



University of
New Haven

College Success Seminar

SECTION I: Course Overview

Course Code: UNIV 101
Subject Area(s): University Studies
Prerequisites: None
Language of Instruction: English
Total Contact Hours: 15
Recommended Credits: 1

COURSE DESCRIPTION

This course is designed to give new students a broad overview of college and life success strategies. Students will be introduced to college resources, student services and personal behaviors that support successful academic transition, growth and planning.

The course begins by discussing ways that the culture of college differs from the culture of high school. We then delve into the eight principles of college success – accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting lifelong learning, developing emotional intelligence, and believing in yourself.

Along the way, students will be encouraged to begin a relationship with student services at their home institution, including academic advisors, career counselors, student life, and financial aid departments.

LEARNING OBJECTIVES

Upon successful completion of this course, you will be able to:

- Recognize factors that challenge success in college, while establishing a plan for resolving difficulties and overcoming obstacles.
- Integrate the eight principles of college success into personal practice.
- Explore how resources at your home campus can support your success and engagement in college.

SECTION II: Instructor & Course Details

INSTRUCTOR DETAILS

Name:	TBA
Contact Information:	TBA
Term:	SEMESTER OR SUMMER

ATTENDANCE POLICY

This class will meet once weekly for 50 minutes each session. All students are expected to arrive on time and prepared for the day's class session.

CEA enforces a mandatory attendance policy. You are therefore expected to attend all regularly scheduled class sessions, including any field trips, site visits, guest lectures, etc. that are assigned by the instructor. The table below shows the number of class sessions you may miss before receiving a grade penalty.

ALLOWED ABSENCES – SEMESTER OR SUMMER		
Courses Meeting X day(s) Per Week	Allowed Absence(s)	Automatic Failing Grade at X th absence
Courses meeting 1 day per week	1 Absence	4 th Absence

For every additional absence beyond the allowed number, your final course grade will drop down to the subsequent letter grade (ex: A+ to A). As a student, you should understand that the grade penalties will apply if you are marked absent due to tardiness or leaving class early. In the table below, you will find the grade penalty associated with each excessive absence up to and including automatic course failure.

ATTENDANCE DOCKING PENALTIES				
Absence	1 st	2 nd	3 rd	4 th
Penalty	No Penalty	0.5 Grade Docked	1 Grade Docked	Automatic Failure
HIGHEST POSSIBLE GRADE AFTER ATTENDANCE PENALTIES				
Grade	A+	A	A-	F

CEA does not distinguish between excused and unexcused absences. As such, no documentation is required for missing class. Similarly, excessive absences, and the grade penalty associated with each, will not be excused even if you are able to provide documentation that shows the absence was beyond your control. You should therefore only miss class when truly needed as illness or other unavoidable factors may force you to miss a class session later on in the term.

GRADING & ASSESSMENT

The instructor reserves the right to make changes or modifications to this syllabus as needed

The instructor will assess your progress towards the above-listed learning objectives by using the forms of assessment below. Each of these assessments is weighted and will count towards your final grade. The following section (Assessment Overview) will provide further details for each.

Class Participation	10%
Journal Reflections	25%
Self-Management Tools	10%
Study Strategy Assignments	15%
Final Paper	25%
Final Presentation	15%

The instructor will calculate your course grades using the CEA Grading Scale shown below. As a CEA student, you should understand that credit transfer decisions—including earned grades for courses taken abroad—are ultimately made by your home institution.

CEA GRADING SCALE			
Letter Grade	Numerical Grade	Percentage Range	Quality Points
A+	9.70 – 10.0	97.0 – 100%	4.00
A	9.40 – 9.69	94.0 – 96.9%	4.00
A-	9.00 – 9.39	90.0 – 93.9%	3.70
B+	8.70 – 8.99	87.0 – 89.9%	3.30
B	8.40 – 8.69	84.0 – 86.9%	3.00
B-	8.00 – 8.39	80.0 – 83.9%	2.70
C+	7.70 – 7.99	77.0 – 79.9%	2.30
C	7.40 – 7.69	74.0 – 76.9%	2.00
C-	7.00 – 7.39	70.0 – 73.9%	1.70
D	6.00 – 6.99	60.0 – 69.9%	1.00
F	0.00 – 5.99	0.00 – 59.9%	0.00
W	Withdrawal	N/A	0.00
INC	Incomplete	N/A	0.00

ASSESSMENT OVERVIEW

This section provides a brief description of each form of assessment listed above. Your course instructor will provide further details and instructions during class time.

