

## COLLEGE SUCCESS 101 COURSE INTRODUCTION

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College Success 101 offers new students an orientation to the college environment. It helps build more capable lifelong learners by combining conceptual knowledge with practical strategies and skills. With engaging content and a focus on applying course concepts to real-world situations, College Success 101 helps first-generation students and those who are academically or otherwise unprepared for college. It will equip you with the basic academic, professional, and personal skills you need to be successful in college.

In Unit 1 we determine your goals for your college education. Why are you pursuing an undergraduate degree? Knowing your response to this question will help you stay motivated when you encounter challenges during your college experience. In Unit 2, we explore how to manage your personal space and time to maximize your ability to learn. In Units 3 and 4, we consider what it means to be career ready and understand the importance your social life has in your college success. In Units 5 through 7, we explore the learning process itself and the different skills and tools you can use to improve your academic performance. Units 8 and 9 provide general strategies for communicating with college instructors, and manage stress, anxiety, and other factors that affect your academic goals and overall health during college. Unit 10, the final unit of the online course, equips you with some tools to help prepare you for a career after college. Units 11-12 are considered supplemental, based on the book, *College Success 101: A Professor's Simple Strategies for Success in Your First 101 Days*.

By the end of this course, you will have gained a comprehensive overview of the skills, tools, and resources you will need for a successful, healthy, and happy college experience. You will understand how to apply the concepts we discuss to your individual academic and personal goals, and practice the skills you have learned by testing them in the college courses you plan to take or are already taking. Finally, you will possess a strong starting point for applying your newfound skills to your job search and career beyond college.

Units 1-10 of this course were developed by Lumen Learning, with contributing work from Linda Bruce of Goucher College, Ronda Dorsey Neugebauer and Zack Varpness of Chadron State College, and units 11-15 were developed by Bill Leamon of College Success 101.

First, read the course syllabus. Then, enroll in the course by clicking "Enroll me in this course". Click Unit 1 to read its introduction and learning outcomes. You will then see the learning materials and instructions on how to use them.

### **Unit 1: Motivating Success**

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This unit starts by introducing the core concepts of succeeding in college. It challenges you to examine your personal identity, explore the many types of students you may interact with, envision the kinds of courses you might take, and understand how those courses may be delivered. In this stage-setting unit, we invite you to define success in terms of what it means to you personally. You should measure success by your own standards. *Completing this unit should take you approximately 3 hours.*

### **Unit 2: Goal Setting and Time Management**

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Unit 2 delves into strategies and techniques for setting your goals and managing your time. You are guided to first define your goals, then assess your physical environment in the context of how it can

affect your productivity. Finally, you identify how you use time in your daily life to fulfill commitments and achieve goals. New skills in setting goals and managing time can support your success in college. *Completing this unit should take you approximately 3 hours.*

### **Unit 3: Career Exploration**

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Unit 3 is an exciting opportunity to examine how your college experience can prepare you for a specific career. This unit will help you distinguish between jobs and careers, give you ideas about college majors you might choose to aim toward a career, and present techniques for building certain skills. As you gain confidence about career possibilities, you learn how to network, how to construct a strong résumé, and how to interview for a job. At the conclusion of this unit, you should have stimulating ideas about attaining your career goals. *Completing this unit should take you approximately 7 hours.*

### **Unit 4: Social Interaction and Diversity**

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Unit 4 explores relationships between people and groups of people, and ways of keeping those relationships viable. The unit will walk you through the benefits of social interaction, lead to you examine diversity and what that means, and help you identify organized groups available to you on campus. The relationships with others and the support networks you develop as a student will likely serve you long after you leave the classroom. *Completing this unit should take you approximately 2 hours.*

### **Unit 5: Thinking and Analysis**

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Unit 5 centers on the importance of being able to think critically and creatively in order to make judgments and solve problems. What is the difference between the two ways of thinking? Critical thinking analyzes information and roots out the true nature and facets of problems, whereas creative thinking drives progress forward when it comes to solving these problems. To help you gain skills in thinking both critically and creatively, this unit guides you in exploring and applying patterns of thought. It illuminates the value of technology in expanding thinking. By challenging your thinking processes, you grow as a student, a learner, and a thinker. *Completing this unit should take you approximately 5 hours.*

### **Unit 6: Learning Styles and Strategies**

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Unit 6 focuses on learning styles and strategies to strengthen your learning skills, helping you learn deeper, faster, and more fully. The unit covers how we learn, how to effectively prepare for class, and techniques for active learning, with the aim of giving you tools to expand and retain knowledge.

