**Freshman Seminar-COL 105**  
Developmental Studies

**Catalog Course Description:** COL 105 is a study of the purposes of higher education and provides orientation to the functions and resources of the college. This course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process, and acquire essential academic skills.

- **Prerequisite(s):** None
- **Co-requisite(s):** None
- **Credit Hours:** 3

**Departmental Website:** http://www.midlandstech.edu/learn/academics/arts-and-sciences-university-transfer/developmental-studies

**D2L Brightspace Login Page:** https://elearn.midlandstech.edu

**Departmental Assistant:** Ms. Pamela Laury (lauryp@midlandstech.edu)

**Department Chair:** Ms. Mary S. Thomas (thomasm@midlandstech.edu)

**Program Coordinator:** Ms. Eva O’Brian (obriane@midlandstech.edu)

**Textbook(s):** On Course, Study Skills Plus 2nd Edition, by Skip Downing  

All students MUST purchase the textbook by the end of the 2nd week of classes. Students who do NOT have the textbook by this time MAY be dismissed from class and counted ABSENT! Cumulative absences could result in withdrawal from the course.

**Additional Course Materials:**
1. Computer and printer access
2. USB drive
3. Stapler

**General Education Core Competency Statement:**
1. Demonstrate an awareness of prioritizing personal and academic responsibilities.
2. Employ the time management strategies needed to appropriately schedule specific activities for college success.
3. Demonstrate an understanding of preventing procrastination by using effective time management strategies.

**Course Objectives:** Upon completion of this course the student will be able to:
1. Demonstrate the knowledge and skills needed for academic success and lifelong learning
2. Identify and access college resources
3. Demonstrate technology literacy for academic applications

**Course Outcomes and Competencies:**
**Intended Course Outcome:** Students will be able to identify and practice time management skills that promote persistence and success.

**Course Competency:**
1. Demonstrate an awareness of prioritizing personal and academic responsibilities.
2. Employ the time management strategies needed to appropriately schedule specific activities for college success.
3. Demonstrate an understanding of preventing procrastination by using effective time management strategies

**Performance Measurement Instrument:** Time Management Project

**On Campus Course Attendance:**

**Course Attendance:**
The quality of the learning experience in this class is determined by active participation in the learning process. Therefore, regular attendance is important. You are expected to attend all classes and are responsible for class work, homework, lecture notes, reading assignments, etc., whether or not you are present.

There are no excused absences. In the event of extenuating circumstances, such as illness, you are allowed a certain number of absences, depending on the length of the term and the number of times the course meets per week:
- 14 week term- No more than 4 absences allowed for classes meeting 2 times a week
- 10 week term- No more than 3 absences allowed for classes meeting 2 times a week
- 7 or 5 week terms- No more than 2 absences allowed for classes meeting 2 times a week
- If you exceed the number of absences, you will be withdrawn from the course.
- Students are responsible to keep track of their attendance as recorded on D2L and have up to two weeks (from the date of absence or tardy) to challenge the status assigned.

You are considered tardy if you miss up to 10 minutes of any portion of the class. You will be counted absent if you miss more than 10 minutes of any portion of the class. 3 tardies equal 1 absence.

If you arrive in class after your instructor has taken role and marked you absent, it is your responsibility, at the end of that class meeting, to request that the absence be changed to a tardy. The instructor will not change the roll at a later date. Instructors are not obligated to repeat information or allow students to make up missed work.

**Students who are absent from class are responsible for assignments that were given during class.** In addition, students who are absent when a test is given must make up that test upon return to school with an automatic 10% deduction from their test score. No makeup tests are allowed after one week from the original test date. Only one make up test will be permitted.
Withdrawal:
Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student's transcript. Should the maximum allowable absences be exceeded after midterm, a "W" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal.

Disciplinary Absences:
You are in college. You will be treated and respected as an adult. It is a violation of the MTC Student Code to interfere with the learning process in the classroom. Courteous, attentive behavior is expected at all times. Disruptive behavior in any form will not be tolerated. Students engaged in such behavior will be dismissed from class and subject to disciplinary procedures.
Should a student be asked to leave a class for disciplinary reasons (disturbing a class in any way, abusive language, general maliciousness, etc.), the student MUST meet with either the Academic Vice President for SDS or the Program Coordinator, Campus Life Programs before they can be readmitted to class.

They are:

Mary Holloway
Assistant Vice President for SDS
Hart Hayden
Program Coordinator, Campus Life
Programs
ACSS 109 or ASC-110
822-3529 822-3441
hollowaym@midlandstech.edu haydenh@midlandstech.edu

Students will be considered absent for each class they miss due to inappropriate behavior.
NOTE: Meeting with these individuals does not assure a student will be allowed back into the class.

