COURSE INFORMATION FORM

DISCIPLINE

COURSE TITLE  First-Year Seminar

CR.HR  1  LECT HR.  1  LAB HR.  __________  CLIN/INTERN HR.  __________  CLOCK HR.  __________

CATALOG DESCRIPTION

The course is designed to help students adjust to the MCC community, develop a better understanding of the learning process, and acquire essential academic survival skills.

PREREQUISITES

EXPECTED STUDENT OUTCOMES IN THE COURSE (ESO)

Upon completion of this course, the student will be able to:

1. Identify college resources necessary for student success.
2. Identify student rights and responsibilities within the college environment.
3. Identify factors and apply strategies that affect academic success on the college level.
4. Design an educational plan to meet academic, career, and personal goals.
5. Demonstrate behaviors and conduct appropriate for a college and/or professional setting.
6. Explain the role of diversity in college settings.

GENERAL EDUCATION OUTCOMES (ESO)

Specify which general education outcomes, if any, are substantially addressed by the course. Numbers in parentheses identify the Expected Student Outcomes linked to the specific General Education Outcome.

<table>
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<tr>
<th>Outcomes</th>
<th>ESO</th>
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Revised 4/12/12
PROGRAM-LEVEL OUTCOMES

CAREER AND TECHNICAL EDUCATION PROGRAM OUTCOMES
Specify which Career and Technical program outcomes, if any, are substantially addressed by the course by completing the “Career and Technical Education template” to show the relationship between course and program outcomes to assessment measures.

CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes may be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Quizzes* (1-6)
2. Tests* (1-6)
3. Written assignments* (1-6)
4. Small groups/class discussion (1-6)
5. Final project (1-6)
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. College information resources
   A. E-College
      1. MyMCCKC
      2. Blackboard
      3. E-mail
      4. Online databases
      5. Subject guides
   B. Campus services and resources (service and resource names may vary by campus)
      1. Student development resources
         (a) Advising
         (b) Counseling
         (c) Employment/job services
         (d) ACCESS services
         (e) Campus Life and Leadership services
         (f) Other campus resources*
      2. Academic/learning resources
         (a) Library
         (b) Media lab
         (c) Computer labs
         (d) Academic/learning resources centers
         (e) Other campus resources*
      3. Financial aid services
         (a) Satisfactory academic progress
         (b) Grants
         (c) Scholarships
         (d) Loans
   C. Community and personal resources*

II. Student rights and responsibilities
   A. Student handbook
      1. E-mail
      2. Grievance procedure
      3. Privacy
      4. Public safety
      5. Sexual harassment
      6. Student responsibilities
      7. Student code of conduct
   B. Catalog and schedule
   C. College expectations
      1. Communication with college personnel
      2. College classroom and campus etiquette

III. Strategies for student success
   A. Classroom strategies
      1. General study skills and habits
      2. Critical thinking
3. Test preparation
4. Learning preferences*
5. Information literacy*
6. Math and science study skills*

B. Personal strategies
   1. Time management
   2. Stress management
   3. Relationship management
   4. Financial literacy
      (a) Budgeting
      (b) Credit cards
      (c) Loan debt

IV. Purpose
   A. Motivation
      1. External locus of control
      2. Internal locus of control
   B. Goal setting
      1. Academic goals
         (a) Degree and/or certificate
         (b) Academic plan
      2. Career goals
      3. Personal goals
   C. Career exploration
      1. Tools
      2. Techniques
      3. Assessments

V. Civility
   A. Emotional intelligence
   B. Self-awareness
   C. Respect
   D. Interdependence

VI. Diversity
   A. Appreciation versus tolerance
   B. Privilege