**CLASS:** Interdisciplinary Studies (IS) 103: Introduction to College (CRN 61497)
**CREDITS:** 3 credits
**MEETINGS:** Tuesdays & Wednesdays
**TIME:** 7:00 pm - 8:15 pm
**LOCATION:** Windward Community College - Palanakila 102
**START:** August 22, 2017
**END:** December 12, 2017

**INSTRUCTOR:** Jordan Lewton
**OFFICE:** Windward Community College - Hale La’akea 232
**HOURS:** Monday - Thursday 12 pm - 8 pm; Friday 8 am - 4 pm
*See MySuccess for availability and to schedule an appointment!*
**PHONE:** 808-235-7325
**EMAIL:** JLEWTON@HAWAII.EDU

**WINDWARD COMMUNITY COLLEGE MISSION STATEMENT**
Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai‘i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O‘ahu’s Ko‘olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

**COURSE DESCRIPTION - IS 103**
This course offers strategies for success in college and life-long learning. It emphasizes understanding yourself, setting and attaining goals, critical thinking, effective communication, relationship building, study habits and skills, time management, college resources, and setting your foundation to succeed. Students will participate in and lead classroom learning through discussions, readings, writing assignments, group activities, and hands-on experiences.

*Note:* This class is part of a learning community, therefore students must also be enroll in ICS 100 (CRN 61496).

**ACTIVITIES REQUIRED OUTSIDE NORMAL CLASS TIMES - IS 103**
Required activities for class will be held during normal class time, although, there will be assignments in which students must complete coursework on their own time. Students should plan for up to nine (9) hours per week spent on IS 103 coursework outside normal class times (i.e. 3 hours for every credit of this 3 credit course).

**STUDENT LEARNING OUTCOMES - IS 103**
Students will be able to:

A. Identify personal characteristics (e.g., learning styles, strengths & weaknesses, etc.) and analyze how these impact decision-making and success.

B. Analyze those factors which impact their relationships with others and articulate strategies and skills to encourage strong relationship building.

C. Identify college policies and resources related to students.

D. Practice learning strategies (e.g., note-taking, time management, test-taking, etc.) to increase success in college coursework.
## COURSE SCHEDULE - IS 103

Below outlines the anticipated schedule for class. Students will be notified in-class and/or by email should the schedule below need to change.

