



COL101 College Success
Winter 2025
Hybrid

**Instructor's
Contact Info**

Rachel Mason
Office Hours: before and after class; also by appointment
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Welcome!

This course is designed to help you be successful as a college student.

Instructional methods include: writer's and reader's workshops, small and large group discussion, lecture, daily reading and writing assignments, research, and individual projects.

**Text and
Materials**

Please bring a folder to keep important handouts, a notebook for class activities, and a pen or pencil to class every day. You will also need access to a computer and the internet. Specific texts and materials depend on the class activity and will be announced ahead of time.

**Technology and
Services**

You will need **access** to a computer with Microsoft Word or Google Docs and your TCC student Email/Portal Account. All final drafts of some assignments must be typed, not handwritten. There are several places on campus that have computers available for your use such as the library (Building 7), the Information Commons computer lab (Building 16), and the CAL Lab (Building 7, Room 2).

Email and Canvas will provide important means of communication throughout the quarter. All students enrolled at TCC have a free e-mail account available to them. To access your e-mail account, go to the college's homepage and follow the instructions for setting up your account and password. Ask your instructor if you need help. Please check your TCC e-mail and Canvas account daily for messages from your instructor.

**Assignments and
Assessment**

As a student, you will:
Set goals at the beginning of the quarter
Revisit those goals mid-quarter and make adjustments
Look at your progress with end of quarter conference/final projects

Throughout the quarter, you will have assignments that help you practice what you're learning and assess your progress.

You will be given homework which will often be due the next time the class meets as well as longer term essays and projects. It is important to keep up with this work. You will also be encouraged to use supplemental computer generated learning tools.

Please see CLASS CALENDAR and CANVAS for daily class work, homework, announcements, grades and due dates.

Points will accrue for attendance, homework, quizzes, tests and projects.

94-100% A	90-93% A-	88-89% B+	84-87% B
80-83 % B-	78-79% C+	74-77% C	70-73% C-
60-69 % D	below 60% : failing E		

Grading Scale

1. Please respect others and yourself. Our class will work together to create a respectful, safe learning environment.

Classroom Policies

2. Unless we are using technology for a specific classroom activity, please silence *and put away* cell phones and turn off **ALL** other electronics while in class. Texting in class is disrespectful. If you are awaiting a call for an emergency, let me know.

Adverse Weather

Adverse weather: Listen to your radio or television for announcements concerning closure due to severe weather. If there is no recording, you should assume that classes will be in session. You may also call 566.5000 after 6:15 a.m. or visit the TCC's homepage www.tacomacc.edu.

Accommodations

If you have established disability accommodations with the Access Services office, please share your approved accommodations with me at your earliest convenience. You can request that Access Services email your Letter of Accommodation to me, or you can provide me with printed copies.

If you have a disability or health condition and have not established services, please contact Access Services at (253) 460-4437 or access@tacomacc.edu.

Access Services coordinates reasonable accommodations for students with disabilities.

Please utilize the extra support available on campus:

Extra Help is Available!

- 1) TUTORING CENTER: Building 7 upstairs: by appointment
- 2) CAL Lab: Building 7 downstairs: individualized computer aided practice – no apt. required
- 3) STUDY GROUPS: work with others in class

Academic Dishonesty

As stated in the TCC catalog, "Students are expected to be honest and forthright in their academic endeavors. Cheating, plagiarism, fabrication or other forms of academic dishonesty corrupt the learning process and threaten the educational environment for all students." The complete Administrative Process for Academic Dishonesty is available on the TCC website at: www.tacomacommunitycollege.com/stuonline/policies/start.htm.

In this course, academic dishonesty will result in a 0% on the given assignment, test or quiz. A second instance of academic dishonesty will result in a 0% for the class.

Schedule

The instructor reserves the right to make changes in the course syllabus or schedule as necessary. Changes in the syllabus will be announced in class.

Questions/Concerns

If you have questions or concerns about this class or your instructors, please talk with me about your concerns. If I am unable to resolve your concerns, you may talk next with Alisa Ulferts Birkenstein and then with Kim Flack.

College Wide Student Learning Outcomes

Tacoma Community College has identified five college-wide student learning outcomes that form the foundation of our educational emphasis: 1) communication (COM), 2) critical thinking & problem-solving (CRT), 3) responsibility & ethics (RSP), 4) information & information technology (IIT), and 5) living & working cooperatively (LWC).

Program Learning Outcomes

Upon completion of the program, the student will be able to:
1. Demonstrate academic reading, math, and written and oral communication skills through metacognition and the development of critical thinking and comprehension strategies. (COK, COM, CRT)
2. Recognize themselves as learners and citizens capable of accomplishing their academic and professional goals and contributing to the larger community. (COM, CRT, LWC, RES).
3. Engage in campus activities, utilize campus resources, and demonstrate the ability to transition to and navigate academic and professional environments. (COM, IIT, LWC).
4. Demonstrate an increase in computer literacy and proficiency in using technology for academic and professional purposes. (IIT).
5. Use interpersonal skills and strategies in a multicultural context to work collaboratively, solve problems, and perform tasks. (LWC, RES).

Course Learning Objectives

- Outcome 1: Demonstrate effective communication and interpersonal skills in career and academic contexts to work collaboratively, solve problems, and perform tasks.**
- Outcome 2: Read and write to understand your own and others’ perspectives and cultural contexts**
- Outcome 3: Grow social and emotional skills necessary to leverage your capacity to confidently transition to and navigate academic and professional environments.**
- Outcome 4: Locate and evaluate campus and community resources that contribute to successful completion of academic and professional goals.**
- Outcome 5: Recognize yourself as a learner and citizen capable of accomplishing your academic and professional goals and contributing to the larger community.**
- Outcome 6: Locate and evaluate relevant and authoritative information for academic and professional work.**
- Outcome 7: Apply critical thinking for academic and professional purposes.**
- Outcome 8: Explore career options and design personal, career, and educational plans.**
- Outcome 9: Recognize, understand, and critique current and social inequalities as it relates to your college and professional experiences.**
- Outcome 10: Engage in campus activities and reflect on how these activities relate to your academic, professional and personal growth.**

Important Dates

No class the Saturday before Martin Luther King Jr. Day or President’s Day

Disruptive Behaviors:

Behavior that persistently or grossly interferes with classroom activities is considered disruptive behavior and may be subject to disciplinary action. Such behavior inhibits other students' ability to learn and the instructor's ability to teach. A student responsible for disruptive behavior may be required to leave class pending discussion and resolution of the problem, and may be reported to the Student Conduct Administrator for further action.

Attendance/Tardies/Leaving Early:

Attendance is crucial for passing this class. If you do not come to class it is likely that you will not pass. If you consistently come in late or leave early then you will be missing crucial information that I will not re-teach later. Coming in late/leaving early is disturbing to your classmates. Please be respectful and come to class on time.

Formatting a paper: All papers in this course must be formatted this way:

Your Name

(Title Single Space Heading. Centered and Capitalized)

Indent paragraphs ½ inch (hit the TAB key once) and start the paper one double space below the title. Each paper, including short assignments and first drafts, should be headed this way, typed in 12 point font such as Calibri, Times New Roman, or Arial, with 1 margins (these are the standard margins), and double spaced throughout. Staple all papers of more than one page in the top left hand corner. Make sure the paper is in order!

Remember that using the proper format says a lot about your professionalism and ability to follow directions.