COURSE SYLLABUS
FY 22-23
IDS 101 General Education Seminar:First Year Experience– Career and College Exploration I
Online-Self-Paced Course

CHS Guidance Counselor Name
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  office: **CHS House Office**
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COURSE DESCRIPTION

The First-Year Experience (FYE) seminar is a one-credit course that can be linked with a three-credit, introductory college-level course to form a first-year experience learning community. Students learn essential student success skills, behaviors, and habits of mind in the FYE course that they are then able to apply to increase their success in the linked course and other courses throughout their college careers. With an emphasis on self-assessment and reflection, students will work to generate a personalized academic plan for their time at MCC and beyond. Students will also be introduced to MCC's Institutional Student Learning Outcomes (ISLOs), and engage with the college's academic, student support and co-curricular services, along with other college resources, to develop and strengthen those skills and abilities.

Prerequisite(s): ENG 101 Eligibility- Please include all prerequisites as outlined in the course catalog

COURSE GOALS

STUDENT LEARNING OUTCOMES
- Reflect on engagement with CHS and MCC resources and services that assist in identifying and creating a plan to reach personal, academic, and career goals
- Identify and be able to discuss the habits, skills, and strategies that create a successful college student
- Develop awareness of learning preferences, and personal strengths, challenges and motivation to create realistic academic and professional goals
- Develop and evaluate progress in social growth through participation in collaborative learning, engagement activities, and oral presentations
- Demonstrate responsible behavior for self and others

Institutional Student Learning Outcomes (ISLOs)
Written and Oral Communication
- State an idea in writing and support it by using specific examples
- Present ideas and work to classmates orally in a logical, organized and compelling manner

Critical Thinking
- Apply critical thinking skills to determine elements of an assignment
- Determine which academic support services can help them complete various assignments

- Apply problem solving skills to common circumstances that might interrupt the completion of assignments
- Match the CHS ISLOs title and ICON with common course and college activities
- Document, analyze, put into practice, and improve time management skills

Personal and Professional Development
- Describe a successful college student
- Identify personal, academic and social strengths and challenges
- Develop an initial plan to achieve academic and career goals that reflects both their strengths and their challenges
- Reflect on personal progress in this and their other courses in relation to their stated goals
- Describe one career exploration method

TEACHING PHILOSOPHY AND CLASS STRUCTURE

Online and Classroom Etiquette: In order for us to work together and our class to be successful, we must respect all members and all viewpoints even if they are different from our own. Being open to other viewpoints allows all of us to learn and grow.

The following is encouraged and expected in the classroom:
- Respect everyone and treat all with kindness.
- Behave in an appropriate adult manner. No disruptive behavior will be tolerated.
- No inappropriate language will be tolerated.
- Respectfully pay attention and listen closely to the instructor and your classmates as you would expect them to listen to you. Please do not hold private conversations.
- Take a perhaps much-needed break from your technology and fully engage with your class by silencing your cell phone and placing it out of sight.

Please adhere to our online and classroom etiquette, as that will allow you and your classmates to be successful in the course and make for a pleasant and collaborative learning environment.

Professors at MCC develop their own course syllabi and class policies. Therefore, rules that apply to one instructor's class may be different from other classes taught by different instructors. At the beginning of the semester, I will review my policies in detail, so students will have a clear understanding of expectations. **Please read this syllabus carefully and keep it for future reference.**

COMMUNICATION

The best way to contact me is via email. Keep in mind, however, that when you email your teachers and professors, you should write in a professional manner. Please do not hesitate to ask questions through email. I am happy to help.

Students are strongly encouraged to check their MCC email <u>*and*</u> *this course's Blackboard site each day for important information and update*

COURSE TOPICS/ASSIGNMENTS

A general class schedule of topics and assignments is included in this syllabus and will be reviewed during the first class. It is each student's responsibility to keep track of all required reading, assignments and due dates.

2

Understanding the syllabus will help you to be successful in the course. If you have any questions, please address them with me.

ATTENDANCE/ ABSENCE
This is a self-paced online course. You should utilize time during your **Plus Block** throughout the year, to complete the tasks. However, you may work on the course or complete the course at any point prior to June 1st.