Effective Spring 2015, the Student Ombudsman’s office will no longer be the initial point of contact for requesting No Shows to be processed. Students who incur a bill must contact the Finance Office.

Administrative Drop Requests: A student requesting an Administrative Drop resulting from medical event, death of family member, and other extenuating circumstances experienced while enrolled at Midlands Technical College should be directed to the Student Ombudsman’s office. Our policy dictates a request must be made no later than 30 days after the affected term. Supporting documentation is required and must be received before the request can be processed. Once the request form is received along with supporting documentation, it takes approximately three weeks for processing. As a result of an approved Administrative Drop Request, the student may be granted a refund of tuition and fees.

Military Withdrawal: According to College Procedure 3.10.1, students having to withdraw from college because of Military Deployment (active duty personnel) while enrolled must complete a withdrawal form and submit to the Records Office along with a copy of military orders.

Disabilities Statement: The staff of Counseling and Career Services works to ensure that all educational programming and services are accessible to otherwise qualified students with disabilities. If you have a concern regarding the accessibility of websites, instructional materials, online courses and other electronic or information technology please contact Counseling and Career Services. It is the student's responsibility to self-disclose as a student with a disability and to request accommodations prior to beginning a program or course. Please contact the staff of Counseling and Career Services at 803-822-
3505 (AC) or 803-738-7636 (BC) or via email at disability@midlandstech.edu if you have any questions or concerns.

D2L Brightspace Help:

**Online Learning Support Help Desk**: Technical questions related to the operation and use of D2L Brightspace can be answered from our Support Help Desk. A response will be provided within one business day.

To login: use your MTC e-mail account username and password.

(Student Username Example: georgeasmith)

(Faculty Username Example: smithg)

**D2L Brightspace Assistance**: Technical questions related to the operation and use of D2L Brightspace can also be answered by leaving a voicemail at (803) 822-3561, or emailing D2LHelp@midlandstech.edu. A response will be provided within one business day.

**MyMTC Help**: For MyMTC log-in issues please call 803-738-7888.

**Academic Dishonesty**: For more information about academic dishonesty, see the Academic Affairs Student Guidelines and Expectations.

If you are suspected of cheating, your instructor will inform you. You may explain or refute the allegation. If your instructor still thinks the charges are founded, you will be referred to the Office of the Associate Vice President of Student Development Services. Documentation is submitted to the Office of the AVP, SDS, by the instructor. You will then meet with either Dr. Holloway or Mr. Hayden. After the meeting, you will receive a letter with the sanction grade of zero (0) and any other sanctions deemed appropriate. You will have the right to file an appeal. Once the hearing and the notice of the right to appeal have been completed, instructor will be notified to apply the sanction grade of zero (0).

**Course Requirements**:
Time Management Project, Journals, Chronicles, and any other work assigned by faculty.

Make up work is determined by individual faculty.

**Course Grading**:

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<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Homework and class activities</td>
<td>40%</td>
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<tr>
<td>Tests (Minimum of 3 on textbook material required)</td>
<td>25%</td>
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<tr>
<td>Time Management Project</td>
<td>25%</td>
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<tr>
<td>Final Exam</td>
<td>10%</td>
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**Grading Scale**:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
<td>Superior Work</td>
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<tr>
<td>80-89</td>
<td>B</td>
<td>Good Work</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
<td>Average Work</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
<td>Below Average Work</td>
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<tr>
<td>0</td>
<td>F</td>
<td>Unsatisfactory Work</td>
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Academic Affairs Student Guidelines and Expectations

MTC Student Handbook:
Students are expected to read the *MTC Student Handbook* and abide by its policies. You can find the handbook on the MTC website under Student Resources; copies are also available at various locations on campus. Some of the more important handbook policies that impact your academic success are listed below.

Academic Integrity:
- The students of MTC have adopted the following Honor Code: *As a member of the Midlands Technical College community, I will adhere to the college’s Student Code. I will act honorably, responsibly, and with academic integrity and honesty. I will be responsible for my own academic work and will neither give nor receive unauthorized or unacknowledged aid. I will behave courteously to all members of the MTC community and its guests and will respect college property and the property of others.*
- The Student Code (Appendix I of the *MTC Student Handbook*) defines academic dishonesty, which includes, but is not limited to, cheating on tests, plagiarism, collusion, and falsification. Such actions will result in discipline.
- Cheating on tests includes:
  - Copying from another student’s paper.
  - Copying or presenting someone else’s work as your own.
  - Using unauthorized materials during a test.
  - Collaborating with any other person during a test without permission.
  - Knowingly obtaining, using, buying, or selling in whole or part the contents of any test.
  - Bribing any other person to obtain information about tests.
  - Substituting for another student, or permitting another student to substitute for you.
- Plagiarism is taking another person’s work and using it without giving the source credit in any graded assignment.
- The use of cell phones or other portable electronic devices for purposes of academic dishonesty in any form is strictly prohibited; students who violate this policy will be subject to the disciplinary procedures and sanctions outlined in the Student Code.
- For more information about academic dishonesty, see the Student Code.

