

Pathway to Academic Student Success (PASS) Course

Spring 2017

Instructor of record: Susan Garrison, M.A. garrison@missouriwestern.edu

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Staff Guide and Peer Mentor Information

You will receive your Staff Guide and Peer Mentor information by January 13, 2017 through your MWSU e-mail account.

COURSE OVERVIEW

This course is intended to help you become more successful as a student at Missouri Western. You will work on skills that are necessary to do this, including but not limited to Time Management; Setting Educational and Personal Goals; Study Skills; Using Technology Effectively; and Health and Wellness Strategies.

This course does not have a fee/cost and will not factor into the student's GPA. However, successful completion of the course will be a helpful factor in the decision for any Financial Aid appeals.

LEARNING OUTCOMES & ASSESSMENTS

Upon successful completion of PASS, the student will be able to:

- I. Understand and utilize university resources that are available to help students succeed.
- II. Have knowledge of the appropriate academic skills necessary to successfully compete at the collegiate level.
- III. Assess and develop study skills, critical thinking skills, and strategies for academic success.

Achievement of these learning outcomes will be assessed based on the assignments and meetings as outlined in the grading section.

GRADING

Your final grade for the course will be based on 1000 points with a minimum of 800 points needed to successfully complete the program. Due dates are found in the calendar at the end of the syllabus. Points and corresponding grades for each meeting/assignment are as follows:

Meetings	<p>3 meetings with staff guide (23 points each meeting) _____/69 points total</p>	<p>5 meetings with peer mentor (20 points each meeting) _____/100 points total</p>	<p>1 meeting with counselor (30 points for meeting) _____/30 points total</p>
Assignments for meetings	<p>Staff guide worksheets</p> <p>Contract & Session 1 ____ (20 points) Session 2 Worksheet ____ (20 points) Session 3 Worksheet ____ (20 points) _____/60 points total</p>	<p>Peer mentor worksheets</p> <p>Effective Studying ____ (20 points) Motivations ____ (20 points) Goals ____ (20 points) Health/Wellness ____ (20 points) Three video worksheets ____ (30 points, 10 points each) _____/110 points total</p>	<p>Counselor Worksheet</p> <p>Managing stress ____ (20 points) _____/20 points total</p>
Weekly tutoring/library	<p>Weekly tutoring sessions in the CAS (2 hours per week, 20 points per week) _____/260 points total</p>	<p>Weekly library time (3 hours per week, 18 points per week) _____/234 points total</p>	<p>Time Management workshop _____/30 points total</p>
Other assignments	<p>Syllabus Quiz ____ / 7 points Computer systems to understand at MWSU ____ / 20 points Understanding GPA ____ / 20 points Understanding MWSU ____ / 20 points Exit Survey ____ / 20 points</p>		
<p>EXTRA CREDIT: 2 additional student success video worksheets ____ / 20 points</p>			

(TOTAL POINTS EARNED (OUT OF 1000) / 1000) x 100 = FINAL GRADE EARNED

Grade Appeals: Any issues with the input of the grade should be first directed to your peer mentor. If this does not resolve the issue, the instructor of record should be contacted (Susan Garrison, garrison@missouriwestern.edu)

Midterm Check-in: At midterms, the grade will not be in Goldlink, instead the student will be contacted by the peer mentor and their midterm grade will be provided.

MEETINGS WITH STAFF GUIDE , PEER MENTORS & COUNSELOR

At most meetings you will discuss with the individual an assignment that should be completed prior to the meeting. Missing any type of meeting will be counted as zero, if you need to reschedule a meeting you must notify the individual at least 48 hours prior.

Staff Guide meetings: Participants are required to meet with a Staff Guide three times per semester.

Peer Mentor meetings: Participants are required to meet with Peer Mentors five times per semester for 30-minute sessions at the Student Success & Advising Center.

Counselor meeting: Participants are required to meet with a counselor one time at the Counseling Center to discuss stressors.

WEEKLY TIME IN LIBRARY & TUTORING CENTER

For the following attendance assignments students are responsible for making sure his/her MWSU ID card is swiped at the library or Center for Academic Support to log his/her hours.

