

General Studies 133 Syllabus, Fall 2020

Instructor: Kim Kraft, MEd, MA

Email: use Canvas messaging or kkraft@olympic.edu

Time/Days: there are not set time/days that we will meet (see "asynchronous format" below)

Office Hours: I am happy to meet with you in Zoom by appointment, just ask! Wednesday afternoons are best for me, but I can arrange other times

No textbook is required for this class.

Overview

This course is designed to help you articulate who you are as students, learners, and/or employees; to identify your interests, skills, strengths, values, and goals; to explore opportunities that fit with who you are; and to think reflectively about your college and/or career goals and choices.

The course is designed around three main questions:

- Who am I? What's next for me? How will I get there?

This course is also designed so that some Running Start students can meet a graduation requirement. Because graduation requirements vary for each high school, it is recommended that you contact your high school counselor if you have questions about how this course works towards your requirements.

Course Outcomes:

- demonstrate analytical, logical and creative thinking
- integrate experience and knowledge to solve problems and set goals
- complete self-assessments to identify interests, skills, strengths, values, and goals
- demonstrate knowledge and self-awareness of external/life factors affecting your educational and career choices and decision making
- develop and implement plans for college & career success that include considerations of workplace and college skills, standards, resources and timelines in a changing environment

Course Assignments and Requirements:

Volunteer Work (125 points for group work + 125 for 5 hours of volunteering = 250 points total)

A minimum of ten (10) hours of service learning is normally required for this course. We will begin with a group project to research local volunteer options, both remote and in-person. You will select the option that is the best match for you (remote or in-person). Our group project

will count as four (5) hours of work, so you will need to complete an additional five (5) hours of remote or in-person volunteering by Dec. 11.

Weekly Assignments (50 points each X 10 weekly assignments = 500 points)

Organized in Modules, these assignments were created based on the input that high schools in the area have given OC in conjunction with meeting graduation requirements. Weekly assignments will contribute towards putting together the Final Project. **Most assignments will have either a Wednesday or Sunday due date.**

Final Project (250 points)

The final project will be a multi-media presentation in a format of your choice (blog w/accompanying video tour, narrated slideshow, narrated video...) designed around the guiding questions mentioned above:

Who am I? What's next for me? How do I get there?

In a cohesive, personalized, and polished format, your final project will pull together information from weekly assignments such as: short, medium, and long term goals; career interest pathway; academic plan; financial plan; and your "mission statement".

In order to meet the "presentation" requirement for this project, the final project will include a narration or audio component to guide us through your project. You can read more about the final project in the "Start Here" module.

"Asynchronous" Format:

This course is set up "asynchronously", meaning that we will not meet at a set time, on a set day. This means there is a lot of flexibility in the course, but it also means that you have to be organized, ask questions when you need help. Use the "Question Forum" to ask questions or email me via Canvas. This is a 3-credit course, set aside 3 to 6 hours per week to work on this course.

It might be helpful to establish a routine, **for example:**

Mondays: check Canvas for the weekly assignments, and get started on the assignment, email Kim or ask a question in the Forum if you need help.

Wednesday: complete and turn in that week's assignments, and take a peak at next week's assignments (get a head start on next week's assignments if you have time)

Classroom Expectations:

Civility and good communication is essential for academic success. We can solve all problems and concerns by using civility and respect for each other.

Communication between students and Instructor: Communication is made easy in Canvas. I've set up a "Question Forum" where you can post questions for the whole class to see, that way, if another student has the same question, they will benefit from the answer.

Anyone is welcome to comment or answer these questions. You can also message me in Canvas. I will check Canvas M-F in the morning (9 a.m.) and in the evening (5 p.m.). If you message me outside of those hours, you will get a reply the next day.

Class Policies:

Academic Honest/Plagiarism and Cheating Policy:

All forms of cheating, stealing and plagiarizing with the intent to defraud are prohibited and will be reported to the Vice President of Student Services. It is important that you do your own work unless the assignment indicates that you may work with others. You can read more about this in the Academic Dishonesty Information in the OC Student Conduct code found in the Student Handbook on the OC website.

Accommodations:

Any student who feels s/he may need an accommodation based on the impact of a disability should contact Access Services in the Humanities and Student Services Building 4, room 205 on the Bremerton Campus, or call 475-7540 for information or appointment. You can also visit their webpage at: www.olympic.edu/AccessServices (Links to an external site.) (Links to an external site.)

Assignment Expectations:

All assignments must be submitted no later than the indicated date and time. All assignments will be submitted to via Canvas.

Your work should be college level quality. The Olympic College Writing Center is available for online assistance in your academic work.

Grades:

Each assignment will be graded according to its rubric, but some assignments are graded as "complete/incomplete". It is recommended that you review the rubric before you begin the assignment. The rubric will also indicate how many points will be deducted if the assignment is late. Each assignment also has an expiration date. (Typically one week after the assignment is due.) Once the expiration date has passed, no credit will be given for the assignment.

Final Grades

Your final grade is determined by the number of points you accumulate during the quarter divided by the number of points that were possible. This percentage is then converted into a decimal grade using the chart below.

Example: Max earned 865 points out of a possible 1000 for 86.5% or a grade of 3.2

Grading Scale:

4.0	98-100	3.1	84-84.9	2.2	75-75.9	1.3	66-66.9
3.9	97-97.9	3.0	83-83.9	2.1	74-74.9	1.2	65-65.9
3.8	96-96.9	2.9	82-82.9	2.0	73-73.9	1.1	64-64.9
3.7	95-95.9	2.8	81-81.9	1.9	72-72.9	1.0	63-63.9
3.6	93-94.9	2.7	80-80.9	1.8	71-71.9	0.9	62-62.9
3.5	91-92.9	2.6	79-79.9	1.7	70-70.9	0.8	61-61.9
3.4	89-90.9	2.5	78-78.9	1.6	69-69.9	0.7	60-60.9
3.3	87-88.9	2.4	77-77.9	1.5	68-68.9	0.0	<60
3.2	85-86.9	2.3	76-76.9	1.4	67-67.9		

* check with your high school about the grade required to get graduation credit for this course. It is typically a 2.0 or higher

I reserve the right to change the syllabus, the calendar and assignments as needed during the quarter. These changes will be published and announced in advance. You will be held responsible for these changes in the course.