PERSONS WITH DISABILITIES
Middlesex Community College is committed to supporting the success and well-being of all students, regardless of varying abilities and levels of adaptive skills. The Disabilities Support Services office provides services and resources to empower each student to attain his/her highest level of academic success and learning independence. For more information, please visit the DSS office in the Enrollment Center Building, 2nd Floor, or contact the DSS office at either *disabilityservices@middlesex.mass.edu* or *(781)280-3630*. These services are provided free of charge. Students seeking accommodations should discuss them with me as soon as possible. Because of confidentiality, I will not be notified by the DSS office of any students receiving accommodations. Only you can disclose this information to me.

SUBMISSION OF WORK
Assignments
All assignments can be found in your **Edgenuity account**. There are some assignments that must be completed in your **Naviance account**. Be sure to review the assignments/tasks on a weekly basis in order to remain up to date with the requirements of the course.

Edgenuity
Edgenuity is a web-based classroom learning management system that allows students and instructors to share course material, post grades, and more. Throughout the year, students will be asked to access Edgenuity for updated assignments, announcements, and discussion boards. Grades will also be automatically calculated through the Edgenuity platform, so students always have access to their grades and averages. Please become familiar with the program. Plan to check your Edgenuity account for this course every week. If you are having trouble navigating Edgenuity, please speak with your PLUS Block teacher or guidance counselor.

How to login to Edgenuity
1. Go to https://www.edgenuity.com/login/

   STUDENT LOGIN
2. Select
3. Use your cpslions email and password to login
4. Begin taking Career and College Exploration I

Your work will be saved automatically throughout the year. Be sure to check your progress towards completion. **All students must complete the course before June 1st in order to receive college credit and be eligible for Innovation Pathway or Early College Programming**.

Naviance

Naviance is a web-based college and career planning tool. There is a variety of content and activities that will help students identify "interests, strengths and needs" so that they may develop clear and attainable goals for life after high school. Along with career exploration activities, students and families have access to career video content, career and college interest inventories, and high school specific college data. Naviance also facilitates the college application process.

How to login to Naviance:
First time login:
  1. Go to https://student.naviance.com/chelmsfordhs
  2. Select I'm new and need to register!
  3. Enter the registration code given to you by your school or district (unique to each student)

For subsequent logins:
  1. Go to https://student.naviance.com/chelmsfordhs

  2. Select
  3. Use your cpslions email and password to login

ACADEMIC INTEGRITY
All students are responsible for maintaining high standards of honesty and integrity when completing assignments for their courses. Any student found to have committed academic dishonesty, including but not limited to plagiarism or cheating, will face academic penalties.

CHS's Honor Code: We, as members of Chelmsford High School, promise to act with honor and integrity in all areas of campus life. As individuals, each of us is responsible for the integrity of our own work and actions, and each of us is accountable for all that we say, write and do. We pledge that we will not misrepresent our work, nor give or receive unauthorized aid. We further promise to behave in a way that shows respect for the personal rights and dignity of all members of our community. We will be respectful of college property and the property of others. We will support and promote the integrity, safety, and well being of the school community. We will adhere to the Honor Code and take responsibility for our own conduct.

GRADING
Grading System
Your final grade for the course will be based on the following criteria:

  ● Successful completion of all required coursework: Edgenuity   75%
  ● Successful completion of all required coursework: Naviance   25%

Students are strongly encouraged to take advantage of the academic support programs and services (such as tutoring, reading/writing skills lab, etc.) available to them to help ensure and support success. Information about these services can be found at https://www.middlesex.mass.edu/studentlife/support.aspx.

4

CREDIT HOUR POLICY

Middlesex Community College follows the Carnegie Unit for credit. Students are expected to spend a minimum of 45 hours of work for each credit. **The most common breakdown for one credit is one hour of class instruction and two hours of homework for 15 weeks each semester**. A three-credit course demands nine hours each week. A six-credit class demands eighteen hours each week.

Why this course: Chelmsford High School works closely with Middlesex Community College to provide courses and resources to prepare students for life after high school. This course one-credit course is offered to all 9th grade students, free of charge, and will focus on strategies to help you gain skills essential for academic success throughout high school and beyond.

When followed by Career and College Exploration II (taken in your sophomore year), students will have access to a variety of early college options. These courses are required for all students who wish to pursue Innovation Pathways or Early College Designation. Even if you choose to remain on a traditional high school path, this course will be very beneficial. Students learn essential student success skills, behaviors and habits of mind in the FYE course that they are then able to apply to increase their success in the linked course and other courses throughout their college careers. With an emphasis on self-assessment and reflection, students will work to generate a personalized academic plan for their time at CHS and beyond. Students will also be introduced to CHS's Institutional Student Learning Outcomes (ISLOs), and engage with the college's academic, student support and co-curricular services, along with other college resources, to develop and strengthen those skills and abilities.

