Instructor: Angela Ogburn
Email: aogburn@elgin.edu
Class Schedule: ONLINE

Course Description & Overview

This course will guide new students in learning effective strategies and identifying resources that will help them succeed in college. The student learning outcomes for this course include:

a. Students will assume responsibility for their learning.

b. Students will develop self-awareness.

c. Students will discover resources for advancing academic pathways.

Elgin Community College believes strongly in the success of its students. During our time together, you will learn about the choices that successful students make. Moreover, the skills you learn will help you for your lifetime. You will gain as much from your college experience as what you put into it.

Rules for Success (ECC Expectations)

ECC faculty and staff expect you to follow these rules in all aspects of your college experience. By following these rules, you will have a successful college experience.

1. **Show up!** To support my success, I choose to mentally show up for online modules and when doing my assignments.
2. **Do the work!** To support my success, I choose to do my very best work in preparing all of my assignments and handing them in on time. Doing my own work is the only way I will learn.
3. **Participate actively!** To support my success, I choose to stay focused and involved in every module.
4. **Ask for help.** Being successful means I will use assistance when needed. There are many resources available at ECC. I will take the first step and ask for help. If problems arise, I will get reach out to my instructor for assistance.

Course Supplies

1. For textbook information check with the ECC Bookstore at eccbookstore@elgin.edu or 847-214-7395.
2. Readings provided by instructor.
3. Course Desire2Learn website (www.elgin.edu) to:
   - Access course information (assignments, handouts, resources, etc.)
   - Submit assignments via Dropbox
   - Remain informed about your grades
   - You may use on-campus computers to access D2L if needed.
4. ECC student email account – see login instructions at www.elgin.edu/studentportal. Check your email at least once each week (may be accessed through Student Portal or D2L).

Course Assignments

1. **Participation**
    a. **Reading Activities** –Each week you will be assigned reading. You are expected to complete this reading as it guides your assignments and is required because you must turn in your double-entry notes for each assigned reading. These will help you strengthen your learning skills.

2. **Discussions –** Instructions for each D2L discussion post are provided in *D2L under the Discussions*. Each discussion will be awarded the maximum 12 points as long as it fulfills the criteria outlined in the **Online Discussion Grading Rubric** posted in D2L under "Course Documents & Resources." Discussions posts are due **Sunday, 11:59PM the week before the following module. The schedule at the end of your syllabus lists the due dates!**

3. **Writing Assignments –** Each assignment provides you an opportunity to explore course concepts more deeply. Each writing assignment will be awarded the maximum points as long as it fulfills the criteria outlined in the **Writing Assignments Grading Rubric** posted in D2L under "Course Documents & Resources." Assignments must be **submitted via the D2L Dropbox by Sunday, 11:59PM the week before the following module. The schedule at the end of your syllabus lists the due dates!**

4. **Chapbook Portfolio** – In the first half of this course, you will become more familiar with college learning expectations. Based on classroom discussions and course texts, you will identify at least one concept related to learning that you want to explore further.

5. **Career Development Portfolio** – In the second half of this course, you will explore the Career Development Process. Based on classroom discussions and assignments, you will complete assignments to help you explore your future career and define your academic pathway.

Course Policies

Attendance and Participation
You are expected to attend all class meetings. Your active participation in this course is expected and required, as reflected in the participation points you will receive.

Make-up Policy and Late assignments
All assignments are expected to be submitted by the due date. It is unacceptable to miss assignments due to problems using D2L. If you experience problems with D2L or otherwise, it is your responsibility to notify me immediately so we can resolve them.

Behavioral Expectations
You are expected to abide by the Elgin Community College Student Code of Conduct (see college catalog). Any behavior that violates the conduct norms will not be tolerated.