<table>
<thead>
<tr>
<th>Week: Class Date</th>
<th>IS 103 Schedule *subject to change</th>
<th>Points Due Today</th>
</tr>
</thead>
</table>
| Week 1: 8/22/17  | ● Lecture: Syllabus, On Course (OC)  
● Activity: Create Our Space/Ground Rules  
● Assignment: Pre-Semester Self-Assessment (handout) - Due 8/29/17 | Class Attendance & Participation (CA & P) |
| Week 1: 8/23/17  | ● Lecture: Active Learner (OC pgs. 21-30); College Smart-Start Guide (handout)  
● Assignment: Master Syllabus (handout) - Due 8/29/17 | CA & P |
| Week 2: 8/29/17  | ● Guest Presenter: WCC Financial Aid  
● Lecture: Money Matters (OC pgs. 358-365)  
● Assignment: Tech Tips Presentation (handout) - Due 9/5/17 | ● CA & P  
● Pre-Course Self-Assessment  
● Master Syllabus |
| Week 2: 8/30/17  | ● Lecture: Creating Inner Motivation (OC pgs. 93-98); Growth Mindset (OC pgs. 284-288)  
● Activity: Mindset quiz ([http://go.hawaii.edu/jjH](http://go.hawaii.edu/jjH)), Value-Sort ([http://go.hawaii.edu/jjU](http://go.hawaii.edu/jjU))  
● Assignment: Journal - Due 9/5/17 | CA & P |
| Week 3: 9/5/17   | ● Lecture: Creator Mindset (OC pgs. 41-46); Roles and Goals (OC pgs. 100-103); Interdependence in College (OC pgs. 195-199)  
● Assignment: Study Skills Presentation (OC pgs in blue) - Due 9/26/17 | ● CA & P  
● Tech Tips Presentation  
● Journal |
| Week 3: 9/6/17   | ● Lecture: Learning Styles (OC pgs. 290-304)  
● Assignment: Learning Styles Self-Assessment (OC pg. 290-292) - Due 9/12/17 | CA & P |
| Week 4: 9/12/17  | ● Guest Presenter: WCC Mental Health & Wellness  
● Lecture: Reducing Stress & Creating Flow (OC pgs. 337-350) | ● CA & P  
● Learning Styles Self-Assessment |
| Week 4: 9/13/17  | ● Lecture: Emotional Intelligence (OC pgs. 333-334, 351-352)  
● Assignment: Journal - Due 9/19/17 | CA & P |
| Week 5: 9/19/17  | ● Lecture: Self-Acceptance (OC pgs. 353-357); Self-talk (OC pgs. 47-51)  
● Assignment: Stereotype Threat (OC pgs. 66-67); Language of Responsibility (OC pgs. 51-52) | ● CA & P  
● Journal |
| Week 5: 9/20/17  | ● Lecture: Acting on Purpose & Self-Management System (OC pgs. 141-154) | CA & P |
| Week 6: 9/26/17 | Study Skills Presentations | CA & P  
| | | Study Skills Presentation |
| Week 6: 9/27/17 |  
- **Lecture**: Self-Discipline (OC pgs. 155-163); Wise Choice Process (OC pgs. 55-62)  
- **Activity**: O’Net Interest Profiler ([http://go.hawaii.edu/lit0](http://go.hawaii.edu/lit0))  
- **Assignment**: Journal - Due 10/3/17 | Simnet Word CH2 & CH3 SIMbooks  
| | | Simnet Word CH2 & CH3 Projects  
| | | Week 5 Assignment/s |
| CA & P |
| Week 7: 10/3/17 | Career Counseling Appointments (5:30 pm - 8:00 pm, 30 min. each) | CA & P  
| | | Journal  
| | | Career Counseling Appointment |
| Week 7: 10/4/17 | Career Counseling Appointments (normal class time, 30 min. each) | CA & P  
| | | Journal  
| | | Career Counseling Appointment |
| Week 8: 10/10/17 |  
- **Lecture**: Commitment (OC pgs. 106-109); Discipline (OC pgs. 155-163)  
- **Activity**: Affirmation (OC pgs. 114-118) | CA & P  
| | | Career Counseling Appointment |
| Week 8: 10/11/17 |  
- **Lecture**: Assertiveness (OC pgs. 213-218); Identifying Your Scripts (OC pgs. 240-254)  
- **Assignment**: Journal - Due 10/17/17 | CA & P |
| Week 9: 10/17/17 | **Activity**: Personal Choice | Journal  
| | | Participation only (in-person or virtual) |
| Week 9: 10/18/17 | **Panel**: (guests will be based on students’ major or career pursuits) | CA & P |
| Week 10: 10/24/17 | **Lecture**: Develop Self-Respect (OC pgs. 305-309); Recognizing Off Course (OC pgs. 237-240) | CA & P |
| Week 10: 10/25/17 |  
- **Activity**: Mid-Semester Self Assessment (handout)  
- **Assignment**: Journal - Due 10/31/17 | CA & P |
| Week 11: 10/31/17 | **Lecture**: Social Media & Personal Branding | CA & P  
| | | Journal |
| Week 11: 11/1/17 |  
- **Guest Speaker**: WCC Service Learning  
- **Guest Speaker**: WCC Study Abroad | CA & P |
| Week 12: 11/7/17 | **Guest Speaker**: DBEDT | CA & P |
| Week 12: 11/8/17 |  
- **Lecture**: The Job Search & Resume Writing  
- **Assignment**: Job Search - Due 11/14/17 | CA & P |
| Week 13: 11/14/17 |  
- **Activity**: Resume Writing Workshop Pt. I  
- **Assignment**: Resume - Due 11/21/17 | CA & P  
| | | Job Find |
| Week 13: 11/15/17 |  
- **Activity**: Resume Writing Workshop Pt. II  
- **Activity**: Resume Peer Reviews (3) | CA & P |
| Week 14: 11/21/17 | Activity: Etiquette Dinner | ● CA & P  
● Resume |
| Week 14: 11/22/17 | Lecture: ?  
Assignment: Journal - Due 11/28/17 | CA & P |
| Week 15: 11/28/17 | ● Lecture: Critical Thinking (OC pgs. 297-304)  
● Assignment: Putting it All Together - Draft Due 12/5/17; Final Due 12/12/17 | ● CA & P  
● Journal |
| Week 15: 11/29/17 | Activity: Personal Choice | Participation only (in-person or virtual) |
| Week 16: 12/5/17 | Activity: Final Project Draft Peer Reviews (3)  
Assignment: Post-Course Assessment | ● CA & P  
● Draft - Final Project Presentation |
| Week 16: 12/6/17 | Activity: Personal Choice | Participation only (in-person or virtual) |
| Week 17: 12/12/17 | Final Project Presentations | ● CA & P  
● Final Project Presentation  
● Post-Course Assessment |
| Week 17: 12/13/17 | Final Project Presentations | ● CA & P  
● Final Project Presentation  
● Post-Course Assessment |

