

# *Fayetteville Technical Community College*

## **SYLLABUS**

### **ACA-111: COLLEGE STUDENT SUCCESS**

#### **Faculty Information:**

**Instructor:**  
**Office Location:**  
**Office Hours:**  
**Phone:**  
**Email:**

#### **Class Times and Locations:**

#### **Course Description:**

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to meet educational goals successfully.

**Prerequisites:** None

**Co-requisites:** None

#### **Required Textbooks:**

P.O.W.E.R Learning, Strategies for Success in College and Life, FTCC Customized, Fourth Edition by Robert S. Feldman

#### **Other required materials/software:**

1. Notebook
2. Writing Instrument

#### **Program/Course Learning Objectives:**

1. Manage learning experiences to meet educational goals successfully.
2. Enhance intellectual development and improve study behaviors and skills.
3. Enhance social development and engagement in the campus community.
4. Promote collaborative learning and group work.
5. Introduce technology that is available for successfully navigating the campus digital resources.

## Course Requirements/Methods of Evaluation:

**Evaluation:** This course will follow the standard FTCC grading scale listed below.

|        |   |
|--------|---|
| 93-100 | A |
| 85-92  | B |
| 77-84  | C |
| 70-76  | D |
| 0-69   | F |

### Grading:

|                 |   |
|-----------------|---|
| 100 pts.        | Class Participation                     |
| 100 pts.        | Group Work                              |
| 100 pts.        | In-Class Assignments                    |
| 50 pts.         | Journal Reflections (5 pts each)        |
| 50 pts.         | Out of Class Requirement                |
| <u>125 pts.</u> | <u>Final Project &amp; Presentation</u> |
| 525 pts.        | Total                                   |

**No late assignments will be accepted unless there are extenuating circumstances.**

**Withdrawals:** "A student may drop a class as late as the 30 percent date of the term without penalty. The transcript will indicate a "W." Students who drop between the 30 percent date of the term and the 90 percent date will receive a grade of "WP" or "WF," depending on the student's average in the class at the time of the withdrawal. For withdrawals after the 90 percent date of the term, a letter grade will be assigned based upon the student's average on all course requirements. Course requirements/test missed in the remainder of the class will be averaged into the final grade as a zero" (FTCC Student Handbook).

**Instructors Note:** ACA 111 is a course designed to make college user-friendly. Its purpose is to familiarize you with all the resources available at FTCC and promote increased student success! Once you understand the system, you will know where and how to get the assistance you need. Take advantage of your instructor, who will serve as your "personal advisor" for the next 8 weeks. Ask all the things you never understood about College but were afraid to ask. (If I do not have the answer, I will find out for you.) Your responsibility is to make this course useful to you, making your stay at FTCC a worthwhile experience and reducing the shock of a four-year college (if and when you plan to transfer). Additionally, **please turn off or silence all cell phones while in class.**

### Student Attendance Policy:

Each student is expected to attend class regularly - - at least 80 percent of all scheduled contact hours. If absences exceed 20 percent, the faculty member may drop the student from the course at any point during the term. More information on attendance may be found at <http://www.faytechcc.edu/handbooks/catalog.asp> or for this specific course, in the **Course Requirements** section of the syllabus.

### Student Code of Conduct:

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and conduct. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits. Students should review the Student Code of Conduct in the "Student Rights" section of the FTCC Catalog at the Fayetteville Technical Community College website:

### **Academic Integrity:**

SEE PAGE 17 OF YOUR STUDENT HANDBOOK (If you do not have a student handbook, you may get one in the Admissions Department in the Tony Rand Student Center OR ask your instructor for a copy.

### **Americans With Disabilities Act:**

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Office of Special Populations, located in Room 143 of the Student Center, as soon as possible to better ensure that such accommodations are implemented in a timely fashion. You may also contact Dorothy Ray, Special Populations Counselor, at (910) 678-8479 or through email at [rayd@faytechcc.edu](mailto:rayd@faytechcc.edu)

More information may be found in the college catalog:

<http://www.faytechcc.edu/handbooks/catalog.asp>

### **Nondiscrimination Statement:**

Fayetteville Technical Community College does not practice nor condone discrimination in any form against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age disability or political affiliation. Fayetteville Technical Community College commits itself to positive action to secure equal opportunity regardless of those characteristics. View the full Nondiscrimination Statement at

[http://www.faytechcc.edu/handbooks/student\\_handbook.asp](http://www.faytechcc.edu/handbooks/student_handbook.asp)

### **Make-up Policies:**

Please see the **Course Requirements** section for the make-up policy for this specific course.