Class Participation (10%): Student participation is mandatory for all courses taken at a CEA Study Center. The instructor will use the rubric below when determining your participation grade. All students should understand that attendance and punctuality are expected and will not count positively toward the participation grade.

CLASS PARTICIPATION GRADING RUBRIC

The instructor reserves the right to make changes or modifications to this syllabus as needed

Student Participation Level	Grade
You make major & original contributions that spark discussion, offering critical comments clearly based on readings, research, & theoretical course topics.	A+ (10.0 – 9.70)
You make significant contributions that demonstrate insight as well as knowledge of required readings & independent research.	A/A- (9.69 – 9.00)
You participate voluntarily and make useful contributions that are usually based upon some reflection and familiarity with required readings.	B+/B (8.99 – 8.40)
You make voluntary but infrequent comments that generally reiterate the basic points of the required readings.	B-/C+ (8.39 – 7.70)
You make limited comments only when prompted and do not initiate debate or show a clear awareness of the importance of the readings.	C/C- (7.69 – 7.00)
You very rarely make comments and resist engagement with the subject. You are not prepared for class and/or discussion of course readings.	D (6.99 – 6.00)
You make irrelevant and tangential comments disruptive to class discussion. You are consistently unprepared for class and/or discussion of the course readings.	F (5.99 – 0.00)

Journal Reflections (25%): Journals are designed to give you the opportunity to reflect on your personal learning and growth as you move through the course learning objectives. In the final three weeks of the class, journals will focus on working with departments at your home institution. This will be the time for developing relationships to sustain your success. While journals must be at least one page in length, grading will also be based on the level of thoughtfulness in your responses. These reflections will serve as a useful resource when writing the final paper.

Self-Management Tools (10%): Through the development of a term and weekly calendar, you will learn the important process of managing and balancing your academic and life choices within the realistic constraints of time and deadlines. Further instructions and templates will be provided for this assignment during class.

Study Strategy Assignments (15%): We will prepare for this assignment by first taking a Study Strategies Assessment in class that will evaluate your strengths and weaknesses in the following seven areas: Learning Actively, Reading, Taking Notes, Organizing Study Materials, Rehearsing and Memorizing Study Materials, Taking Tests, and Writing. You will then pick two areas that you feel could benefit from application of a new active learning strategy and you will apply one strategy each week for two consecutive weeks. At the end of each week, you will evaluate and reflect on your progress. Further instructions and resources for this assignment will be provided during class.

Final Paper (25%): In the final paper you will use what you have learned about the eight principles of college success to set academic goals and develop a plan to help you reach those goals. Further instructions for this assignment will be provided during class.

Final Presentation (15%): The final presentation is a time for you to share with your peers what you have learned this term and what specific strategies you will continue to use to help you stay on track and successfully accomplish your goals. Further guidelines for this assignment will be provided during class.

REQUIRED READINGS

Reading assignments for this course will come from the required text and the selected reading listed below. All required readings—whether assigned from the text or assigned as a selected reading—must be completed according to the due date assigned by the course instructor.

- I. REQUIRED TEXT:** You may purchase or acquire the required text prior to departure or upon program arrival. The required text is listed below:

Downing, Skip. *On Course: Strategies for Creating Success in College and in Life* (3rd Edition). Boston: Cengage Learning, 2017, 372pp.

- II. SELECTED READING:** The selected reading for this course is listed below. You will not need to purchase this reading; the instructor will provide this to you in class (either in paper or electronic format).

Baldwin, Amy. *College Success*. Houston: OpenStax, 2020, pp 115-150 and 283-318.

ADDITIONAL RESOURCES

In order to ensure your success abroad, CEA has provided the academic resources listed below. In addition to these resources, each CEA Study Center provides students with a physical library and study areas for group work. The Academic Affairs Office at each CEA Study Center also compiles a bank of detailed information regarding libraries, documentation centers, research institutes, and archival materials located in the host city.

