

Cleveland Community College
ACA 122, Section 713

College Transfer Success (Class=0, Lab=2, Credit=1)
Fall 2017

Instructor: Amy A. Davis

Email: davisaa@clevelandcc.edu (Please put **ACA 122** in the subject line of your emails.)

Class Meeting Day(s), Time, and Room Location: Online, beginning 9/1/17 and ending 10/25/17 (7-weeks)

Office Location and Phone Number: Advising Center located in Student Activities Center, 704-669-4064

Office Hours: Please go to my Calendly page located at <https://calendly.com/davisaa> to view my availability and to make an appointment. Use the 15 minute returning student advising meeting link for class-related questions. Whenever you notice I'm online through Blackboard IM, feel free to message me.

Response time to e-mail messages: within 48 hours except weekends (Email only. I do not use the Message feature of Blackboard.) You will *always* reach me faster through email than by phone.

COURSE DESCRIPTION

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

REQUIRED COURSE MATERIALS

Textbook –

No textbook required

Supplies –

Notebook, pen, highlighter

Technology –

- You will need access to the internet at least 3-4 days a week, each week (The Jim and Pasty Rose Library is open to students in the fall and spring semesters on Mondays-Thursdays from 7:30 am to 9:00 pm and on Fridays from 7:30 am to 2:00 pm) Since you are registered for an online, hybrid, or web-assisted course,

it is your responsibility to make sure that you have reliable and regular internet access during the entire 8 weeks of the course.

- You will need Microsoft Office 2013 to complete coursework. This software (Microsoft Office 365) is available to you for free as a CCC student. Visit the Technology Requirements and Expectations menu item in Blackboard or contact the HelpDesk in the Rose Library for more information. 704-669-4133.
- You will need your CCC student E-mail account; all students are required to use their CCC student e-mail address.

COURSE OBJECTIVES

1. Develop academic goals in preparation for transition to a four-year college/university
2. Demonstrate knowledge of college resources, services, and processes for CCC and four-year colleges/universities
3. Identify what NC Comprehensive Articulation Agreement is, and recognize your rights and responsibilities as a transfer student under this agreement
4. Create a Plan of Study with identified Transfer Pathway for future transfer to a NC university
5. Evaluate personal learning styles, interests, abilities, and values for academic and career planning
6. Explain today's college culture including transfer data collection, college expectations, and college terminology of four-year colleges and universities
7. Demonstrate effective use of technology

STUDENT LEARNING OUTCOMES

- A. Develop a strategic plan for completing community college academic goals, including certificates, diplomas, and /or associate degrees
- B. Develop a strategic plan for transferring to a university and preparing for a new career
- C. Identify the rights and responsibilities of transfer students under the Comprehensive Articulation Agreement (CAA), including Universal General Education Transfer Component (UGETC) designated courses, the Transfer Assured Admissions Policy (TAAP), the CAA appeals process, and university tuition surcharge
- D. Evaluate learning strategies, including note-taking, test-taking, information processing, time management, and memorization techniques, and identify strategies for improvement
- E. Identify essential college resources, including financial aid, advising, registration, tutoring, library services, computer labs, and counseling services and recognize the importance of these resources on student success
- F. Identify essential college policies and procedures, including academic integrity such as avoiding plagiarism; calculating a GPA, and maintaining satisfactory academic progress for financial aid eligibility and/or good academic standing

EVALUATION / GRADING

Your final grade will be determined as follows:

Orientation to ACA 122 and Module 1 Laying the Foundation	10%
Module 2 College Resource	15%
Module 3 College Policies	10%
Module 4 CAA, UGETC, AA & AS, and 16 State Universities	20%
Module 5 Plan of Study	20%
Module 6 Self-Assessment	15%
Module 7 College Culture	10%

GRADING SCALE

This course uses the following grading scale:

A =	93-100%, Excellent
B =	85-92%, Good
C =	77-84%, Average
D =	70-76%, Below Average (<i>Grades of "D" or "F" will not count for graduation credit for AA/AS degree programs, and therefore will not transfer.</i>)
F =	Below 70%, Failing, No credit
I =	Incomplete (Requires instructor's prior approval)

NOTES:

- Final Grade may be rounded on a case-by-case basis by instructor.
- You should check your grade in Blackboard (Course Tools>-My Grades) on a weekly basis.
- High school students taking ACA 122 will have their final numerical grade submitted to the high school according to this course's grading scale.
- Effective fall 2016, all students enrolling in ACA 122 must earn a final grade of "C" or better or they will be required to repeat the course the following semester. See the [2017-18 Academic Bulletin/Student Handbook](#) for further information.