Library time: Participants are required to study three hours per week in the library. Student ID will be swiped at the main desk (to the right as you walk in the entrance) with each visit reflecting the number of hours spent in library.

Tutoring time: Participants are required to engage directly with a tutor two hours per week at the Center for Academic Support. Student ID is swiped with each visit to the CAS, and if working with a tutor, the swipe reflects that, as well.

ONLINE ASSIGNMENTS

Students are required to complete online assignments in Moodle. This includes working through assignments and videos that cover time management, note taking, study skills strategies, stress management, time management, test anxiety and test taking strategies. These videos have already been produced and are online through the Student Success website.

COURSE POLICIES AND STATEMENTS

We believe that any of the courses you take at any University have the overall purpose to make you a better student and a better person. For that reason the following policies are in place:

Academic Misconduct

As stated in the Missouri Western State University academic honesty policy, academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit for another's work, falsifying documents, or any other fraudulent classroom activity. Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from school. More information on the policy may be found at: <https://www.missouriwestern.edu/sfa/wp-content/uploads/sites/338/2013/12/Academic-Honesty-Policy.pdf>

Any student that cheats or plagiarizes on any assignment in the course will, as a minimum, receive a zero as the grade for that assignment, and possibly a failing grade in the course (depending on the severity).

Course/Meeting Behavior

Please be sure to be on time and prepared to any appointments, and do not leave early.

Disability Statement

Students seeking accommodations must first provide documentation of needed accommodations to the Accessibility Resource Center (ARC) located in Eder Hall, Suite 203. Once accommodations have been approved by the ARC, students are responsible for notifying their instructors of those accommodations. This should be done within the first two weeks of classes; accommodations are not retroactive.

Harassment, Discrimination, and Sexual Misconduct Statement

Consistent with its mission, Missouri Western seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and University policy prohibit harassment, discrimination and sexual misconduct. Missouri Western encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to someone from the Campus and Local Resources list found in the Student Handbook (<https://www.missouriwestern.edu/studentaffairs/wp-content/uploads/sites/292/2014/02/handbook.pdf>) about what happened so they can get the support they need and Missouri Western can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Missouri Western is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a

confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please visit the following website:

<https://www.missouriwestern.edu/titleix/sexual-misconduct-policy/>

Dates	Assignments/Activities/Things to complete
<p>January 17 – 22 Week 1</p>	<p>○ Schedule appointment for Peer Mentor Meeting 1 (must be complete by Feb. 3) Assignment to complete, print, and take to first Peer Mentor meeting</p> <ul style="list-style-type: none"> - <i>Effective Studying Techniques</i> <p>○ <i>Computer Systems to Understand at MWSU</i> (due by February 28)</p> <p>○ <i>Understanding GPA</i> (due by March 31)</p> <p>○ <i>Understanding MWSU</i> (due by March 31)</p>
<p>January 23 – 29 Week 2</p>	<p>○ Attend one Time Management workshop in week 2 or 3 <i>Bring syllabus from all your classes, your class schedule, and schedule of assignments for each class.</i></p> <p><u>Workshop days/times/location</u> Monday, Jan. 23, 2-3 p.m., Murphy 113 Tuesday, Jan. 24, 12:30-1:30 p.m., Murphy 112 Wednesday, Jan. 25, 2-3 p.m., Murphy 113</p> <p>○ Schedule and attend first Staff Guide meeting (complete by Feb. 10) Assignment to complete, print and take to first Staff Guide meeting:</p> <ul style="list-style-type: none"> - <i>Contract</i> - <i>Staff Guide Session 1 handout</i> <p>○ Plan and attend Center for Academic Support hours (2)</p> <p>○ Complete library hours (3)</p>
<p>January 30 – February 5 Week 3</p>	<p>○ Schedule and attend meeting with Counselor (prior to March 10) Assignment to complete, print and take for Counselor meeting:</p> <ul style="list-style-type: none"> - <i>Stressors worksheet</i> <p>○ Attend one Time Management workshop in week 2 or 3 <i>Bring syllabus from all your classes, your class schedule, and schedule of assignments for each class.</i></p> <p><u>Workshop days/times/location</u> Tuesday, Jan. 31, 9:30 – 10:30 a.m., Murphy 220 Wednesday, Feb. 1, 10-11 a.m., Murphy 113 Thursday, Feb. 2, 11 a.m. – 12 p.m., Murphy 220</p>

