this course. It is strongly suggested that the Learner progress systematically through each Chapter and not jump from section to section.

Each required submittal will be awarded a letter grade based on the Learner’s ability to completely answer or complete the assignment. See the Letter Grade Explanation under the topic “Grading Scale” later in this document.

All Chapter requirements must be completed before a final grade will be awarded. The submittals for the Study Skills Inventory, the P.A.S. Strategic Futures, and Hocking College Success Skills will carry a double weight when calculating the final grade. All other submittals will be equally weighted.

In the event the Learner does not complete all the course requirements by the end of the quarter, it is the Learner’s responsibility to arrange for a grade of “Incomplete” to be awarded. The learner must discuss this option with the instructor prior to the last week of the quarter. This discussion may require a face – to – face consultation (as determined by the instructor).

3. **ATTENDANCE:** Attendance for this course requires a slight shift in thinking about what attendance might mean as compared to a 100% traditional classroom attendance policy. For an online class, attendance involves “attending to assignments and projects in a timely way, not holding up other students (if applicable), and committing to the time schedules posted by the instructor (if applicable). There are approximately 17 Chapters for completion of this course. Some Chapters can be done quite

quickly while others may take more time and require in-depth work by the Learner. As a general “rule of thumb” the Learner should attempt to turn in approximately 1 and ½ Chapters per week to maintain a schedule that will guarantee successful completion of the course. Since this is an On-line course it is possible to complete the requirements in less than the 11 weeks allowed by the quarter.

Good attendance is an indication of a person’s work ethics. The instructor may monitor the timeliness of Learner submittals and offer notices if too much time elapses between submittals.

4. **CLASS PARTICIPATION:** Class participation may be accomplished by way of use of the Bulletin Board and Communications Tools integral with this On Line course. Learners will be notified by email if an expected class participation is required. While the overall grade will not be affected in a negative manner, class participation will be used in a positive manner for rounding of grades on a case-by-case basis.
5. **EXTRA PROJECTS:** There will be no extra credit projects assigned for this course.
6. **GRADING SCALE:**
 - A = Answer is complete / acceptable first submittal
 - A- = Answer is complete / acceptable second submittal
 - B+ = Answer is very near to being complete / acceptable but may be revised with minor effort (could be upgraded to an A- if resubmitted with corrections)
 - B = Answer is lacking in content – could be corrected with major effort (could be upgraded to a B+ if resubmitted with corrections)
 - B - = Answer has major gaps in the response – must be re-worked and resubmitted or grade will be recorded as an “F”
 - C+ = Answer is incomplete – Learner must completely re-work and resubmit or grade will be recorded as an “F”

The Learner is encouraged to discuss their progress with the instructor during the 4th week, 6th week, and 8th week of the quarter.

7. **FINAL GRADE CALCULATION:** The final grade will be based satisfactorily completing all chapters and exercises/activities in a timely manner. Failure to complete all items or arrange for an “Incomplete” will result in a grade of “F” for the course. Each Lesson will require submittal of verification that the lesson has been completed. The individual submittals are listed specifically in each lesson. A letter grade will be awarded each item in the lesson and the learner will be notified by e-mail as to each grade awarded.

All Chapter requirements must be completed before a final grade will be awarded. The submittals for the Study Skills Inventory, the Strategic Futures P.A.S. Analytica, and Hocking College Success Skills will carry a double weight when calculating the final grade. All other submittals will be equally weighted.

The Final grade will be the average of all the grades awarded.

8. **HONESTY POLICY:** Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the Success Skill “Maintains Code of Ethics.” All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work.

The definition of academic misconduct that is provided in the *Hocking College Student Guide* applies to this course and all other courses that you are taking at the College. It is a **Code I Offense**:

Academic Misconduct refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else as one's own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:

1. Permitting another student to plagiarize or cheat from your work,
2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
3. Improperly acquiring knowledge of the contents of an exam,
4. Using unauthorized material during an exam,
5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
6. Obtaining academic material through stealing or other unauthorized means,
7. Falsification of research findings and methodology.

Cheating is unacceptable behavior in all Hocking College courses. A student observed or found to be cheating on a test or assignment in this course will receive a "0" or "F" for that item. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. Should a second incident of cheating occur in any course, the student will again be referred to the Campus Judiciaries Office, and if the incident is in the same course the student will be awarded a failing grade of "U" or "F" as applicable.

Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judiciaries, Oakley 210, or by referring to the *Student Guide* found on the Hocking College website (www.hocking.edu)

9. **STUDENT DUE PROCESS PROCEDURES**: Due process procedures for the College are located in the Student Code of Conduct, Policy and Procedures Manual published by the Student Affairs Office and can be found on the Hocking College web site.
10. **DISABILITIES SERVICES**: If you have been diagnosed with a disability that hinders your academic success, please immediately contact the Access Center Office of Disabilities in JL 249 for special accommodations.
11. **STUDENT INSURANCE COVERAGE**: Hocking College insurance does not cover a student in cases of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center nurse (JL 241) for information on costs, coverage, and how to enroll in the plan.
12. **SUCCESS SKILLS**: These are deemed vital and not necessarily limited to a single type of evaluation. They should be considered as a thread that runs continuously throughout the fabric of this course. While these are not specifically utilized in the final grade calculation the learner should realize that these success skills are important indicators of professionalism. The learner is invited to enter into discussion with the instructor to determine their progress in these areas. This course will address the following "Success Skills":

Communicates Effectively: A2, A3, A5, A8, A9 (continually throughout the course by e-mail correspondence)

Demonstrates Learning and Critical Thinking Skills: C1 through C8, C13 & C14 (a common thread throughout the course)

Maintains Professional Skills and Attitudes: D2 through D5, D7, D8, D10 & D11 (a common thread throughout the course)

Demonstrates Community, Cultural and Global Awareness: G4 (a common thread throughout the course)

Maintains a Code of Ethics: H1, H2, H3, H5, H6 & H7 (a common thread throughout the course)