GRAYSON COLLEGE
College Connections Syllabus for 2020-2021

Please Note: Due to extenuating circumstances, including public health issues, course and testing delivery methods, instructional schedules, housing contracts, campus procedures and/or operating hours may be altered, interrupted and/or ceased for a limited or extended period of time. Such changes will be posted on the College website.

Course Information
COLL0271 INT College Connections
Spring 2021
Internet

Professor Contact Information
INSTRUCTOR NAME: This course is taught by all Grayson College Success Coaches
EMAIL: advising@grayson.edu
PHONE: 903-463-8695
APPOINTMENT SCHEDULER
Office Location: Advising Office. Student Affairs Building
Office Hours: 8:00 am to 5:00 pm Monday through Friday

Course Pre-requisites, Co-requisites, and/or Other Restrictions
There are no pre-requisites for this course.

Course Description
College Connections is designed to help students make successful transitions from a previous level of education, or experience (e.g., the military), into College life, from undeclared status into a major, and careers. The course will cover basic academic skills and provide information about available campus resources. Students will be encouraged to develop more definite career plans and a plan to fit their educational goals. Students will also have a connection with their Student Success Coach and Faculty Advisors during the most critical weeks of their college career. This course includes developing an academic plan in the Grayson College Student Planner and using the Student Planner to enroll in courses. All First Time in College (FTIC) students will be required to take a College Connections course during their first semester. This does not apply to dual credit students. The course will be available (but not required) for any other Grayson College student who wishes to enroll. The College Connections course fees and tuition will be waived to all who take the course the first time. If a FTIC student takes and fails the course, they will be required to retake the course before or concurrent with their next semester enrollment. Retakes will be paid for by the student. This course is an institutional requirement.

Students accepted for enrollment in the following programs are exempt from being required to take the College Connections course:
- Associate Degree Nursing
- Licensed Vocational Nursing
- Cosmetology
- Police Academy

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Student Learning Outcomes

Students will demonstrate a clearer understanding of the career exploration process and how their skills, interests, and personality traits align with a chosen major/career pathway.

Required Textbooks and Materials

There are no required textbooks or materials for this course.

Suggested Course Materials

3-Ring Binder with pockets, calendar (paper or electronic), access to a computer with Microsoft Office, flash drive, small stapler, highlighters, note cards, access to printer, and the Internet. Campus computers are available during specified hours.

Required Assignments & Academic Calendar

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Canvas accounts for directions on where or how to continue their coursework.

The schedule is subject to change with fair notice that will be shared through messages in Canvas.

Table 1 Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	1/16/2021	Getting Started and Acclimated to College Life
2	1/23/2021	Career Pathways
3	1/30/2021	Career Exploration
4	2/6/2021	Career Planning and Faculty Advising
5	2/13/2021	Transfer and Career Planning
6	2/20/2021	Resume
7	2/27/2021	Course wrap-up and Exit Survey
8	3/4/2021	Follow-up and Registration with Success Coach and/or Faculty Advisor

Methods of Evaluation
Grades will be determined as follows:
A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = Below 60
Grades are posted online within Canvas.

Grading

Categories	# of Assignments	Total Points Possible
Assignments	16	780
Extra Credit	1	15
Attendance		100
		895

- In class activities and quizzes cannot be made-up. It is the student's responsibility to ask a classmate or instructor for the missed material.
- Assignments that are assigned outside of class will result in a one letter grade decrease for each day the assignment is late.
- Plagiarism will result in the grade of "F" on an assignment.

Methods of Instruction
Online course content with assignments and discussions.

Computer Hardware and Software Requirements
Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Supported Browsers
Canvas supports the current and first previous major releases of the following browsers:
Chrome 86 and 87
Firefox 83 and 84 (Extended Releases are not supported*)
Edge 86 and 87
Safari 13 and 14 (Macintosh only)
You can verify that the browser you are currently using is up to date by using the browser checker tool in the step below. You should always use the most current version of your preferred browser. Your browser will notify you if there is an update available.

Class Attendance and Participation
Attendance and Participation Academic success is closely associated with regular class attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their faculty' instructions. Students taking courses during compressed semester timeframes such as mini-mester, summer sessions, and 8-week courses should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. Instructors are required to include in their syllabi the attendance policy for the courses(s) they teach. The college considers absences equal to or greater than 15% of the course's requirements to be excessive.

