Rappahannock
Community College

CONNECT THE D.O.T.S.
DIGITAL, ONLINE, AND TECHNOLOGY SKILLS
RCC's Quality Enhancement Plan

Rappahannock Community College's (RCC) Quality Enhancement Plan (QEP), aims to equip students with technology skills needed to navigate the college experience, to succeed academically, and to compete in a 21st century workplace.
https://www.rappahannock.edu/qep

Important Covid-19 Information for Summer 2022:
All students must follow the guidelines from the RCC Covid-19 Response at
https://www.rappahannock.edu/health-and-safety/ .

Discipline Prefix:	SDV	Course Number:	100	Course Section:	D11A
Course Title:	College Success Skills				
Credit Hours:	1	Contact Hours:	1	Semester:	Summer 2023 5 wk 2 section
Meeting Days/Time/Location:		Online 5- week session—June 27th, 2023 to July 31st, 2023			

Instructor Information:

Name:	Kelly Osuanah	Office Location:	I am available during online office hours and by appointment via Zoom, e-mail, or phone calls. My zoom meeting ID# is **9079423105** To schedule an appointment in navigate , use this linkTo schedule meeting: https://rcc.campus.eab.com/pal/6WWGJ7Dr5X
Office Hours:		I am available for office hours each week on Tuesday evenings from 5:00 pm-6:00 pm or by appointment. E-mail is the best way to contact me. I am also available by telephone to answer questions. When e-mailing instructors, include the course number, your full name and Student ID#, and correct written English.	
Email:	kosuanah@rappahannock.edu	Phone:	804.758.6733
Instructor Response Time to Email:		I check Canvas and RCC e-mail on a daily basis during the semester. You can expect a response to your questions within 24 hours during the work week and within 72 hours on weekends. If you do not receive a response, please e-mail again.	

Learning Technology Information:

Navigate	Use this system for: • Course Planning • Communications with Advisors This is available through myRCC login, and students are strongly urged to install the mobile app from Google Playstore or Apple Appstore	For more information: https://www.rappahannock.edu/navigate/
Canvas	Use this system for: • Quick communications with Instructor and classmates • Online based coursework (even in Face-to-face classes) • Keeping up on class Grades during the semester This is available through myRCC login, and students are strongly urged to install the mobile app from Google Playstore or Apple Appstore	For more information: https://www.rappahannock.edu/helpdesk/#toggle-id-2

Course Information:

VCCS Course Description:	Assists students in transition to colleges. Provides overviews of college policies, procedures, curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students.		
Prerequisites:	It is recommended this course be taken during the first semester of enrollment.		
Exam Date:	**Final Exam will be available July 25-July 31, 2023**	Last day to drop (with refund):	July 3, 2023
		Last day to withdraw (no refund):	July 17, 2023
NOTE: Students who do not participate in a course by the drop date will be dropped from the course. If a student drops by the drop date a refund will be issued. After this date, students will not receive a refund for any reason. Students have the option to withdraw themselves before 60% of the course is completed (withdrawal date) and will receive a grade of "W". Students who stop attending and/or participating and who do not complete course requirements after the last day to withdraw will receive a grade of "F" in the course with no refund.			
Method of Instruction:	Online activities will include: 1. Completing chapter readings and quizzes. 2. Completing discussion board assignments and projects for the class. 3. Viewing multimedia presentations. 4. Taking part in online sessions with the instructor and classmates (if scheduled).		