- **UNH Online Library:** As a CEA student, you will be given access to the online library of CEA's School of Record, the University of New Haven (UNH). You can use this online library to access databases and additional resources while performing research abroad. You may access the UNH online library [here](#) or through your MyCEA Account. You must comply with UNH Policies regarding library usage.
- **CEAClassroom – Moodle:** CEA instructors use Moodle, an interactive virtual learning environment. This web-based platform provides you with constant and direct access to the course syllabus, daily schedule of class lectures and assignments, non-textbook required readings, and additional resources. Moodle includes the normal array of forums, up-loadable and downloadable databases, wikis, and related academic support designed for helping you achieve the learning objectives listed in this syllabus.

During the first week of class, CEA academic staff and/or faculty will help you navigate through the many functions and resources Moodle provides. While you may print a hard copy version of the syllabus, you should always check Moodle for the most up-to-date information regarding this course. The instructor will use Moodle to make announcements and updates to the course and/or syllabus. It is your responsibility to ensure that you have access to all Moodle materials and that you monitor Moodle on a daily basis in case there are any changes made to course assignments or scheduling.

To access Moodle: Please log-in to your MyCEA account using your normal username and password. Click on the “While You’re Abroad Tab” and make sure you are under the “Academics” sub-menu. There you will see a link above your schedule that says “View Online Courses” select this link to be taken to your Moodle environment.

COURSE CALENDAR
College Success

SESSION	TOPICS	ACTIVITY	READINGS & ASSIGNMENTS
1	Course Introduction: Review Syllabus & Classroom Policies Creating Success	Lecture & Discussion Self-Assessment	Readings: Downing, read the Table of Contents and lightly skim the full text
2	Cultural Shifts: High School vs. College	Lecture & Discussion	Readings: Downing, Chapter 1 pp. 1-5 & 14-40 *Submit Self-Assessment Journal
3	Self-Management	Lecture & Discussion Activity: Creating a 30-Day Habit	Readings: Downing, Chapter 4 *Submit College Culture Journal
4	Lifelong Learning	Lecture & Discussion Learning Preference Inventory	Readings: Downing, Chapter 7 *Submit Weekly & Term Calendar Assignments
5	Respecting Cultural Differences	Lecture & Discussion Diversity, Equity & Inclusion Activity	Readings: Baldwin, Chapter 9 *Submit Learning Styles Journal
6	Financial Literacy	Lecture & Discussion Budgeting Activity	Readings: Downing, Chapter 1 pp. 5-14 *Submit Cultural Differences Journal
7	Motivation	Lecture & Discussion Goal Setting Activity	Readings: Downing, Chapter 3 *Submit Financial Planning Journal

The instructor reserves the right to make changes or modifications to this syllabus as needed

8	Self-Awareness	Lecture & Discussion	Readings: Downing, Chapter 6 *Submit Life Plan Journal
9	Study Strategies: Part 1	Lecture & Discussion Study Skills Self-Assessment	Readings: Downing, Study Skills Appendix pp. 261-312 *Submit Self Talk Journal
10	Study Strategies: Part 2	Lecture & Discussion	Readings: Downing, Study Skills Appendix pp. 313-351 *Submit Study Strategies Assignment #1
11	Interdependence	Lecture & Discussion	Readings: Downing, Chapter 5 pp. 135-143 *Submit Study Strategies Assignment #2
12	Academic Advising	Lecture & Discussion	Reading: Baldwin, Chapter 4 *Submit Interdependence Journal
13	Career Planning	Lecture & Discussion Holland Codes Assessment	Reading: Downing, “At Work” sections in text *Submit Academic Planning Journal
14	Stress & Self-Care	Lecture & Discussion	Readings: Downing, Chapter 8 *Submit Career Planning Journal
15	FINAL PRESENTATIONS/PAPER		

The instructor reserves the right to make changes or modifications to this syllabus as needed

SECTION III: CEA Academic Policies

The policies listed in this section outline general expectations for CEA students. You should carefully review these policies to ensure success in your courses and during your time abroad. Furthermore, as a participant in the CEA program, you are expected to review and understand all CEA Student Policies, including the academic policies outlined on our website. CEA reserves the right to change, update, revise, or amend existing policies and/or procedures at any time. For the most up to date policies, please review the policies on our website.

Class & Instructor Policies can be found [here](#)

General Academic Policies can be found [here](#)