



INSTRUCTOR CONTACT INFORMATION

Instructor: Carolyn Heflin

Email: cheflin1@lit.edu

Office Phone: 409-257-0059

Office Location: TC 218

Office Hours: Wednesdays 11:30-3:00
By appointment -Send Request on Bb Messenger

CREDIT

2 Semester Non-Credit Hours

MODE OF INSTRUCTION

Online

PREREQUISITE/CO-REQUISITE:

No prerequisites are required for this course

COURSE DESCRIPTION

Psychology of learning and success; examines factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered. This includes courses in college orientation and the development of students' academic skills that apply to all disciplines.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to:

1. Navigate the systems of college (including technology, career/major exploration, academic advising, registration, and campus resources).
2. Examine factors that underlie learning, success, and personal development in higher education.
3. Discover techniques of study such as time management, listening and note taking, test taking, library and research skills, reading, and memory.
4. Demonstrate the State of Texas core objectives of critical thinking, communication, teamwork, personal and social responsibility, and qualitative reasoning.
5. Understand the concept of financial literacy for students, including the financial aid process.

REQUIRED TEXTBOOK AND MATERIALS

- College Success Concise by OpenStax by Amy Baldwin, Free at OpenStax.com
- Computer
- Internet connection (Broadband highly recommended)
- MS PowerPoint (students are provided with free Office 365 access)
- MS Word or compatible word processor (students are provided with free Office 365 access)
- MS Outlook Email (students are provided with free Office 365 access)

ATTENDANCE POLICY

Attendance will not be taken for this course. Your instructor will be monitoring your Blackboard login and participation in the course on a weekly basis and will notify you if you are falling behind on assignment deadlines.

DROP POLICY

Students are NOT permitted to drop DORI. If you stop completing your coursework, you will FAIL the course and have to retake DORI in order to be eligible to graduate.

If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

STUDENT EXPECTED TIME REQUIREMENT

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16-week session OR **approximately twelve to eighteen hours per week outside of class in an 8-week session**. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

COURSE CALENDAR

I have set due dates on Mondays so that you have a full weekend to work on assignments.

Module	Course Content and Activities	Assignments Due	Date Due
1	Transitioning to College	Syllabus and College Basic Quiz Assignment Technology Skills Assessment Assignment Email Instructor Assignment	Monday, June 8
2	Time and Priorities Management	Class Introduction Discussion Assignment GRIT Assignment Resource Videos Weekly Planner Assignment Chapters 1&2 Knowledge Check Assignment	Monday, June 8
3	Reading and Note Taking	Smiling Faces Assignment Library Access Assignment LIT and its Website Discussion Assignment	Monday, June 15
4	Active Learning	LIT Experience Scavenger Hunt Assignment Chapters 3&4 Knowledge Check Assignment	Monday, June 15

5	Building Relationships	Chapter 5 Building Relationships Assignment Title IX Compliance Training Assignment Resume Assignment Career Search Exploration Assignment	Monday, June 22
6	Your Health	DegreeWorks, Starfish, and Self-Service Banner Assignment Healthy Lifestyle Self-Assessment Assignment Chapters 5&6 Knowledge Check Assignment	Monday, June 22
7	Financial Literacy	Scholarship Application Verification Assignment Prepare for Advising Assignment Advisor Meeting Assignment Preparing for Finals Assignment	Monday, June 29
8	Planning Your Future	Advising and Registration Assignment LIT Course Evaluations Assignment Chapter 7&8 Knowledge Check Assignment Textbook Knowledge Check Final Exam Assignment	Monday, July 6

COURSE EVALUATION

Final grades DO IMPACT your overall GPA and will be calculated according to the following criteria:

- Daily Work 45%
- Major Projects and Final 55%

GRADE SCALE

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

DORI course requires an average of 70 or above to pass.

LIT does not use +/- grading scale

ACADEMIC DISHONESTY

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at <http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty>.

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](https://www.lit.edu/specialpopulations).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

- Grades

- Assignment(s) will be due on Blackboard every Monday at midnight. All assignments submitted by students will be graded by the instructor no later than Wednesday at 3:00pm.
- The instructor has set up your Blackboard course to automatically designate a zero on students' assignments submitted after the due date, however that does not mean that you cannot submit assignments late. Once the instructor grades the late assignment, that grade will replace the zero. **July 7 will be the last day of the semester to submit late assignments. Final grades for the course will be submitted on July 8.**
- Review any comments that the instructor makes on your graded assignments. If points are deducted, the instructor will give recommendations on how to improve next time. If the grade on the submitted assignment is too low, the instructor may also invite the student to revise his/her assignment to receive a higher grade in the feedback section.
- Communication
 - Please feel free to address me as Ms. Carolyn, Ms. Heflin or Instructor Heflin. I often sign off on my messages informally as Carolyn.
 - **Instructor will be online only on Wednesdays to communicate with students. You are welcome to text her on cell 409-249-6781 if you have a time sensitive assignment question. Please be sure to include your name in text so she knows who she is texting with. :-)**
 - Be sure to read any course announcements or Blackboard messages carefully. That information is usually an important reminder to everyone in the course.
 - Please contact me if you need *any* help whatsoever. You will not be “bothering” me! It is my job to support you!