Moberly Area Community College
Common Syllabus

SKL 101: College Orientation

Current Term

Instructor:
Office number:
Office hours:
Response time: I typically respond to student emails within 24 hours, Monday through Friday.
Contact Information:
Classroom number:
Class days and time

Catalog Description: SKL 101 College Orientation (1-0-1)
This first semester course provides an orientation to Moberly Area Community College and assists students in clarifying their educational and career goals. Designed to emphasize strategies that promote student retention and academic success, topics of exploration include acclimation to college, introduction to college resources, and utilization of information technology such as course management software. Other topics include preparation of a personal academic plan, time and stress management, study skills, and career development. This course may be waived as a degree requirement for graduation for students transferring with an Associate or higher degree, 30 credit hours with a 2.0 GPA completed within the last five years, or who have taken a comparable course/experience at another institution.

Prerequisite/Co-requisite:
None.

Text(s):
None

Other Required Materials:

Purpose of Course:
This course is designed to help students understand the skills and competencies required for college and career success. Students will become acquainted with Moberly Area Community College and its college procedures, program requirements, administrative structure, and support services. It prepares students to be successful in college and choose a career track, and helps students acquire a knowledge base that will enable them to become good self-advocates.
Course Objectives:
Students who successfully complete this course will:
• Understand the benefits of self-assessment and be able to interpret and apply the results of a variety of assessments of their career interests, values, and personalities
• Identify their individual learning style and adapt to different instructional styles
• Become familiar with the college mission, services, programs and resources
• Utilize campus and community resources to conduct research and access support services
• Develop time management, stress management and motivational strategies
• Clarify their short-term and long-term educational and career plans and goals
• Demonstrate the ability to research career information and employment outlook

Course Content:
This course will provide an overall orientation to college, and address advisement, fears, taking risks, time management and stress management. Learning styles will be assessed. Study skills such as reading textbooks, note taking, and test taking strategies will be reinforced. Goal setting, decision making, vocational interest assessment, labor market information, career research and resource utilization will be explored in order to facilitate appropriate career selection and both short and long term career planning. Utilization of appropriate information technology (e.g. email, Internet, word-processing software, computerized library resources) will also be covered.

Connection to Career and Technical Education (CTE) Outcome Statement:
In compliance with MACC’s CTE outcomes, the student who successfully completes this course will be able to:
• Students will demonstrate effective written and oral communication skills.

ASSESSMENT OF STUDENT LEARNING

Grade Scale:
A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = 59% and below

Assessment:
(State the way learning outcomes will be measured. They may be measured through, but not limited to, the following: objective and essay questions, papers, quizzes, oral presentations, class participation, small group work, and/or projects.)
**Expected Study Time Commitments:**
Students should expect to spend approximately 2 to 4 hours per week studying, reading, and working on assignments for each registered credit hour. For example, 6 to 12 study hours per week may be expected for a 3-credit hour class.

**INSTRUCTOR POLICIES:**

**Tardiness:**
per instructor’s policy

**Make-up and late work:**
per instructor’s policy

**Extra-Credit work:**
per instructor’s policy

**Schedule of Student Assignments/Activities:**
(Instructors will identify a Student Assignment/Activities schedule. Instructors have the prerogative to construct the schedule by class periods, weeks, or an overview of topics to be covered.)

**Other:**
List any other instructor policies

**COLLEGE POLICIES:**

**Attendance:**
Students are expected to attend all class sessions for which they are enrolled. The College reserves the right to drop or withdraw students from courses due to lack of attendance.

Students need to be aware that dropping/being dropped from a course and their last date of attendance in the course may impact their financial aid.