When you complete this course, you will have earned your first college credit, free of charge.

A final word—it is entirely possible to do very well in this class. Log in, at minimum, once per week during Plus Block, to review and complete all of the assignments to the best of your ability with sincere reflection and attention to detail, and you will be on the road to success. This is true not only in this course, but also in all of your high school and college courses. I wish you much success!

COURSE OUTLINE

Topics and Requirements

Topics	Focus	Activities to Complete
Topic 1	Course Introduction	- Review course syllabus - Login to Edgenuity and review the course outline. - Login to Naviance. - Complete MCC Dual Enrollment form
Topic 2	Taking Control of your Academic Success Sub-topics: *Understanding Motivation* *Evaluating Study Habits*	Edgenuity:*For each sub-topic-* - Review all Vocabulary - Watch the Direct Instruction Videos - Online content - Take the Quiz

	• *Understanding Learning Style* • *Proactive steps to succeed* • *Setting Academic Goals*	Naviance: Under the <u>Self-Discovery Tab</u>, complete the <mark>Learning and Productivity Assessment</mark>
Topic 3	Strategies for Academic Success Sub-topics: • Utilizing *a calendar* • *Applying Critical Thinking* • *Forming Study Groups* • *When to seek a tutor*	Edgenuity:***For each sub-topic-*** • Review all Vocabulary • Watch the Direct Instruction Videos • Online content • Take the Quiz Naviance: Under the <u>Planner Tab</u>, <mark>create 1 academic goal for this school year. Use complete sentences.</mark>
Topic 4	Online Learning Sub-topics: • *Preparing for online learning* • *Using the internet responsibly* • *Academic Integrity on the Internet*	Edgenuity:***For each sub-topic-*** • Review all Vocabulary • Watch the Direct Instruction Videos • Online content • Take the Quiz
Topic 5	Reading Techniques Sub-topics: • *Pre-reading strategies* • *Reading for content* • *Reading difficult material*	Edgenuity:***For each sub-topic-*** • Review all Vocabulary • Watch the Direct Instruction Videos • Online content • Take the Quiz
Topic 6	Taking High Quality Notes Sub-topics: • *Note Taking 101* • *Note Taking 101 - Part 2* • *Notes from a Text*	Edgenuity: ***For each sub-topic-*** • Review all Vocabulary • Watch the Direct Instruction Videos • Online content • Take the Quiz
Topic 7	Steps for Test Preparation Sub-topics: • *Step 1 - Determine what to study* • *Step 2 - Organize notes*	Edgenuity:***For each sub-topic-*** • Review all Vocabulary • Watch the Direct Instruction Videos • Online content • Take the Quiz

	• *Step 3 - Compile study materials* • *Step 4 - Apply memorization techniques* • *Step 5 - The day of the test*	
Topic 8	Quality Final Products Sub-topics: • *Developing your topic* • *Writing quality papers* • *Giving Quality presentations* • *Using rubrics*	Edgenuity:***For each sub-topic-*** • Review all Vocabulary • Watch the Direct Instruction Videos • Online content • Take the Quiz

*This syllabus and course outline are subject to change. Students are responsible for attending classes and visiting **Blackboard** to keep updated on any changes that take place.Please refer to the Middlesex Community College Student Handbook and website for additional policies.*

Even for the most prepared and meticulous students, college can be a bit of a challenge. While there is no standardized formula to make it through college, we can offer some proven tips for being successful in a college class **Proven Tips for Success in College Classes** *academically, socially and professionally.*

1.   **COME TO CLASS.**

Teachers pay attention to the level of involvement students demonstrate throughout the semester. These will be the same teachers you will turn to for letters of recommendation and you can't expect them to vouch for you if you've barely set foot in their classes. A big part of college is about establishing connections and working on your abilities to network.

2.   **TAKE ADVANTAGE OF SCHOOL RESOURCES**

Most students overlook the vast network of readily available resources colleges have and go through the semester on the bare minimum – attending classes alone. Make it a rule to frequent the campus libraries, tutoring and writing centers, computer labs and career centers for <u>free</u>, valuable support.