Completing this unit should take you approximately 3 hours.

### **Unit 7: Study Skills**

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This unit is a deep dive into studying. What does effective studying entail? You are guided to correlate good study habits with effective reading skills, writing skills, and presentation skills. You are also invited to examine your perceptions about quantitative skills, like those involved with mathematics. Overall, this unit helps you gain new strategies and employ effective techniques for performing well in major types of college assignments. *Completing this unit should take you approximately 5 hours.*

### **Unit 8: Beyond the Classroom**

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*Unit 8 is an exploration of ways to deepen your learning independent of a physical environment like a classroom. For example, do you communicate effectively with your instructors? How wholeheartedly do you approach the learning process? Do you maintain academic honesty in all your college pursuits? And how well do you embrace mistakes as opportunities to learn more? Unit 8 presents multiple concepts, strategies and techniques in these areas to help you gain new skills and attitudes for college success. Completing this unit should take you approximately 4 hours.*

### **Unit 9: Health Management**

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Unit 9 is a compendium of recommendations about managing your health and wellbeing in college. Nutrition, good exercise and adequate sleep are vital to this pursuit. But substance abuse, stress, mental health, and sexual health are critical, too, and can mean the difference between staying focused in college or deviating from your intended path of success. Employing safety measures on every level helps you be secure no matter where you are, on or off campus. Your health and wellbeing impact every aspect your life. *Completing this unit should take you approximately 5 hours.*

### **Unit 10: Financial Management**

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Unit 10 explores how to manage your finances effectively. What are your financial goals, and how do you plan to achieve them? Guidance comes first on how to assess your finances in college. Your financial interests during college years can be enhanced through employment and by learning to save, and to establish and maintain a budget. Credit cards are also considered. The goal of financial management is to be able to carefully weigh the pros and cons of financial alternatives you may face as a college student. Choose the options that are best for you personally. *Completing this unit should take you approximately 3 hours.*

If you come across any urgent problems, email [contact@saylor.org](mailto:contact@saylor.org) or post in our discussion forum.

To receive a free Course Completion Certificate, you will need to earn a grade of 70% or higher on this final exam. Your grade for the exam will be calculated as soon as you complete it. If you do not pass the exam on your first try, you can take it again as many times as you want, with a 7-day waiting period between each attempt.

Once you pass this final exam, you will be awarded a free Course Completion Certificate.

Take this exam and these Saylor Direct Credit Quizzes if you want to earn college credit for this course. This course is eligible for college credit through Saylor Academy's Saylor Direct Credit Program.

If you are seeking credit for this course, your grade will be calculated based on three Saylor Direct Credit Quizzes and the Saylor Direct Credit Final Exam as follows:

Saylor Direct Credit Quiz 1: 10% of your grade

Saylor Direct Credit Quiz 2: 10% of your grade

Saylor Direct Credit Quiz 3: 10% of your grade

Saylor Direct Credit Final Exam: 70% of your grade

The Saylor Direct Credit Final Exam requires a proctor and a proctoring fee of \$25. To pass this course and earn a Credit-Recommended Course Completion Certificate and official transcript, you will need to earn a total grade of 70% or higher between the graded quizzes and the final exam. Your grade for the quizzes and on the exam will be calculated as soon as you complete them. There is a 14-day waiting period between attempts of the Saylor Direct Credit Final Exam, and a 30-day waiting period for each of the Saylor Direct Credit Quizzes. You may only attempt the Saylor Direct Credit Final Exam and the Saylor Direct Credit Quizzes a maximum of 3 times each.

Once you pass this final exam, you will be awarded a Credit-Recommended Course Completion Certificate and an official transcript.

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### **Unit 11: 30 Days Before**

Unit 11 uses the *College Success 101: A Professor's Simple Strategies for Your First 101 Days* book to guide you through the process of preparing to get off to a strong start in college, beginning with 30 days before the first semester commences up until the first day of classes. How to request a syllabus, the importance of pre-reading your textbooks, getting help early and often, are all covered in Unit 11.

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### **Unit 12: First Class Preparations**

Unit 12 focuses on making the most of your first class, providing a blueprint on how to approach all subsequent classes, focusing on the importance of arriving early to prepare for class, where to sit in the classroom and why, how to introduce yourself to your professor and classmates, the importance of participation and note-taking are some of the topics covered.

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### **Unit 13: Class Time Learning**

Unit 13 starts at the point your first class ends, from how to properly use a planner to create a solid study plan, to the importance of building rapport with your professors, to scheduling office hours and what questions to ask, and goes on to cover the major differences between studying in college versus high school, with an outline on how to prepare properly for academic success.