Instructional Materials:	All resources available in Canvas. No additional textbook required. For this course, we will use Canvas for resources, contact, and organization. Your Canvas course will be available at the beginning of the semester. Students are required: 1. To check announcements for any changes in our schedules. 2. To access course syllabi information and links to important sites and files. 3. To take reading quizzes and complete all assignments. 4. To check your grades. 5. To participate in online sessions/office hours with the instructor. 6. To access links or videos posted by the instructor.
Course Objectives:	1. Students will be introduced to the academic culture of RCC including classroom etiquette and student conduct, college policies and processes, online resources, and programs and services. 2. Student will identify education and career goals, develop a time management plan, determine learning styles, and use critical thinking and problem solving in learning. 3. Student will adapt note taking strategies for reading and lectures; a plan for successful college writing and reading strategies, and practice test anxiety reduction, improve test preparation and follow-up. 4. Students will improve financial literacy, commit to a reasonable wellness plan, and identify external agencies that provide support services. 5. Students will understand the variety of communications tools and skills required of college students and how diversity of cultural backgrounds influence communications.
RCC General Education Goals:	This course may assess general education goals and student learning outcomes as stated in the VCCS policy manual 5.0.2.2. and listed on the RCC website at https://www.rappahannock.edu/catalog/academic-programs/general-education-goals/
Grading and Evaluation:	Your grade will be based on the following scale: 90%-100% A 80%-89.99% B 70%-79.99% C 60%-69.99% D 59.99% & below F How will I be graded? 1. Canvas Discussion assignments, including feedback for recordings. 2. Participation- You will receive a grade for participation in quality of work, meeting assignment deadlines, and responding to classmates. 3. Reading Quizzes – A reading quiz will be required for each unit. Reading quizzes should be completed during the same time the unit is assigned. 4. Student orientation workshops—online workshops for new and returning students. **5. Final exam – a final exam will be given online, through Canvas at the end of the semester from July 25th – July 31st. You must take the final exam to pass the course.**

Honor Code:

RCC does not condone academic dishonesty. The complete policy may be reviewed at https://www.rappahannock.edu/catalog/student-handbook/academic-dishonesty . Faculty are required to report violations of the policy and include clearly in the Syllabus how the violation will be handled.
Consequences for academic dishonesty: Should a student violate the policy, the instructor will give a formal warning-an oral or written statement to the student that he or she has violated the policy, and that this may result in more severe disciplinary action should the student be found guilty of any subsequent violation. A grade of zero (0) for the quiz, test or assignment will be given. Students are expected to maintain honesty and integrity in their work, including discussion boards and other class activities. Students who plagiarize or copy others' work will not receive credit for their work and they will be reported to the Dean of Student Development via the Academic Dishonesty form. Students may also be in jeopardy of failing the course.
Students have the right to due process and to appeal as defined in the sections on Student Disciplinary Procedure and Student Grievance and Academic Due Process in the student handbook.
Other: Students should update contact information in the student information system when addresses and phone numbers change.

ADA Accommodations:

Rappahannock Community College is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning in this course because of a disability, or if you think you may have a disability, please feel welcome to discuss your concerns with one of our accommodation coordinators.

To begin this conversation or request an official accommodation, please email ADAaccommodations@rappahannock.edu. You may also access the student handbook at https://www.rappahannock.edu/catalog/student-success/disabilities for more information.

Course Policies and Other Information:

Attendance Policy:	Attendance is evaluated by your participation in Canvas on a weekly basis. You must participate in Canvas at least twice weekly and check student e-mail and Canvas inbox. Attendance includes: •Participation in reading quizzes, discussions and online sessions. •Accessing course materials that are tracked (videos, supplemental readings, lessons, etc.) Faculty can monitor participation in Performance Dashboard and Statistics Tracking. Be visible in the course each week. If an absence is unavoidable, please notify me as early as possible in advance of the absence. I will help you as much as our mutual schedules allow to get caught up. I reserve

	the right to exempt students from the attendance requirement, but this will be done only for extraordinary and bona fide reasons, and only when the situation has been discussed with me in advance. Students who are registered for a course, but do not attend or make contact with the instructor during the drop/add period must be reported to the Admissions and Records Office. These "no show" students will be dropped from the course roster by the Admissions and Records Office. Students may still be withdrawn from the class following the drop/add period. Up until the withdrawal date for the semester students who stop attending a course and miss more than 20 percent (2) of the class sessions, or fail to maintain contact with the instructor may be withdrawn from the class by the course instructor and receive a grade of "W".
Testing Policy:	All quizzes are open book; the final exam is cumulative and is open book. An exam review will be provided. Students are on their honor to complete the assignments as stated on Canvas without the assistance of others unless given permission by the instructor. ****The final exam mandatory. Not taking the final exam will result in failing the course.****
Other:	I look forward to working with you this semester to help you become the best student you can be. We will explore what college is, how to be successful in college, the resources available to help you be successful and the colleges expectations of you. I believe this is the an important course for you to take at RCC and will be working very hard to help you "fill your toolbox" with all of the tools necessary to be successful. This course may be unlike most of your previous educational classes in that you will be responsible for a great deal of the learning. To cover all of the material, you will be using resources in Canvas to learn. Your Canvas course is full of information to help you be successful and you should use it for the entire duration of your college career.