### **Safety and Security:**

The college is very concerned about protecting its students, employees, and visitors at all campus locations. Students can help the college protect everyone by reporting immediately any threats received or heard to their instructors, security, or any college staff member. The college always takes steps to protect students who have reason to believe that they are in any type of danger. Also, students should remember to keep their belongings in secure places and to report any suspicious activities to college officials.

*“TOGETHER, WE CAN HELP OUR CAMPUS TO BE A SAFER PLACE.”*

**SECURITY – MAIN CAMPUS: 678-8433**

**CELL (AFTER 5 PM AND WEEKENDS): 624-5959**

**BEEPER (AFTER 5 PM AND WEEKENDS): 825-6924**

**OR USE THE EMERGENCY CALL BOXES LOCATED AROUND CAMPUS**

**Division/Department/Program Chair Information:**

**Name: Jo Ann Helmer**

**Telephone: (910) 678-8506**

**Email address: [helmerj@faytechcc.edu](mailto:helmerj@faytechcc.edu)**

**COURSE OUTLINE**

| Session/Date    | Topic  | Contents   | Chapters/Activities   |
|-----------------|--|--|---|
| Session 1 & 2   | Introduction to Course<br>Welcome to College<br>Basic Principles of P.O.W.E.R Learning<br>Long-term and Short-term Goals | Description of course, instructor's expectations, review of syllabus and textbook<br>Students: who are you, why are you here? Student Introductions. Benefits of education, what to give and what to expect to receive   | <b>Chapter 1:<br/>P.O.W.E.R Learning:<br/>Becoming a Successful Student</b>   |
| Session 3 & 4   | Managing your Time<br>Managing Stress<br>Avoiding Procrastination<br>Self-Management                                     | Managing effectively<br>Building an effective class schedule<br>Dealing with surprises, distractions and procrastination<br>Balancing your priorities  | <b>Chapter 2: Making the Most of Your Time</b>  |
| Session 5 & 6   | Self-Awareness:<br>Learning Styles<br>Self-Actualization<br>Self-Esteem  | How learning styles affect your academic success<br>Developing a personal mission statement<br>Self-concept and how it affects learning  | <b>Chapter 3: Recognizing How You Learn, Who You Are, and What You Value</b>  |
| Session 7 & 8   | Reading and Studying<br>Listening & Notetaking   | Effective notetaking<br>Techniques for taking good notes<br>Active listening skills<br>Reading styles and the affect on reading<br>Improving concentration and reading more effectively  | <b>Chapter 4, 5 &amp; 6 Taking Notes, Taking Tests &amp; Building Your Reading Skills<br/>Success Center Visit</b>  |
| Session 9 & 10  | Navigating Technology<br>Information Literacy<br>Writing and Speaking  | Developing information competency<br>E-mail Etiquette/Student Email<br>Educational uses of computers<br>Distance Learning<br>Best techniques for starting the writing process<br>Targeting your audience & understanding instructor expectations for presentations | <b>Chapter 8 Technology and Information Competency &amp; Writing and Speaking (Handouts)<br/>FTCC Library Visit</b> |
| Session 11 & 12 | Critical & Creative Thinking<br>Diversity & Relationships  | Developing critical thinking skills<br>Strategies for problem solving<br>Understanding differences<br>Cultural Awareness, Relating to Others<br>Building Positive Relationships with faculty and students  | <b>Chapter 9 &amp; 10: Making Good Decisions &amp; Diversity and Relationships with Others</b>                      |
| Session 13 & 14 | Choosing a major<br>Preparing for academic choices<br>Career Success   | Accepting responsibility for your academic performance<br>Visiting your advisor<br>Registering for classes next semester   | <b>Chapter 7: Choosing Your Courses and Major<br/>Final Project Presentations<br/>Career Center Visit</b>           |
| Session 15 & 16 | Mastering the transfer process<br>Financial Aid<br>Transfer Agreements   | Strategies for choosing a specific college or university to transfer<br>Transfer credits<br>Adjusting to a new college   | <b>Appendix T Transfer Strategies: Making the Leap from Community College to a Four-Year School</b>                 |