COL 105

Freshman Seminar

Course Description
This course is a study of the purposes of Higher education and provides a general orientation to the functions and resources of the college. This course is designed to help freshman adjust to the college community, develop a better understanding of the learning process, and acquire essential academic survival skills.

Prerequisite: None.

3.0 Cr (3 lect/pres, 0 lab, 0 other)

Text and References

Course Focus
This course introduce students to many educational opportunities and resources at TCL including how to use the library, assist in acquiring academic survival skills, improve academic skills in listening, writing, speaking and studying, assist in increasing your self-knowledge, promote positive adjustment and assimilation into TCL, and develop a community of learners who are also friends.

COL 105 Core Curriculum Competencies
This course teaches the student written and verbal communication skills through a series of assignments, including homework, class work, notes, journals, and text assessments. Verbal communication skills are developed by requiring students to make several oral presentations on projects they have worked on during the semester.

Course Goals
The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal)

1. Identify learning styles
2. Develop time management strategies
3. Demonstrate organizational patterns
4. Comprehend information processing model
5. Conduct memory speech
6. Use retrieval cues
7. Track through patterns
8. Process information
9. Practice learning goals
10. Utilize memory principles
11. Study working memory strategies
12. Identify mnemonic methods
13. Develop self management skills
14. Create life style schedules
15. Demonstrate goal setting strategies
16. Enhance concentration techniques
17. Learn motivation strategies
18. Explore stress management theories
19. Avoid procrastination
20. Sharpen test taking strategies
21. Increase test performance skills
22. Utilize retrieval cues
23. Develop listening skills
24. Analyze effective reading techniques
25. Implement reading strategies
26. Define key terms and concepts
27. Demonstrate long term memory techniques
28. Articulate graphic diagrams
29. Utilize note taking skills
30. Employ Cornell note taking system
31. Describe intelligence theories
32. Create note taking strategies
33. Analyze comparison charts
34. Comprehend various text
35. Critique Blooms taxonomy
36. Define paragraph elements
37. Enhance critical thinking skills
38. Review essential study skills
39. Differentiate linear and global learners
40. Identify mnemonic memory skills
41. Differentiate test questions
42. Set life style goals

Student Contributions
Students are expected to be fully prepared for class by completing all reading assignments in full before the class session. Attendance is a critical factor to success in this class as lecture will enhance students understanding of reading assignments.

Course Evaluation
Your final grade for the course will be determined by the average of all exam/test/quiz scores and completion of all required assignments. See CLASS INFORMATION Section for specific details about scoring procedures and due dates.

TCL's grading scale is:
90 - 100 = A
80 - 89  = B
70 - 79  = C
60 - 69  = D
Below 60 = F

Course Schedule
The class meets for 3 lecture/presentation hours per week. The content will be introduced in the same order as they are listed in the course goal section. The content goals will be finished in a varied manner.

Developed/Revised: October 12, 2010

ADA STATEMENT
The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT
There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

GRADING METHODOLOGY
The final grade must be 70 or more in order to pass the course and progress in the program. Students absent from an examination or presentation will receive a “0” grade for the examination unless other arrangements are made with the individual instructor prior to the examination or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given.

The student is responsible for notifying the instructor for the reason of the absence. It is also the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. Arrangements may be completed by telephone.
If the instructor is not available, a message should be left on the instructor’s voice mail AND with another member of the faculty or administrative assistant. The make-up exam will be scheduled and the instructor will decide the method of examination. Messages sent by other students are unacceptable.

ATTENDANCE
The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.
- In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.
- When a student exceeds the allowed absences; the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance or
- Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
- Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.
  - A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.
  - A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER
In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLHV 101.1, WSOI 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

EXTRA:

Emergency Text Message Alert
Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to
www.tcl.edu. On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to www.tcl.edu/textalert.asp

GRADING METHODOLOGY
The final grade must be 70 or more (a grade “C” or better) in order to pass the course and progress to the next course. Students absent from an examination or presentation will receive a “0” grade for the examination unless other arrangements are made with the individual instructor prior to the examination or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given.

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