3.   **VISIT YOUR ADVISOR REGULARLY.**

Make it a habit to meet with your advisor early and often and seek their opinion on which classes to take each semester and how to meet your academic goals. Register as early as possible for your classes – they fill quickly, and you don't want to pile on classes before you graduate. Your advisor can guide you to the best campus resources, inform you of important deadlines, familiarize you with college policies and procedures, and keep you up-to-date with campus events and organizations that could benefit you.

4.   **STAY CONNECTED.**

Check your MCC email every day! – this is your main source of important information. You should pay attention to the student handbook and visit the school website to ensure you don't miss anything. Important dates, deadlines and information are always posted there. Connect with other students in each of your classes and exchange numbers. This can assist you in joining study groups, clarifying information, or catching up after missing a class.

5.   **MAINTAIN BALANCE.**

Missing out on even a couple of classes can set you back a month or more, so you will benefit immensely from spending your time in a sustainable way. When planning out your week, make sure you set aside enough time each day for studying, socializing, extracurricular commitments and taking care of yourself to make sure your brain is rested and alert.

6.   **SET REASONABLE GOALS.**

Try to set achievable and measurable goals each semester. This is will keep you motivated, acting as a record of the progress you've made as well as helping you push yourself to continue setting and achieving goals. Don't overwhelm yourself with long-term goals but do plan ahead and think about how you see yourself in the future

both personally and professionally. Try to refrain from making grade-related goals; instead try to think about what you hope to get out of each class that will move you further along your career path.

7.   GET (AND STAY) ORGANIZED.

Hold on to the syllabi you're handed in the beginning of the semester as they cover course expectations, assignments, due dates, grading and other class policies, as well as professors' contact information and office hours. Compile these into an organizer on your computer or phone and add homework assignments as they are given.

8.   BE CONSISTENT.

There is nothing easier than putting off work at the beginning of the semester, only to see it pile up as the semester progresses and cramming before a test is the surest way to overload and fry your brain. Make it a rule to keep up with assignments and study frequently – this way you will reduce the volume of information you need to take in as well as reducing stress and being able to sleep the night before exams and presentations.

9.   TAKE NOTES AND REVIEW THEM OFTEN.

Notes taken in class are not supposed to lie forgotten on your desk. They are your single most useful tool in figuring out the pattern of teaching of every professor, which in turn will give valuable information regarding exam formats, essay questions and extra credit assignments. Reviewing notes helps you retain up to 80% of the material without any additional studying.

10. HONE YOUR PROBLEM-SOLVING SKILLS.

Courses such as math, physics, chemistry and statistics require good analytical skills, so be sure to spend time at home working on problems. When you get stuck on a problem seek help quickly to make sure you understand what is being asked. This can apply to any class, though. When you have a question or are unclear about something, take the initiative to see if you can find the answer for yourself. Your professors will be impressed by your motivation and resourcefulness.

11. DEVELOP A REGULAR STUDY ROUTINE.

Consistency is key in developing a studying routine that will maximize your term results. The rule, typically, is to factor in two hours of study time for every hour you spend in class to allow for the material to sink in. This also helps you develop discipline and structure your day in the most efficient way possible. Research has shown that the more your practice a regular routine, the easier it becomes.

12. WORK ON YOUR STUDY TECHNIQUES.

Even successful students often need to revise their studying styles when they get to college. Ideally you want to find a specific system that works for you and develop an approach that leads to the establishment of a routine. Consider joining a study group – peer pressure can be a great way to motivate oneself to get things done. Some colleges offer courses that can help you discover your learning style and build solid study habits – talk to your academic advisor for suggestions. Don't forget to take advantage of the resources available to you (See #2).

13. STRENGTHEN YOUR WRITING SKILLS.

Writing is an essential part of the college experience and you can only benefit from working to perfect yours. Enrolling in an introductory composition course is a good idea for any student, especially those who feel they

struggle to express themselves in writing. The skills you learn will help you excel in the rest of your classes and being a strong writer will help you throughout your academic and professional career. Most college campuses have writing and tutoring centers that can help you develop your skills (Again, see #2).

14. DON'T FORGET TO REWARD YOURSELF.

Motivation is the single most powerful catalyst for positive change, so be sure to take advantage of that. Every goal – small or big – you manage to complete ought to be marked in a way you see fit