High Risk Program Policies (If applicable; this DOES NOT apply to Science, Health Programs, or PE classes)

Faculty teaching high risk program courses will inform students that they are enrolled in a high risk program course.

Complying with college safety policies and procedures is the responsibility of all students. Safety is a part of the student's grade as evidenced through course instruction, evaluation, and practice. Students enrolled in college identified high risk programs are subject to the policies identified below. Violation of these policies and procedures is considered a conduct violation which will be reported and result in disciplinary action. Faculty teaching in high risk programs have the authority to enforce these policies and procedures in program courses.

- Students will receive course specific safety training and must pass a course specific safety test prior to beginning laboratory activities. Additional safety tests may be given during the semester as required by course content.

- Students must be familiar with safety equipment located in the labs and in the immediate vicinity of labs.
- Students must follow safety procedures regarding clothing, safety glasses, shoes, etc. as required by specific guidelines provided by the course instructor.
- Students may not work in laboratories without supervision. An instructor must be present at all times. If the instructor must leave the lab, all students must take a break and leave the lab.
- Students must leave the lab in a clean and organized manner as directed by the course instructor.
- Students must read the RCC conduct code and sign a statement that they have read and understood the conduct code, consequences, and implications for safe conduct in the laboratory.

Course Specific Consequences for Safety Violations (if applicable):	

Title IX:

Rappahannock Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non- merit factors. More information on Title IX can be found at www.rappahannock.edu/title-ix/ For questions related to Title IX, please contact RCC Title IX Coordinator, Lorraine A. Justice, at 804-333-6737 or titleix@rappahannock.edu or Dr. David Keel, Dean of Student Development at 804-758-6730 or by email at dkeel@rappahannock.edu.

Learning Sequence:

SDV 100 D11A Assignment Schedule, Summer 2023 5-week 2 session

Modules	Due Dates	Activities/Assignments	
Wk 1 Module 1 *You and your college experience.* Class begins June 27. Begin work right away!	Mon,6/27	• Tour Canvas, read syllabus and assignment schedule • Take syllabus quiz • Take technology survey • Watch Mrs. Reynolds' recorded welcome. • Discussion 1 – Getting Prepared for Success • Guest speaker recording (Meet the Dean). Post feedback • **Workshop—Classroom expectations** (12 min) • **Workshop—Online learning orientation**. Post feedback and certificate • Module 1 quiz	
Wk 1 Module 2 *Exploring your future.* Last day to add/drop a class: July 5	6/27	• Student Information System (SIS) Scavenger Hunt • **Workshop—Career exploration.** (17 min). Post feedback and certificate.	
Wk 2 Module 3 *Staying motivated.*	7/4	• **Read** Module 3 materials. • Complete discussion 2. *Setting goals and managing time*. • Take Module 3 quiz • Guest speaker recording (Langley Lewis, healthy living). Post feedback.	
Wk 2 Module 4 *Discovering your learning style.*	7/4	• **Read** Module 4 materials. Take Module 4 quiz. (Learning styles and healthy living) • **Workshop—Discover your learning style.** (22 min). Post feedback and certificate. • Guest speaker recording (L. Lewis on Healthy Living) Post feedback • Take Module 4 quiz	
Wk 2 Module 5 *Personal finance and critical thinking.*	7/4	• **Read** Module 5 materials. Take Module 5 quiz. (Critical thinking) • Personal finance--Listen to recording (Financial aid). Post feedback. • Take Module 5 quiz	
Wk 3 Module 6 *Listening and taking notes.*	7/11	• **Read** Module 6 materials. (Listening and taking notes) • Guest speaker recording (Steve Roane, RCC library). Post feedback. • **Workshop—Academic integrity** (14 min) Post feedback and certificate.	
Wk 3 Module 7 *Reading to learn.* Last day to withdraw-	7/11	• **Read** Module 7 materials. (Reading to learn) • Guest speaker recordings (Navigate at RCC) Post feedback	

