

# TEXARKANA COLLEGE

**Syllabus:** College Success

**Course Number:** PSYC 0034.03

**Semester & Year:** Spring 2014

## **Instructor Information**

Name: Delbert Dowdy

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Office Hours: Monday: 2:30-4

Tuesday: 9:30-10, 10:30-12, 12:30-2

Thursday: 9:30-10, 12:30-3

Fridays by appointment

## **Textbook Information**

*On Course*, 2<sup>nd</sup> Edition, by Skip Downing (Study Skills Plus Edition)

ISBN:978-1-133-30974-1

Be aware that if you purchase this book from another outlet besides the TC bookstore you will not get the complete book package for this course

Course materials—supplied by the instructor

## **Student Learning Outcomes for the Course**

Gain knowledge on how to assess your goals and your life choices through the Wise Choice Process, including degree and career planning.
Gain knowledge on how to accept responsibility
Gain knowledge on techniques to increase self-motivation
Gain knowledge on how to master personal self-management
Gain knowledge on how to develop and employ interdependence, including attendance at a campus event or activity
Learn techniques of gaining self-awareness and personal insight
Gain knowledge on how to adopt lifelong learning
Gain knowledge on how to develop emotional intelligence

## **Student Requirements for Completion of the Course and Due Dates**

Participation – Each class period

Exercises – Dates Vary – See schedule

Tests – See schedule for dates

Final Exam

## **Student Assessment (For Specifics, see grade sheet)**

**You have the following possibilities for earning points:**

- |                                     |                         |
|-------------------------------------|-------------------------|
| <b>(1) Participation</b>            | <b>200 total points</b> |
| <b>(2) Assigned Exercises</b>       | <b>420 total points</b> |
| <b>(3) Student Choice Exercises</b> | <b>100 total points</b> |

- (4) Faculty Choice Exercises
- (5) Chapter Tests
- (6) Final

**100 total points**  
**80 total Points**  
**100 total Points**  
**1000 total points**

### Grading Scale

Grade	
A	900-1000
B	800-899
C	700-799
D	600-699
F	599-below

**Class Schedule** – See attached Schedule

### Make-up Policy

Only certain work can be made up and only if the student has a very good excuse for not doing the work. Tests may not be made up.

### Assignments

Any late work turned in without a very good excuse will have 10% of that grade deducted for each day late (excluding weekends) up to one week late. After one week, the paper will not be deducted.

### Cell Phones

All cell phones must be turned off and placed out of sight and off your body. Violations may result in your being asked to leave the class and counted absent.

### Course Correspondence

Any course correspondence will be through TC student email. It is the student's responsibility to check his/ her TC email regularly for any communication related to the course.

\*Being dropped from the course could affect your financial aid.

### ONLINE/HYBRID COURSE ABSENCES

Absence in an **online course** is defined as the lack of an active post or submission within the course including discussion board posts, written assignments, and tests. This standard will be used to determine all absentee issues, including but not limited to, 12<sup>th</sup> Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete an Enrollment Verification activity within the first week of class (activity depends upon the professor); otherwise the professor **may** drop the student for not having attended. Students must complete at least one activity in their online class per week. Each week in which a student does not complete an activity will be counted as an absence.

If a student is taking a hybrid course, and it does not meet during the first week of class, the student must also complete an Enrollment Verification activity within the first week of class; otherwise the student **may** be dropped for not having attended.

**ABSENTEE POLICY**

Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student’s responsibility to check the syllabus for each instructor’s tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student’s absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

Withdrawal from a course(s) **may** affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER	
<p>Class or Lab Meets:</p> <p>Once a week (Night classes or Friday classes)</p> <p>Twice a week (MW or TR classes)</p> <p>Three times a week (MWF or TRF classes)</p> <p>Four times a week (MTWR classes)</p>	<p>An instructor <b>may</b> withdraw a student from a course if absences exceed:</p> <p style="text-align: right;">2</p> <p style="text-align: right;">4</p> <p style="text-align: right;">6</p> <p style="text-align: right;">8</p> <p style="text-align: center;">Three tardies count as one absence</p>
A COURSE THAT MEETS FOR 14 WEEKS OF THE SEMESTER	

Class or Lab Meets:  Twice a week (MW or TR classes)	An instructor <b>may</b> withdraw a student from a course if absences exceed:  4  Three tardies count as one absence.
<b>A COURSE THAT MEETS FOR 8 WEEKS OF THE SEMESTER (Fast-Track)</b>	
Class or Lab Meets:  Four times a week (MTWR classes)	An instructor <b>may</b> withdraw a student from a course if absences exceed:  4  Three tardies count as one absence.
<b>A COURSE THAT MEETS FOR 5 WEEKS OF THE SEMESTER (Summer Sessions)</b>	
Class or Lab Meets:  3 times a week (MTW) (evening classes) 4 times a week (MTWR) (day classes)	An instructor <b>may</b> withdraw a student from a course if absences exceed:  2 2  Three tardies count as one absence.

**EXCUSED ABSENCES**

A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty\* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor’s syllabus.

*\*Students interested in Health Occupations should check with the division chair prior to entering the program.*

**MAXIMUM ALLOWABLE ABSENCES**

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

**Academic Classes**

**Workforce Classes (This does not include Health Occupations. See Health Occupations Handbook regarding absences for that program.)**

Day Classes	Evening Classes
<p>Class meets:</p> <p>5 days a week (MTWRF)</p> <p>The instructor <b>may</b> withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an “F” in the program for that semester.</p> <p style="text-align: center;">Three tardies count as one absence.</p> <p>You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.</p>	<p>Class Meets:</p> <p>4 evenings a week (MTWR)</p> <p>The instructor <b>may</b> withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an “F” in the program for that semester.</p> <p style="text-align: center;">Three tardies count as one absence.</p> <p>You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.</p>

**Academic Integrity Statement**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”.

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

**Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations..

**Financial Aid:**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.