ATTENDANCE POLICY

[The Cleveland Community College Attendance Policy](#)

NOTE: Attendance policies for students beginning online courses are determined when a student successfully logs into Blackboard **and** completes the first assignment requested by the instructor.

CODE OF CONDUCT POLICY

[Student Responsibilities \(Student Code of Conduct\)](#)

ACADEMIC AND PHYSICAL ACCOMMODATIONS

Access and Accommodations: Your experience in this class is important to your instructor, and it is the policy and practice of Cleveland Community College to create inclusive and accessible learning environments consistent with federal and state law. If you experience barriers based on a temporary health condition or disability (which could include but is not limited to mental health, attention-related, learning, vision, hearing, physical or health impacts) and as a result cannot participate fully in this class, complete course requirements, or benefit from the College's programs or services, contact Disability Services as soon as possible.

To receive any academic accommodation, you must be appropriately registered with Disability Services at CCC. This office works with students confidentially and does not disclose any disability-related information without the student's permission. You are welcome to contact them at 704-669-4096 or disabilityservices@clevelandcc.edu. If you have already established accommodations with Disability Services for this semester your instructor has been notified. You will want to discuss your approved accommodations with your instructor at your earliest convenience to make sure your needs in this course are met.

If you have a condition which may affect your ability to exit the premises in an emergency or which may cause an emergency during class, you are encouraged to discuss this in confidence with the instructor and/or Disability Services.

ACADEMIC INTEGRITY POLICY

[CCC Academic Integrity Policy](#)

CALENDAR / IMPORTANT DATES

[Calendar and Important Dates](#) for this term.

COURSE SCHEDULE

The most important thing to keep in mind as you plan your time with this course is that it will move very quickly in **8 weeks**. You cannot afford to get behind or miss assignments; otherwise your grade will suffer. Do not let that happen to you!

All assignments in this class will be due on designated **WEDNESDAYS BY 9:00 PM**. The assignment links to tests, quizzes, blogs, discussion boards, and any other assignment will CLOSE automatically on the designated due date and time and will not be re-opened. Plan your time carefully!

ORIENTATION- A total of 4 assignments are due for Orientation (an Orientation Blog, Orientation Quiz, Orientation E-Mail, and Orientation-Introduce Yourself to the Class) Details and directions are located in the Orientation to ACA 122 link in Blackboard. All Orientation assignments are **DUE BY 9:00 PM ON WEDNESDAY, SEPTEMBER 6, 2017.**

MODULE 1- A total of 2 assignments are due **BY 9:00 PM ON WEDNESDAY, SEPTEMBER 6, 2017** (a Discussion Board and a Quiz) Details for these required assignments are located in the Module 1 link.

MODULE 2- A total of 4 assignments are due **BY 9:00 PM ON WEDNESDAY, SEPTEMBER 13, 2017** (2 Blogs, a Quiz, and submission of your Program Evaluation) Details for these required assignments are located in the Module 2 link.

MODULE 3- A total of 2 assignments are due **BY 9:00 PM ON WEDNESDAY, SEPTEMBER 20, 2017** (2 Quizzes). Details for these required assignments are located in the Module 3 link.

MODULE 4- A total of 1 assignment is due **BY 9:00 PM ON WEDNESDAY, SEPTEMBER 27, 2017** (a Test). Details for this required assignment is located in the Module 4 link.

NO ASSIGNMENT DUE ON 10/4/17 (FALL BREAK)

MODULE 5- A total of 2 assignments are due **BY 9:00 PM ON WEDNESDAY, OCTOBER 11, 2017** (a Project and a Test). Details for these required assignments are located in the Module 5 link.

MODULE 6- A total of 3 assignments are due **BY 9:00 PM ON WEDNESDAY, OCTOBER 18, 2017** (3 Blogs). Details for these required assignments are located in the Module 6 link.

MODULE 7- A total of 3 assignments are **DUE BY 9:00 PM ON WEDNESDAY, OCTOBER 25, 2017** (a Blog, a Quiz, and a Discussion Board). Details for these required assignments are located in the Module 7 link.

ADDENDUM

Late Work and Make-up Work Policy

Late assignments will not be accepted or graded for credit unless there are extenuating circumstances beyond your control such as illness that prevented you from completing your work during the week. Waiting to do your work until the day before, or the day the assignment is due is not an excuse. Documentation of illness or hospitalization may be required at the discretion of the instructor. Keep the lines of communication open with me if you experience unanticipated problems. When I know what is happening with you,

I can better address your situation and help you make some decisions about your course work.

Twitter for ACA 122

I highly encourage you to follow the [@ACA_122](#) Twitter page for important information about our state universities, admissions information, open houses, and college transfer articles and information!

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