Modules	Due Dates	Activities/Assignments	
February 16		• Guest speaker recordings (How to Read a Textbook) Post feedback	
Wk 4 Module 8 *College writing.*	7/18	• **Read** Module 8 materials. (College writing) • Listen to recording (Dr. Gena McKinley, writing tips). Post feedback. • Complete discussion 3. *Using Navigate*	
Wk 4 Module 9 *Preparing for tests*	7/18	• Guest speaker recording (Casey Yocum, Student advising and Navigators). Post feedback. • Complete discussion 4. *Test taking strategies*. • Take Modules 6-9 test • Begin reviewing for final exam (use exam review guide)	
Wk 5 Module 10 *Communication and virtual college tours.*	7/25	• Complete discussion 5- *Business Office FAQs* • **Workshop**-**How to develop your cross-cultural skills** (13 min). Post feedback and certificate. • Watch Lori Lenz video on positivity, Persistence & Proactivity	
	7/25	• Complete discussion 6. *Reflection and wrap up* • Final exam available July 26 – August 1, 2022. Take the exam at home. • SIS Scavenger Hunt #2 • Complete student opinion survey. (IOTA/360 icon on MyRCC landing page).	
Class ends July 31st	7/25-7/31	• Final Exam Due by 11:59pm, July 31st, 2023 • Complete Last Call Checklist • *Last day of class on July 31st, 2023. Canvas closed at 11:59pm.* *Participation points* **Total Points**	

Grading scale: 900-1000 = **A**;   800-899 = **B**;   700-799 = **C**;   600-699 = **D**;   less than 600 = **F**

The final exam mandatory. Not taking the final exam will result in failing the course.

Rappahannock Community College Course Policies and Procedures can be found at http://www.rappahannock.edu/policy/course-policiesrcc/.

Writing expectations for all Canvas postings:

Ask yourself these questions when proofreading your discussion post: Have I answered all of the questions posed by the instructor?	Have I followed the directions, such as "use resources to support your answer"?
Do I support my main points with evidence, and cite my source?	Do I not only state the "what" of an answer, but include the "why"?
Do I write in an interesting style and tone?	Do I format my answers so they are neat, easy to read, and in correct English?
Have I responded to at least two classmates in a meaningful way?	Have I met the deadline for the assignment?

I appreciate the work you will complete in your assignments this semester. This work is essential to building an understanding of effective communication, and, of course, practice makes perfect! Please use the following criteria to check quality of your work before posting. Ask yourself these questions:

• Have I answered all of the questions posed by the instructor? Be sure the reader knows what question you are answering. You might choose to leave the questions in your post as you develop your answers.

• Have I followed the directions, such as "use resources to support your answer"? This means you have read assigned resources and are supporting your answer with information from those resources. Do not simply write your opinion without support.

• Do I support my main points with information from assigned resources, and cite my source? When using information from a resource, give credit where it is due. Use acceptable internal and external citations when using ideas, statistics, and/or facts from a resource. Purdue OWL (Links to an external site) is a great reference to help you with citations.

• Do I not only state the "what" of an answer, but also support it with the "why"? When developing an answer to a question, explain why you are giving this answer. This can be done in a few words by using support such as definitions and/or facts from the resources.

• Do I write in an interesting style and tone? Consider your readers when writing. Use of "I" and "you" are acceptable. Develop a beginning, middle, and end for each post. Be sure to include the point of the question in the beginning of your post so readers can follow easily.

• Do I format my answers so they are neat, easy-to-read, and in correct English? Write drafts in Word and use spell check and grammar check. Format posts in paragraph style (not numbered lists). Use complete sentences, including bulleted points when appropriate. Always save work and copy/paste your post into the assignment area.

• Have I responded to at least two classmates in a meaningful way? Educational research tells us that we learn best when writing authentically. Part of authentic writing includes learning from and giving feedback to classmates. When asked to do so, read classmates' posts and respond using positive (not critical) remarks. Take time to make your response meaningful and supportive.

• Have I met the deadline for the assignment? All assignments have stated deadlines. Meet each deadline by planning ahead for reading, writing, and discussing with classmates. Don't wait until the deadline to begin an assignment!