	<p>Thursday, Feb. 2, 1-2 p.m., Murphy 112</p> <ul style="list-style-type: none"> ○ Plan and attend Center for Academic Support hours (2) ○ Complete library hours (3)
February 6 – 12 Week 4	<ul style="list-style-type: none"> ○ Complete Syllabus quiz in Moodle ○ Schedule appointment for Peer Mentor Meeting 2 (must be complete by Feb. 24) <p>Assignment to complete, print, and take to second Peer Mentor meeting</p> <ul style="list-style-type: none"> - Motivations worksheet <ul style="list-style-type: none"> ○ Plan and attend Center for Academic Support hours (2) ○ Complete library hours (3)
February 13 – 19 Week 5	<ul style="list-style-type: none"> ○ Schedule and attend second Staff Guide meeting (complete by March 31) <p>Assignment to complete, print and take to second Staff Guide meeting:</p> <ul style="list-style-type: none"> - Staff Guide Session II <ul style="list-style-type: none"> ○ Plan and attend Center for Academic Support hours (2) ○ Complete library hours (3)
February 20 – 26 Week 6	<ul style="list-style-type: none"> ○ Plan and attend Center for Academic Support hours (2) ○ Complete library hours (3)
February 27 – March 5 Week 7	<ul style="list-style-type: none"> ○ Schedule appointment for Peer Mentor Meeting 3 (must be complete by March 24) <p>Assignment to complete, print, and take to first Peer Mentor meeting</p> <ul style="list-style-type: none"> - Three of the five video worksheets - https://www.missouriwestern.edu/advising/ (left column under “Success Videos”) - Note: you can watch and complete 5 of the video worksheets instead of 3 for extra credit (10 points each) <ul style="list-style-type: none"> ○ Plan and attend Center for Academic Support hours (2)

	<input type="radio"/> Complete library hours (3)
March 6 – 12 Week 8	<input type="radio"/> Plan and attend Center for Academic Support hours (2) <input type="radio"/> Complete library hours (3)
March 13 – 17 Week 9	Spring Break
March 20 – 26 Week 10	<input type="radio"/> Schedule and attend third (and final) Staff Guide meeting (complete by April 21) Assignment to complete, print and take to third Staff Guide meeting: <ul style="list-style-type: none"> - Staff Guide Session III <input type="radio"/> Plan and attend Center for Academic Support hours (2) <input type="radio"/> Complete library hours (3)
March 27 – April 2 Week 11	<input type="radio"/> Schedule appointment for Peer Mentor Meeting 4 (must be complete by April 14) Assignment to complete, print, and take to first Peer Mentor meeting <ul style="list-style-type: none"> - Goals worksheet <input type="radio"/> Plan and attend Center for Academic Support hours (2) <input type="radio"/> Complete library hours (3)
April 3 – 9 Week 12	<input type="radio"/> Plan and attend Center for Academic Support hours (2) <input type="radio"/> Complete library hours (3)
April 10 – 16 Week 13	<input type="radio"/> Plan and attend Center for Academic Support hours (2) <input type="radio"/> Complete library hours (3)
April 17 – 23 Week 14	<input type="radio"/> Schedule appointment for Peer Mentor Meeting 5 (must be complete by April 28) Assignment to complete, print, and take to first Peer Mentor meeting <ul style="list-style-type: none"> - Health and Wellness worksheet <input type="radio"/> Plan and attend Center for Academic Support hours (2) <input type="radio"/> Complete library hours (3)
April 24-30 Week 15	<input type="radio"/> Plan and attend Center for Academic Support hours (2) <input type="radio"/> Complete library hours (3)

	<input type="radio"/> Complete Exit Survey (Moodle)
May 1-5 Week 16	Finals week – No final for this course