### COURSE DESCRIPTION
This course focuses on helping students make a successful transition to college life. Students explore and practice methods useful for academic success and personal and social development. They learn about college policies and procedures and the importance of establishing supportive relationships with peers and faculty.

### SPECIFIC OBJECTIVES
Upon successful completion of this course, students will be able to
1) identify and prioritize academic and personal development goals;
2) identify various learning styles to enhance academic performance;
3) apply various learning strategies and techniques;
4) develop effective study strategies, habits and skills;
5) utilise resources available at the College and in the community;
6) apply time management and decision-making skills and strategies; and
7) monitor his/her academic progress.

### COURSE CONTENT

**I. The Student**
A. Reasons for attending college
B. Transitioning to college
C. Preparing for college
D. Characteristics of a successful college student

**II. Readiness and Commitment**
A. Setting goals, clarifying values, making decisions
   i. Academic
   ii. Career/vocational
   iii. Personal/social
   iv. Ethics
B. Taking responsibility for success

**III. Time Management**
A. Developing a composite schedule
B. Commitment, purpose, flexibility
C. Class attendance and punctuality
D. Academic areas in need of additional time
IV. Learning Styles
   A. Assessment
   B. Adapting to various teaching styles
   C. Strengthening learning styles
   D. Working with other learning styles
   E. Examinations and learning styles

V. Study Techniques
   A. Survey, Question, Read, Recite and Review (SQ3R)
   B. Developing good note-taking skills
   C. Reading for retention
   D. Developing critical thinking skills
   E. Developing good listening skills
   F. Study groups

VI. Test Taking Strategies
   A. Types of tests and examinations
   B. Test anxiety
   C. Test preparation
   D. Related student responsibilities

VII. The College
    A. Organizational structure
    B. Academic structure
    C. Campuses

VIII. Helping Links at the College
       A. Academic
          i. Faculty office hours
          ii. Peer-tutoring
          iii. Labs: Reading, writing, mathematics
       B. Personal
          i. Counselling and Health Services
          ii. Campus Life
       C. Financial
          i. Scholarships
          ii. Work-study

IX. College Policies and the Student
     A. Honour rolls
     B. Probation and suspension
     C. Period of candidacy
     D. Programme change
     E. Attendance/tardiness
Title: First Year Seminar
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F. Classroom etiquette
   i. Dress Code
   ii. Cell Phone Usage

H. Other

X. Academic Integrity
   A. Honesty
   B. Plagiarism
   C. Falsification of Documents
   D. Ethics

XI. Programme of Study
   A. Choosing a major and career
   B. Academic advisement
   C. Graduation/Programme requirements
   D. Course requirements

XII. Evaluation Schemes
   A. Coursework
   B. Tests and examinations
   C. Final grades
   D. Computing a Grade Point Average (GPA)

XIII. Interpersonal Communication and Relationships
   A. Student/faculty connection
   B. Student/student connection
   C. Student/family connection
   D. Community and campus life

XIV. Diversity
   A. Social
   B. Cultural
   C. Physical
   D. Mental/emotional
   E. Academic

XV. Healthy Decisions
   A. Stress management
   B. Drug and alcohol abuse
   C. Sexuality, promiscuity, safe relationships
   D. Nutrition, exercise, rest
   E. Other
Course Outline

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ASSESSMENT
Attendance is mandatory

- Participation: 10%
- Assignments: 25%
- Journals: 15%
- Quizzes: 20%
- Projects: 30%
- Total: 100%

REQUIRED TEXT

SUPPLEMENTARY READINGS/MATERIALS

JOURNALS
Journal of College Counseling
Journal of College Student Development

WEBSITES
http://www.cengage.com/highered/ (Cengage Learning)
http://www.studygs.net/index.htm (Study Guides and Strategies)
http://www.cob.edu.bs/Library/index.php (COB libraries)