TRANSITION INTO COLLEGE
Syllabus

Instructor:
Email:
Phone:
Address:

COURSE CREDIT: 3 Credit hours

DATE:

Target Audience

This online course will prepare you to succeed as you begin their journey through post-secondary learning experiences.

Prerequisites

To successfully participate and complete the assignments in this course, you must…

• have an eighth-grade reading level or above.
• have basic numeracy skills up to pre-algebra.
• have a deep desire and commitment to learning.
• have ready access to the Internet and to an email account.

Course Description

Students who wish to continue their education and training after high school or after getting their GEDs often face big challenges as they enter college and other training environments. They face a different social scene; they are expected to be independent learners, who can find information and benefit from it on their own; they are expected to know how to process forms, complete registration requirements, manage their time and money, apply effective study and academic skills, and much more.

This is a one-semester course, which will walk you step-by-step though the acquisition of skills that will help you succeed throughout your life, in academic, professional, and social environments. You may take the course as a non-credit option and receive a certificate of completion upon successful completion of the course.

This is an online course. As a student, you will be able to participate at your own time, but within the weekly deadlines posted in the course. It is essential that you complete weekly activities when they are due. It is

extremely difficult to catch up in online courses.

You will be required to participate in discussions several times a week and turn in weekly assignments. You will also keep journals in response to topics you are given. You will be graded weekly on the course activities posted in your course.

During the course, you will have access to an onsite mentor, or facilitator, in addition to your online instructor, who will assist you when you need help completing assignments. It is your responsibility to ask for help when you need it.

Goals

The overall goal of this course is to prepare students to succeed in post-secondary learning environments, such as college, university, or job training institutions. Upon successful completion of this course, learners will be able to enter post-secondary learning environments with the confidence and experience required to earn their desired degrees and certificates.

Course Objectives

Students completing Transitioning into College will be able to:

- handle institutional enrollment requirements.
- apply effective course management skills.
- apply effective life management skills.
- use technology to learn and to access course content.
- manage distance-education learning environments.
- select learning strategies that reinforce their learning preferences and abilities.
- know how to access learning resources in academic areas.

Outline of Content

Every week, you, as a student, you will read information related to the topic, post comments in a forum (discussion area) following a prompt or topic, and submit projects. Each week you will be invited to practice academic skills (reading, writing, math and other common content skills) in addition to the week's topic and objectives. Specific instructions are posted on the class site. You will have a Help Is Here forum where you can ask your instructor questions about the course. If you have personal questions that do not relate to the course, email your instructor.

Week 1: Getting Started

Objectives

- Complete a pre-course knowledge survey.
- Add a forum entry.
- Practice using the course tools.
- Demonstrate knowledge of the syllabus content.

Week 2: Institutional Enrollment and Financial Issues

Objectives

• Complete a college application form.
• Write a response to a topic or question.

Week 3: Differences in College and High School Student Characteristics

Objectives

• Create a chart comparing the characteristics of college and high-school students.
• List personal areas that are likely to be challenged.

Week 4: Schedules, Credit, Grading, Attendance and Expectations (online and onsite)

Objectives

- Develop a class schedule for a full-time student in a selected discipline.
- Demonstrate the ability to interpret a course catalog.
- Create a personal class schedule.

Week 5: Goal Setting

Objectives

• Create a list of short-term goals.
• Identify long-term goals

Week 6: Time and Stress Management

Objectives

• Create a pie-chart showing actual use of time.

- Develop a time management plan.

Week 7: General Study Skills

Objectives

- Practice using different study skills.
- Teach the use of two study skills.

Week 8: Academic Skills

Objectives

- Complete two math projects.
- Complete two writing projects.

Week 9: Computer Skills I

Objectives

- Create two Word documents.
- Create two Power Point projects.

Week 10: Computer Skills II

Objectives

- Complete a budget in Excel.
- Create an interactive pie chart in Excel.

Week 11: Test-Taking

Objectives

- Complete a multiple-choice quiz.
- Complete a matching quiz.
- Complete an essay quiz.
- Analyze the consequences of cheating and plagiarism.

Week 12: Learning Preferences

Objectives

- Identify learning preferences and cultural influences.
- Crete a teaching plan for a concept using two intelligences.

Week 13: Problem Solving

Objectives

• Solve three problems using different strategies.
• Create a problem for others to solve.

Week 14: Navigating the Internet

Objective

- Complete three searches.
- Complete an online Scavenger Hunt.

Week 15: Selected Web 2.0 Tools

Objective

• Complete three projects using selected Web 2.0 tools.

Week 16: Summing It All Up

Objectives

- Submit two final projects.
- Submit a "next step" statement.
- Complete a post-course survey.
- Complete a post-course evaluation.

Final Course Projects

Project I: Write and submit a letter of advice to someone preparing to enter post-secondary education or training. Write an introduction to your letter, followed by at least three paragraphs with different advice in each, using detail to support the suggestions. Conclude your letter and sign it.

Project II: Create five word problems using percentages, fractions, decimals, geometry and algebra, in any form you wish. In a separate document, describe the steps to solving each problem.

Schedule

You are expected to commit at least five hours, and hopefully more, each week to complete course assignments.

Requirements

You are required to meet all of the following items to successfully complete the course:

- Complete all assignments by their due dates.
- Spend at least five hours each week practicing course materials.
- Submit the course projects and other assignments on time.
- Get help when you need it.
- Check the Announcement/News area every time you enter the course.
- Check for emails daily

Evaluation

Each project in the course is evaluated with rubrics. Rubrics are grading charts that tell you the exact criteria you need to meet to earn points. You will also take a few quizzes that will be graded automatically.

The final course grade is related to how many points you accumulate during the course. See how that works below.

GRADE DISTRIBUTION AND SCALE

Forums: 16 X 15 = 240 points (16 forums X 20 points each) √ (W16 not graded.)
Quizzes: 4 X 5 = 20
Projects: 30 X 20 = 600 points
Final Projects: 2 x 70 = 140 points

TOTAL: 1,000 points (Maximum total that you can earn)

Grade Distribution

90%-100% A (900 - 1,000 points)
80% - 89% B (800 - 899 points)
70% - 79% C (700 - 799 points)
Below 70% F (below 700 points)