In order for students to be counted as having attended a class before the census date, the following guidelines are to be used:
• Physical or online attendance in class with an opportunity for instructor and student interaction
• Submission of an academic assignment
• Completion of an exam, interactive tutorial, or computer-assisted instruction
• Attendance at a study group assigned by the faculty
• Participation in an online discussion in the class
• Contact with a faculty member to ask a question

Student Conduct & Discipline
Punctuality is extremely important for success, so if you are chronically late or fifteen minutes late or more, then you will be counted absent.
Make-up assignments will be on a case-by-case basis at the discretion of the instructor.
Please text or talk on the phone before and after class, NOT during class! It is extremely distracting for me, your classmates and most importantly for yourself if you are on your phone instead of engaging in the class.
Laptops are acceptable as long as they contribute to the learning environment for you and those around you; however if they become a distraction I will ask you to put them away.
Students may contact each other or the professor through Canvas messages.

(1) I will be online regularly throughout the week and periodically on the weekend to check on my courses and our progress throughout the semester. Communication will be through Canvas and email. You can also reach me by phone or schedule an on campus appointment if you need assistance with the course. Students will communicate with each other through Canvas.
(2) Online participation will be assessed and graded through attendance and weekly assignments.
(3) Students will be monitored though time spent in the online course, discussion boards and assignment submissions.
(4) Standards of appropriate online behavior will be maintained through monitoring of discussions and assignments.
(5) Basic computer skills required for the class include using word processing programs, formatting documents, uploading documents and files, using email, and Internet research.
 (6) For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.
Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

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If you do not have access to a computer or operating system to access Canvas, you can use a computer lab located on campus in the Library or the CIS Building.

(7) If you have a technical issue and are not able to submit work though Canvas, please send it through email or drop it off at my office in the Advising Center.
(8) If you have questions with course content feel free to use my appointment scheduler and come in for assistance with the course.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

Plagiarism is a form of scholastic dishonesty involving the theft of or fraudulent representation of someone else's ideas or words as the student's original work. Plagiarism can be intentional/deliberate or unintentional/accidental. Unintentional/Accidental plagiarism may include minor instances where an attempt to acknowledge the source exists but is incorrect or insufficient. Deliberate/Intentional plagiarism violates a student's academic integrity and exists in the following forms:
- Turning in someone else's work as the student's own (such as buying a paper and submitting it, exchanging papers or collaborating on a paper with someone else without permission, or paying someone else to write or translate a paper)
- Recycling in whole or in part previously submitted or published work or concurrently submitting the same written work where the expectation for current original work exists, including agreeing to write or sell one's own work to someone else
- Quoting or copy/pasting phrases of three words or more from someone else without citation,
- Paraphrasing ideas without citation or paraphrasing incompletely, with or without correct citation, where the material too closely matches the wording or structure of the original
- Submitting an assignment with a majority of quoted or paraphrased material from other sources
- Copying images or media and inserting them into a presentation or video without citation,

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- Using copyrighted soundtracks or video and inserting them into a presentation or video without citation
- Giving incorrect or nonexistent source information or inventing source information
- Performing a copyrighted piece of music in a public setting without permission
- Composing music based heavily on someone else's musical composition.

Student Success Resources on campus:
Math hub (SC-200, Margo Carr, 463-8776)
I-lab (LA-108, Karen Campbell, 463-8639)
Individual tutoring (Jeffri Hodge, 463-8751)
Disability services (Jeffri Hodge, 463-8751)
Writing center (SC 2nd floor 415-2541)
Testing center (SC-115, Mark Taylor, 463-8724)
Counseling services (Life Center, Barbara Malone, 463-8730)
Social Services (Life Center, Barbara Malone, 463-8730)
Student Support Services (Student Affairs Building, Tomyra Britt 463-8689)
Admissions and Registrar (Student Affairs Building, 463-8650)
Advising (Student Affairs Building 463-8695)
Financial aid (Student Affairs Building, Amanda Howell, 463-8735)
Student Life (Student Life Building 2nd floor, 463-8693)
Cafeteria (Student Life Building 1st floor)
Bookstore (Student Life Building 1st floor)
Campus Police (463-8778)
Fitness Center (Student Recreation Center)
Career Services (Student Affairs Building, Lewanda Diaz, 415-2544)
Library (Lisa Hebert, 463-8651)

Student Responsibility
You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

TITLE IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

- Dr. Molly M. Harris, Title IX Coordinator (903)463-8714
- Ms. Logan Maxwell, Title IX Deputy Coordinator - South Campus (903) 415-2646
- Mr. Mike McBrayer, Title IX Deputy Coordinator - Main Campus (903) 463-8753
- Website: http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html
- GC Police Department: (903) 463-8777- Main Campus) (903-415-2501 - South Campus)
- GC Counseling Center: (903) 463-8730
- For Any On-campus Emergencies: 911

**Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

**These descriptions and timelines are subject to change at the discretion of the Professor.

** Grayson College campus-wide student policies may be found at the following URL on the College website: https://www.grayson.edu/currentstudents/Academic%20Resources/index.html