**COURSE GRADING - IS 103**

Students are evaluated throughout the class based on the following graded assignments. Students will be updated periodically throughout the semester on their current points earned in the class. Students are encouraged to carefully review and reflect on feedback from the instructor. Students are encouraged to seek assistance from the instructor and other campus-based resources.

**Important:** Late work will *not* be accepted unless there are extraordinary circumstances and documentation can be obtained and verified. Students are encouraged to communicate immediately with the instructor about any circumstances which could impede a student's' ability to succeed in the course.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
<th>Total Points</th>
<th>Percentage of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance &amp; Participation (32)</td>
<td>5 per day</td>
<td>160</td>
<td>30%</td>
</tr>
<tr>
<td>Journals (6)</td>
<td>5 per assignment</td>
<td>30</td>
<td>5%</td>
</tr>
<tr>
<td>Self-Assessments (2)</td>
<td>5 per assessment</td>
<td>10</td>
<td>1%</td>
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<tr>
<td>Presentations: Tech Tips; Study Skills, Time Mgmt.</td>
<td>TT(15); SS(50); TM(5)</td>
<td>70</td>
<td>12%</td>
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<tr>
<td>Projects: Master Syll.; Job Find/Resume</td>
<td>MS(80); JF/R(60)</td>
<td>140</td>
<td>25%</td>
</tr>
<tr>
<td>Career Counseling Appointment</td>
<td>5</td>
<td>5</td>
<td>1%</td>
</tr>
<tr>
<td>Final Project: Draft; Final Project Presentation</td>
<td>D(60); FPP(80)</td>
<td>140</td>
<td>25%</td>
</tr>
<tr>
<td>Extra Credit</td>
<td>5</td>
<td>5</td>
<td>1%</td>
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Grade Scale

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>550 - 495</td>
<td>A</td>
</tr>
<tr>
<td>494 - 440</td>
<td>B</td>
</tr>
<tr>
<td>439 - 385</td>
<td>C</td>
</tr>
<tr>
<td>384 - 330</td>
<td>D</td>
</tr>
<tr>
<td>329 - 275</td>
<td>F</td>
</tr>
</tbody>
</table>

COURSE RESOURCES - IS 103

Reading and assignments are based on content in the textbook, therefore, having personal access to the textbook is important. Students are encouraged to purchase or rent the following textbook or e-book. Click [here](#) to go to the Windward Bookstore online and purchase.


REGISTRATION / WITHDRAWAL DATES - IS 103

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/25/2017</td>
<td>Last day to register</td>
</tr>
<tr>
<td>08/25/2017</td>
<td>Last day to receive 100% tuition refund</td>
</tr>
<tr>
<td>09/12/2017</td>
<td>Last day to receive 50% tuition refund</td>
</tr>
<tr>
<td>09/12/2017</td>
<td>Last day to drop (No &quot;W&quot; on transcript)</td>
</tr>
<tr>
<td>10/30/2017</td>
<td>Last day to withdraw from class (&quot;W&quot; on transcript)</td>
</tr>
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</table>

DISABILITIES ACCOMMODATION STATEMENT

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class.

DISABILITY SPECIALIST COUNSELOR: Dr. Ann Lemke

OFFICE: Hale 'Akoakoa 213

HOURS: See MySuccess for availability and to schedule an appointment!

PHONE: 808-235-7448

EMAIL: [LEMK@HAWAII.EDU](mailto:LEMK@HAWAII.EDU)