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### **Unit 14: Planning and Studying**

Unit 14 is primarily concerned with conveying how best to approach studying in college, from where to study, where not to study, to how much to study. The unit emphasizes time management strategies, including how best to approach study periods, along with other tips related to course scheduling, culminating with information regarding preparations needed the summer before.

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### **Unit 15: Ask the Professor**

Unit 15 gives the class the opportunity to engage directly with Professor Leamon through a free video conference session. Students put together a list of questions and concerns regarding college and have the opportunity to get answers and gain perspective based on Leamon's 20 years of experience as both a college student and professor, at both the undergraduate and graduate levels. Contact Professor Leamon at 440-503-3126 or [Prof@CollegeSuccess101.org](mailto:Prof@CollegeSuccess101.org) to schedule a session.

# COLLEGE SUCCESS 101 COURSE SYLLABUS

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Welcome to College Success 101!

Specific information about this course and its requirements can be found below. For more general information about taking Saylor Academy courses, including information about Community and Academic Codes of Conduct, please read the Saylor Student Handbook.

## Course Description

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An introduction to the basic academic, professional, and personal skills you will need to be successful in college.

## Course Introduction

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College Success 101 provides new students with an orientation to the college environment. It works to build more capable lifelong learners by combining conceptual knowledge with practical strategies and skills. With engaging content and a focus on applying course concepts to real-world situations, College Success is particularly helpful for first-generation students and those entering college underprepared, academically or otherwise. This course is designed to equip you with the basic academic, professional, and personal skills you will need to be successful in college.

The first unit of this course will help you determine your goals for your college education. In other words, you will have the opportunity to thoughtfully answer the question, "why am I pursuing an undergraduate degree?" Knowing the answer to this question will help you stay motivated when you encounter challenges during your college experience. In unit 2 of this course, you will learn how to manage your personal space and time in order to maximize your ability to learn, and in units 3 and 4, you will consider what it means to be career ready and understand the importance of your social life to your college success. In units 5 through 7 of this course, you will explore the learning process itself and the different skills and tools you can use to improve your academic performance. Units 8 and 9 provide you with general strategies for effectively communicating with college instructors as well as managing stress, anxiety, and other factors that affect your academic goals and overall health during college. Unit 10, the final unit of this course, equips you with some resources and strategies to help you manage your finances while in college. Units 11-15, a supplement to the online course, uses the book, *College Success 101: A Professor's Simple Strategies for Success in Your First 101 Days* to further prepare you for college success.

By the end of this course, you will have gained a comprehensive overview of the skills, tools, and resources you will need for a successful, healthy, and happy college experience. You will understand how to apply the concepts discussed in this course to your individual academic and personal goals, and to practice the skills you have learned by testing them in specific college courses that you plan to take or are already taking.

## Course Units

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Unit 1: Motivating Success

Unit 2: Goal Setting and Time Management

Unit 3: Career Exploration

Unit 4: Social Interaction and Diversity

Unit 5: Thinking and Analysis

Unit 6: Learning Styles and Strategies

Unit 7: Study Skills

Unit 8: Beyond the Classroom

Unit 9: Health Management

Unit 10: Financial Management

Unit 11: 30 Days Before

Unit 12: First Class Preparations

Unit 13: Class Time Learning

Unit 14: Planning and Studying

Unit 15: Ask the Professor

### **Course Learning Outcomes**

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Upon successful completion of this course, you will be able to clarify and state your individual educational goals, and formulate specific plans to work toward these goals;

1. design and implement a personal time-management plan;
2. identify your preferred learning style;
3. describe and employ strategies for effective reading;
4. describe and employ critical thinking and creative thinking skills;
5. describe and implement effective listening, note-taking, memory-retention, and academic research and writing skills, and identify methods for improving these skills;
6. identify and accurately judge the credibility of online material when conducting academic research;
7. define and evaluate examples of academic integrity versus academic dishonesty;
8. describe and use different methods of exam preparation;
9. describe and employ strategies for effectively interacting with instructors and classmates both inside and outside the classroom;
10. explain test anxiety and list strategies for reducing it;
11. formulate a personal plan for managing stress, monitoring your personal health, and increasing your personal safety;
12. assess how to successfully balance college coursework with participation in extracurricular activities and social life; and
13. identify resources and strategy for managing your finances while in college.

Throughout this course, you will see a set of learning outcomes that are associated with each unit. You can use the learning outcomes to help organize your learning and gauge your progress.

