



Alabama Community College System

Representing Alabama's Public Two-Year College System

Reid State Technical College

DEPARTMENT

General Education

COURSE PREFIX, NUMBER, TITLE

ORT100 OL- Orientation to College

COURSE HOURS

1 Credit Hour

0 Lab Credit Hours

CLASS MEETING DATES/TIMES/LOCATION

Your weekly log-in and participation in the online class is required.

INSTRUCTOR, CONTACT INFORMATION, CONTACT POLICY, OFFICE HOURS/LOCATION

Ms. Ledyard

Location: Evergreen Campus-Edith A. Gray Library

Phone: (251) 578-1313 extension 205

Email: eledyard@rstc.edu

Office Hours: Monday-Thursday 7:30am -4:30pm; Friday 7:30am – 11:30am

COURSE DESCRIPTION

This course is designed to introduce the beginning student to college life. It provides information regarding what the College expects and what the student should expect from the College. The course also addresses student attitudes, developing goals, and effective study skills. Modules from the Workplace Readiness program will be integrated in the course to include problem-solving techniques, methods for resolving conflicts, and skills for successful teamwork.

Orientation To College

ORT100

COURSE OBJECTIVES

The Student Will:

- Utilize college resources to enhance academic performance and success
- Learn and apply the SQ4R Method for studying and note-taking
- Develop goals and create a plan of action to achieve goals
- Assess their level of motivation and self-esteem
- Use problem-solving techniques to make effective decisions
- Learn and apply methods for resolving conflicts

COURSE REQUIREMENTS

Online instruction will be used to introduce the basic material, supplemented by audiovisuals and/or course textbook. Therefore, **regular access to a computer/ internet is required**. Exploration of the College campus will also be expected. Most course assignments will be viewed and completed online. Students will complete assigned exercises and actively participate in online discussion sessions. Your **regular weekly participation** in all sessions is expected.

EVALUATION

Online Weekly Assignments.....75%
 SafeColleges Certificate Training.....25%

GRADING PROCEDURE

90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F
Incomplete	I

(Note: Assigned at the discretion of the instructor only; Students assigned an "I" may not be eligible to receive financial aid awards)

Late Assignments: Assignments submitted after the posted due date may incur a 1point deduction for each week the assignment is late. Please submit your work on time.

ACADEMIC DISHONESTY POLICY

The College expects all students to be honest in their academic activities. Any student found guilty of academic dishonesty may be dropped from the course with a grade of F. Examples of and procedures for charges of academic dishonesty are given on page 49 of the College Catalog.

STATEMENT ON DISCRIMINATION/HARASSMENT

The College and the Alabama Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE/ REASONABLE ACCOMMODATIONS

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 states that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. Any student whose disabilities fall within ADA guidelines must inform the instructor at the beginning of each semester of any special needs or equipment necessary to accomplish the requirements for this course. It is the student's responsibility to provide appropriate disability documentation to the College's ADA Office. **Please contact the College ADA representative.**

ATTENDANCE

- a. **Attendance in an online class is just as important as attending a traditional face-to-face class. Weekly attendance and participation is necessary and required to successfully complete this course.**
- b. Students are expected to punctually attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or

circumstance, should formally withdraw from that class through the Registrar's Office before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

- c. Your attendance and participation in class is essential for a complete learning experience. Students are expected to attend **all** classes for the course. Review the *College Catalog* for more details on student attendance.
- d. If a student accumulates five (5) or more absences and has not contacted the instructor, then the student will be withdrawn from the class by the instructor.
- e. Excused absences require written documentation such as the following: doctor's excuse, court summons, etc. If the student knows in advance that he or she will be absent, it is his or her responsibility to inform the instructor.

This Syllabus is tentative and subject to change. The instructor may make changes if deemed necessary. Changes will be posted on the Course Announcements section of The online course site (Moodle) and/or by email.

COURSE CALENDAR 1/4/18 – 5/7/2018

Assignment 1

Submit Your Course Syllabus Student Acknowledgement Form

Assignment 2

Strengthening Academic Survival Skills: Identifying Learning Styles and Improving Your Study Skills

Assignment 3

Getting Organized / Time Management

Assignment 4

Getting Organized/Managing Yourself and Your Time

Assignment 5

Improving Your Confidence and Self Esteem

Assignment 6

Keys to Workplace Success and Career Exploration
Coping with College Stress

Assignment 7

Embracing the Two-Year College

Interacting with Your Instructors and College Staff

Assignment 8

FINAL SafeColleges

COURSE CALENDAR

Classes Begin: 10/02/2017 - Classes End: 12/4/17

Note: The following topics will also be covered in this course:

Campus Emergency and Severe Weather Emergency Procedures	<i>Safety Manual and Student Orientation</i>
Sexual Harassment Policy	<i>Student Handbook/ College Catalog/ Student Orientation</i>
Preventing Sexual Violence/Sexual Assault Alcohol Abuse Prevention	<i>Student Orientation/ Handouts/Workplace Answers eLearning</i>
Sexual Misconduct Policy	<i>Student Handbook and Student Orientation</i>
SBEP 511.01: Firearms on Campus Policy	<i>Student Handbook and Student Orientation</i>
Grievance/Complaint Procedures	<i>Student Handbook/ College Catalog/ Student Orientation</i>
Title IX Complaint Procedures	<i>Student Handbook and Student Orientation</i>

STUDENT ACKNOWLEDGEMENT FORM

I have been presented with my personal copy of the ORT 100 OL Course Syllabus. I have read and discussed the entire syllabus for this class, and I fully understand its content on this date. I understand that in order to receive credit and an acceptable grade in ORT 100 OL, I must fulfill **all** of these requirements. Failure to adhere to the guidelines in this syllabus could result in me receiving a failing grade for the course.

_____ Date

_____ Print Your Name

_____ Student Signature

_____ Program of Study

_____ Campus You Attend (Evergreen or Atmore)

_____ Email Address

_____ Cell Phone #

_____ Home Phone # (Optional)

Fall Semester 2017
After reviewing the syllabus, please complete this form by October 19, 2017.