CG 100 College Success: Back On Course Syllabus

Reviewing your **course syllabus** is a wise choice for every class you choose to enroll in. Simply put, it is your academic contract for each course. Most syllabi will include contact information and office hours for your instructor(s), course goals and objectives, a weekly outline, and grading scale. Many instructors will also outline due dates, address accommodations if needed and conduct expected. It is up to each instructor to create and distribute syllabi in a timely manner.

Course Description: College Success: Back On Course (BOC) is designed to assist students in meeting Lane's **Academic Progress Standards**. It is the third intervention in the Keys to Success series. Participants will learn about college expectations, develop resources for addressing obstacles, and design individualized plans for achieving their academic goals.

Structure and Background - Class sessions begin the first week of Fall/Winter Terms and the second week of Spring term and are scheduled for seven weeks. This course is a revised version of previous College Success: Back On Course classes that have been available to students since Fall of 2009 by Debby Ganser, Anthony Hampton, Mary Parthemer and Christina Salter in collaboration with all of the Back On Course instructors from Counseling and Advising.

Academic Progress Standards (APS) are based on academic performance for each term. Students with an Alert 3 notification are required to attain a minimum GPA of 2.0 and complete at least 67% of the credits that they enrolled in or they will be dismissed from the college for two academic terms. Students who successfully complete Back On Course and meet the Academic Progress Standards requirements for at least three terms will be able to appeal an Alert 4 dismissal if they fail to meet the APS requirements in the future.

Requirement to Register for Future Terms - timely completion of Assignments 1-4 (A1-4) is required before the Alert 3 registration hold can be removed. Along with being cleared to register a student must successfully complete Back On Course to keep their next term's registration. Students who submit Assignments -2, 3 or 4 (after Session 5) - will not be cleared to register until a passing grade has been posted at the end of the term and they will not be eligible to make grade changes or drop courses in Week 8 of the term.

To retain your enrollment - beyond the first week of the course - students are expected to complete "meaningful work." The specific requirements for you to remain enrolled will be communicated to you by your instructor.

To retain your next term enrollment - Once cleared to register for the following term students are required to Pass this course with a Pass or C- or higher grade. This includes completing Assignment 1 through 4 and remaining assignments as introduced by your instructor - with at least 50% or work submitted as directed (**up to instructor discretion regarding what meets the completion requirement**). And, students must meet Lane's Academic Progress Standards the term they are enrolled in Back On Course.

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Course Objectives - by the end of the course you will learn how to:

- Take greater personal responsibility while gaining more control over the outcomes that you create in your academic life
- Successfully navigate college policies and procedures including Academic Progress Standards (APS) and Satisfactory Academic Progress (SAP) Standards
- Identify persistent behaviors and obstacles limiting your success and implement solutions
- Develop an individualized resource plan and utilize campus resources
- Evaluate progress toward degree or certificate completion and create a term-by-term plan for achieving your academic goal

Required:

- BOC Packet (In-Person) students and Classes.lanecc.edu Online students - select this course.
- In-Person students - 3 ring binder to organize course materials and assignments

Learning Methods and Measurements of Learning			
Attendance/Participation is expected and required. It is up to instructor discretion how these points are earned. Homework commitment 4 to 8 hours per week	**25**	4 Points weekly. (3 extra credit – for all 7 sessions)	
Assignment Titles	**Points**	**Info provided during session:**	**Due in your scheduled class time**
A#1 Term Calendar and planning	15	1	1
A#2 Retention Counselor meeting Parts A and B	15	2	4
A#3 Advisor/Counselor meeting for major	15	3	5
A#4 Progress Reports from Instructors	15	4	5
See next page			

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Choice of one of the following A# 5 or A#6	15		
A#5 Making Wise Choices		5	6
A#6 Financial Resources		6	7
Total Points Possible	**100**		
Extra Credit option - $ALT - if 5 Assignments submitted complete.	(5)		7
Extra Credit - Core Learning Outcomes – if 5 Assignment submitted complete (Online students)	(5)		7

Grading Criteria	**Points = Grade A/Pass or No Pass**		
1. Assignments submitted when due are eligible for the full 15 points	≥90/A	67-89 = Pass	< 67 = no pass
2. Assignments submitted within 1 week late are eligible for 12 points			
3. Assignments 2, 3 & 4 submitted after 1 week late are eligible for up to 8 points			
4. Assignments 1, 5 & 6 are accepted after 1 week late – however, will only be worth 1 point.			
5. Complete and/or minimal work is based on instructor discretion.			
6. All assignments must be submitted complete as directed to be eligible to receive a grade of A			

I = Incomplete grade and may be negotiated if you have some special circumstance that has occurred and less than 25% of the course work remains to be completed. You must initiate the incomplete contract prior to the end of the class. Students will not be able to register for future terms until a grade of A through D or Pass has been posted and the student has met the APS standards for all courses taken in the term.

NC = A No Credit grade - will be issued if the instructor believes the student has not participated enough in a class to earn a grade. It is not used to substitute for failing or incomplete grade. A student can not request this option.

Respectful Environment

It is critical that this class be a safe and respectful learning environment for all participants. All students are expected to create a welcoming and open environment where deep learning can occur, and to support each other in efforts to be safe and respectful. Some ways students can help create a positive environment include:

- Participate each week and be prepared. This is one of the most effective success strategies
- Listen well and be open to learning
- Suspend judgment
- Monitor your "floor" time. It is helpful to participate in discussions and it is important to self-monitor in order to allow others the opportunity to also participate. **In an Online environment this is not typically an issue.** However, when responding to activities or forum discussions - please focus on providing answers that pertain to the questions being asked.

Zero Tolerance Policy

Racism, sexism, homophobia, and other forms of discrimination and bias are hurtful and unacceptable. There is no tolerance for words, speech, behavior, actions, clothing/possessions that insult, diminish, demean, or belittle any individual or group of persons based on race, ethnicity, religion, gender, sexual preference, ability, economic class, national origin, language, or age. Academic freedom, freedom of speech and freedom of discourse DO NOT protect racism or other acts of harassment and hate toward other students or Lane employees. Violations of this Zero Tolerance policy may result in removal/dismissal from the class and actions governed by the student code of conduct will be taken.

Accessibility and Accommodations:

To request assistance or accommodations, contact the Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanecc.edu. (link sends e-mail)