### **Course Materials**

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This course was developed by Lumen Learning with contributing work from Linda Bruce of Goucher College, Ronda Dorsey Neugebauer and Zack Varpness of Chadron State College, and others. The primary learning material for this course is the online textbook *College Success* by Lumen Learning. The secondary learning material for this course is the online book *College Success 101: A Professor's Simple Strategies for Success in Your First 101 Days* (available for free download at [CollegeSuccess101.org](http://CollegeSuccess101.org)).

All course materials are free to access, and can be found through the links provided in each unit and subunit of the course. Pay close attention to the notes that accompany these course materials, as they will instruct on how to approach a given piece of learning materials, and help you understand how they fit into the course as a whole. You can also access a list all of the materials used in this course by clicking on the Resources link in the navigation bar.

### **Evaluation and Minimum Passing Score**

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If you are taking this course to earn a Saylor Certificate of Completion, you only need to earn a 70% or higher on the final exam. If you do not pass on your first attempt, you may take it again as many times as needed, following a 7-day waiting period between each attempt.

If you are taking this course to be eligible for college credit, please see the "Earning College Credit" section below.

There are also end of unit assessments in this course. These are designed to help you study, and do not factor into your final course grade. You can take these as many times as you want to, until you understand the concepts and material covered. You can see all of these assessments by clicking on the Quizzes link in the course's navigation bar.

### **Earning College Credit**

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This course is eligible for college credit via Saylor Academy's Direct Credit Program. If you are seeking to earn college credit, you must opt to take the three quizzes and the Direct Credit final exam. That exam will be password protected, and requires a proctor. If you pass the Direct Credit exam, you will receive a Proctor Verified Course Certificate and be eligible to earn an official transcript. For more information about applying for college credit review the guide to college credit opportunities. Be sure to check the section on proctoring for details like fees and technical requirements.

Your final grade in this course will be based on your score on the Saylor Direct Credit Exam and three graded quizzes. The Saylor Direct Credit Exam is worth 70% of your grade, and each quiz is worth 10% of your grade. In order to pass the course, you need to earn a combined grade of 70% or higher between the final exam and quizzes.

Your scores will be tabulated as soon as you complete the assessments. The three quizzes will each have a 30-day waiting period between attempts to retake a specific quiz. There is no waiting period between Quiz #1 and Quiz #2 and Quiz #3. The Saylor Direct Credit Exam will have a 14-day waiting period between each attempt. You may attempt the Saylor Direct Credit Exam a maximum of 3 times.

## Tips for Success

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College Success is a self-paced course, which means that you can decide when you will start and when you will complete the course. There is no instructor or set schedule to follow. We estimate that the "average" student will take 40 hours to complete this course. We recommend that you work through the course at a pace that is comfortable for you and allows you to make regular progress. It's a good idea to schedule your study time in advance and try as best as you can to stick to that schedule.

Learning new material can be challenging, so we've compiled a few suggested study strategies to help you succeed:

Take notes on the various terms, practices, and theories that you come across. This can help you put each concept into context, and will create a refresher that you can use as you study later on.

As you work through the materials, take some time to test yourself on what you remember and how well you understand the concepts. Reflecting on what you've learned is important for your long-term memory, and will make you more likely to retain information over time.

Although you may work through this course completely independently, you may find it helpful to connect with other Saylor students through the discussion forums. You may access the discussion forums at <https://discourse.saylor.org>.

## Technical Requirements

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This course is delivered entirely online. You will be required to have access to a computer or web-capable mobile device and have consistent access to the internet to either view or download the necessary course resources and to attempt any auto-graded course assessments and the final exam.

To access the full course including assessments and the final exam, you will need to be logged into your Saylor Academy account and enrolled in the course. If you do not already have an account, you may create one for free here. Although you can access some of the course resources without logging in to your account, you should log in to maximize your course experience. For example, you cannot take assessments or track your progress unless you are logged in.

For additional guidance check out Saylor Academy's FAQ.

## Fees

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This course is entirely free to enroll in and to access. Everything linked in the course, including textbooks, videos, webpages, activities, are all available for no charge. This course also contains a free final exam and course completion certificate.

This course also has an optional final exam that can give you an opportunity to earn college credit. This exam requires the use of a proctoring service for identity verification purposes. The cost for proctoring for this optional exam is \$13 per session.

There are no fees for accessing College Success 101: A Professor's Simple Strategies for Success in Your First 101 Days or for Professor Leamon to speak via videoconference to classes.

Please contact Professor Leamon at [Prof@CollegeSuccess101.org](mailto:Prof@CollegeSuccess101.org) or 440-503-3126 with any questions.