Class Attendance and Participation:
Students are responsible for meeting all attendance and participation requirements outlined in each course syllabus.
Portable Electronic Devices:
Cell phones and other portable electronic devices may be used in classrooms only for maintaining access to MTC Alerts!, the college’s emergency notification system. Other uses of portable electronic devices (for example, leaving class to make or receive phone calls, sending or reading text messages, accessing the internet, taking pictures or videos, listening to music, etc.) will be considered disruptive activities, and the student will be subject to disciplinary action.

Student Email Accounts (MyMTC Email):
- All MTC students are assigned a college email account called MyMTC Email. For access, log into MyMTC at http://mymtc.midlandstech.edu.
- MyMTC Email is the primary way the college communicates with students. You are responsible for checking your college email regularly for important information and announcements about registration, financial aid, cancelled classes, emergencies, etc.
- Students can use their college email accounts to communicate with faculty, staff, fellow students, and others, as well as to maintain personal calendars and task lists.
- In addition to using MyMTC Email, students may also be required to communicate with instructors through D2L Brightspace (the college-wide learning management system), or through course-specific software, such as MyMathLab.

MyMTC:
The college conducts business with students through MyMTC, which provides many services and resources, including access to transcripts, grades, and program evaluations; information about financial aid status; and how to search and register for courses. To access MyMTC, click the link titled MyMTC in the top navigation bar on the public website.

Children on Campus:
Children are generally not permitted on campus except for special events. Children are not permitted in classes, labs, or advisors’ offices. Children can never be left unattended on campus, including in the library, the Academic Success Center, or parking lots.

Inclement Weather Policy:
- If weather conditions or other emergencies cause the college to close or open late, announcements will be made over local radio and TV stations, on the MTC website, and on the college’s information line (803-738-8324).
- Notices will be sent to students via MyMTC Email and MTC Alerts! when applicable.
- Check for separate announcements for day and evening classes because weather conditions can change during the day.
- Inclement weather schedules: In standard non-lab and non-clinical classes, if the college closing or reopening means that there is at least 30 minutes of a class remaining, plan to attend that class. For example, if the college opens at 10 a.m., classes that normally meet at 8 a.m. will not meet, but classes that normally begin at 9:35 a.m. will begin at 10 a.m. Similarly, if the college closes at 8 p.m., 6 p.m. classes will meet for their regular time, but 7:35 p.m. classes will not meet.
- Check your syllabus for specific information about the inclement weather policy for that course.
Campus Emergency Protocol:

- To report safety concerns or suspicious activities, call Campus Security at 7850 (on campus) or 738-7850 (cell phone or off campus).
- To report a security emergency, call Campus Security at 738-7199 or dial local 911 immediately.
- The college also provides emergency call boxes; look for these red call boxes in or near parking lots on all campuses.
- If a college-wide emergency occurs, the college will communicate additional information and instructions in a number of ways, including the MTC Information Centers, campus loud speakers, MyMTC Email, the MTC website, and MTC Alerts!. To sign up for MTC Alerts! and receive emergency notifications on your cell phone, go to MyMTC.

Student Evaluation of Instruction:
Toward the end of the semester, students will be encouraged to participate in evaluating their courses. You can complete this confidential evaluation through MyMTC using your username and password. Announcements will be made during the term concerning how and when to complete the online evaluation.

Students Requiring Special Accommodations:

- If a student with a disability requires special accommodations, the student should go to Counseling Services in the Student Center on Beltline or Airport Campus for assistance. Documentation regarding a specific disability is required in order for special arrangements to be made. All information received will remain confidential.
- For more information, follow the Disability Resource Centers link under Student Resources on the MTC website.
**Course Topic Outline/Course Calendar with Assignments:** [Add] [The table below is web accessible. Use if needed, or delete.]

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<thead>
<tr>
<th>Current Week</th>
<th>Topics Covered</th>
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<tr>
<td>Week 1</td>
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<td>Week 13</td>
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<tr>
<td>Week 14</td>
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[If controlled by instructor; otherwise delete statement] **PLEASE NOTE:** Should change become necessary, the instructor reserves the right to adjust the requirements, pace, or scheduling of this course. Any change will be announced in class before it becomes effective.