MACC faculty are required to track attendance and report lack of attendance. An instructor must complete the appropriate steps to drop a student within one week following the student’s violation of the attendance policy. Additionally, a student’s attendance rate will be calculated based upon the first day the academic session begins (not the student’s date of enrollment in the course). If a student does not attend a course as defined below, the student will be dropped as “Never Attended.”
Term Length Drop Calculations

16-week: Any student who misses two (2) consecutive weeks of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

8-week: Any student who misses one (1) consecutive week of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

4-week: Any student who misses two (2) consecutive days of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Intersession: Any student who misses one (1) day of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Acceptable justification may include, but is not limited to, family emergencies, illness or injury, college-approved co-curricular and extra-curricular activities, and religious holidays.

Definition of Course Attendance

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<tr>
<th>In Seat Course</th>
<th>Physically attending scheduled, face-to-face, class meetings</th>
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<tbody>
<tr>
<td>Virtual Course</td>
<td>Being present, via appropriate platform, for scheduled class meetings/activities</td>
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<tr>
<td>Hybrid Course</td>
<td>Physically attending scheduled, face-to-face, class meetings and active participation in the online portion of the course which may include any or all of the following:</td>
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<td></td>
<td>• Completion of quizzes or exams during class meetings and online</td>
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<td></td>
<td>• Submission of assignments during class meetings and online</td>
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<tr>
<td></td>
<td>• Participation in discussions during class meetings and online</td>
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<tr>
<td>Online Course</td>
<td>Active participation in an online course includes the following:</td>
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<tr>
<td></td>
<td>• Completion of quizzes or exams</td>
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<tr>
<td></td>
<td>• Submission of assignments</td>
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<td>• Participation in threaded discussions</td>
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Simply logging into the Learning Management System (Canvas) and/or accessing the course and course related material does not constitute active participation for the online component of hybrid courses or for online courses. *Policy Handbook, G.040*

**Academic Dishonesty:**
MACC board policy is as follows: “Academic dishonesty by students damages institutional credibility and unfairly jeopardizes honest students; therefore, it will not be tolerated in any form.” Forms of academic dishonesty include but are not limited to the following: violations of copyright law, plagiarism, fabrication, cheating, collusion, and other academic misconduct. Incidents of dishonesty regarding assignments, examinations, classroom/laboratory activities, and/or the submission of misleading or false information to the College will be treated seriously. The procedure for handling academic dishonesty is outlined in the Student Handbook *(Policy Handbook G.020).* In cases of alleged academic dishonesty, the burden of proof is on the student, not on the instructor.

**Recording Class Sessions Using Zoom:**
The privacy of students is a priority in live or virtual meetings. Recordings of lectures or class meetings that share student information constitute an educational record and are protected under FERPA. Instructors may share recordings within the course section where they were originally recorded and only with the students enrolled in the section. Documented consent from each student identified in the recording is required to distribute outside of the course where it was originally recorded, or student identity must be redacted.

**Student Email:**
MACC Mail is the official student email system at MACC. Official college communication is sent via this email system. Students are responsible for checking their MACC Mail account regularly. Students may also receive notifications and reminders from MACC through the online learning platform. However, students should remain aware that the online learning platform messaging system and MACC Mail (student email) system are two separate systems.

**ADA Statement:**
Students who have disabilities that qualify under the Americans with Disabilities Act may register for assistance through the Office of Access and ADA Services. Students are invited to contact the Access Office to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. For more information, please call either the Moberly office at (660) 263-4100 Ext. 11240 or the Columbia office at (573) 234-1067 Ext. 12120, or visit our web page at [http://www.macc.edu/index.php/services/access-office](http://www.macc.edu/index.php/services/access-office).

**Title IX Statement:**
MACC maintains a strict policy prohibiting sexual misconduct in any form, including sexual harassment, sexual discrimination, and sexual violence. All MACC employees, including faculty members, are considered mandated reporters of sexual misconduct and as such are expected to contact the Title IX Coordinator when they become aware, in conversation or in writing, of
an incident of sexual misconduct. For more information on this policy or to learn about support resources, please see http://www.macc.edu/sexual-misconduct-policy or contact Ms. Cheryl Lybarger, MACC's Title IX Coordinator, at 660-263-4110, ext. 11369 or CherylLybarger@macc.edu.