

SYLLABUS

ORI 101 Orientation to College

I. Instructor Information

Instructor:

Office Location:

Office phone:

Email:

Office Hours:

II. Course Information:

ORI 101 Orientation to College – 1 Semester Hour; 1 Contact Hour

Class Meeting Time and Location:

CRN:

Course Description

This course aids new students in their transition to the institution; exposes new students to the broad opportunities of the institution; and integrates new students into the life of the institution.

III. Textbooks

Supplementary materials (instructor's option: such as paperbound dictionary, thesaurus, or other reading material): binder with dividers and paper

IV. General Course Competencies

- A. Students will be able to identify campus resources.
- B. Students will be able to use technology for educational purposes.
- C. Students will be able to identify academic skills that contribute to college success.
- D. Students will be able to identify life skills that contribute to personal success.
- E. Students will be able to demonstrate effective written and oral communication skills.
- F. Students will be able to apply problem solving and critical thinking techniques.

V. Course Objectives Stated in Performance Terms

During the course, the student will do the following under the guidance of the instructor:

- A. Identify campus resources
 1. Campus organizations
 2. Academic support resources.
- B. Use technology for educational purposes
 1. College website
 2. Degree plan (DegreeWorks)
 3. College email
 4. Course management site (Blackboard)
 5. Library databases
 6. Distance Learning
- C. Identify academic skills that contribute to college success
 1. Goal setting
 2. Time management
 - a. Priorities

- b. Master calendars, weekly planners, and to-do lists
 - c. Avoiding procrastination
 - 3. Note-taking and study skills techniques
 - 4. Effective study habits
 - a. Time requirements and frequency
 - b. Environment
- D. Identify life skills that contribute to success
 - 1. Stress management techniques
 - a. Causes of stress
 - b. Techniques for coping with stress
 - 2. Basic personal finance concepts
 - a. FASFA
 - b. Budgeting
 - c. Saving and investing
 - 3. Professionalism and manners
 - 4. Networking
 - 5. Teamwork
 - 6. Diversity
 - 7. Personal wellness
- E. Demonstrate effective written and oral communication skills
 - 1. Writing for various purposes.
 - a. Journal
 - b. Resume
 - 2. Communicating with individuals and groups.
 - a. Interview
 - b. Presentation
- F. Apply problem solving and critical thinking techniques
 - 1. Problem-solving method
 - 2. Critical thinking

VI. Class Activities

- A. Complete assignments
- B. Listen to lectures and guest speakers
- C. Participate in small groups
- D. Take notes
- E. Participate in discussions
- F. Write journals
- G. Create a resume
- H. Participate in an interview
- I. Create and deliver a presentation

VII. Evaluation

To complete this course, the student must be able, in the instructor's judgment, to demonstrate a reasonable ability to transition and integrate into Jefferson State Community College.

Activities	30%
Journals	30%
Resume	10%
Interview	10%
Presentation	20%

Grading Scale

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 59% and below

VIII. Academic Honesty Code

Students are required to conform to the JSCC Academic Honesty Code. It states that all students are expected to act with integrity in the performance of their academic work. Any student who fails to act with integrity in the performance of his or her academic work may be charged with a violation of the Academic Honesty Code. In practice, this means that all students are expected to complete their own course work, and any student found violating the Academic Code can expect reprimand and penalties. Violations include, but are not limited to, the following: cheating on a quiz, exam, or assignment; copying the work of another; submitting as your own work assignments, outlines, or papers that have been completed by another; inventing data or information; plagiarizing (taking the ideas, data, writings, etc. of another and passing them off as your own and/or failing to properly document sources used in the preparation of an assignment). **Penalties for violations range from a zero on the assignment, paper, or exam or an “F” in the course to probation, suspension, or permanent dismissal from the college.** Disciplinary sanctions shall be part of the student’s educational records. When such penalty is imposed, it shall be indicated in the student’s record and may appear on the student’s transcript. See the College Catalog and Student Handbook for detailed information concerning violations and penalties. Violations of the Academic Honesty Code will not be tolerated.

IX. Attendance

Class attendance is an essential part of the educational process at Jefferson State, and students are expected to attend all classes for which they are registered to facilitate their academic success. In general, academic performance is impacted by the number of classes a student attends. Financial Aid and other scholarship programs may require stringent attendance. Student absences in all courses (traditional, hybrid, online, etc.) are calculated from the first official day of class. Attendance in Internet and/or Hybrid courses is based on documentable participation in class activities, such as interacting with the instructor and with enrolled students, attending required on-campus meetings and/or submitting course assignments. If a student has excessive absences and is in jeopardy of failing the course, she/he is encouraged to consult with the instructor. Instructors will not withdraw students for any reason. If a student fails to officially withdraw from a course, this failure could result in a grade of “F”. **Students receiving financial aid or scholarships should consult the Financial Aid Department or their scholarship coordinator to determine how an “F” or “W” may affect their tuition assistance.** Students withdrawing from a course after the Withdrawal date has passed will receive a WP (withdraw passing) or a WF (withdraw failing) in the course.

X. Student Conduct

Electronics: Please silence and put out of sight all cell phones during class.

Behavior: Be respectful, ask questions, and participate.

See the **Student Handbook** in the JSCC College Catalog at http://jeffstate.scholasticspark.com/wp-content/uploads/sites/108/2018/07/2018-19_JeffersonStateCatalog_13_Student-Handbook.pdf

XI. Emergency Procedures:

Emergencies either man-made or natural can occur at any time and for any reason. Jefferson State Community College strives to keep our students, faculty, staff, and visitors' safe. Please follow the instructions of faculty and staff during an emergency.

Students should check the College website for information on closings due to inclement weather/emergencies at www.jeffersonstate.edu. Students should sign-up for text alerts at www.e2campus.net/my/jeffstateonline.

XII. Statement on Discrimination/Harassment

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

XIII. Americans with Disabilities

Jefferson State Community College is compliant with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990 as amended in 2008. Students having known disabilities requiring academic accommodations should contact the ADA Accommodations Office for an appointment (arsherman@jeffersonstate.edu) or 205-856-6077.

Orientation 101 - WEEKLY OUTLINE
(tentative)

Wk 1	
Wk 2	
Wk 3	
Wk 4	
Wk 5	
Wk 6	
Wk 7	
Wk 8	
Wk 9	
Wk10	
Wk11	
Wk 12	
Wk 13	
Wk 14	
Wk 15	