

College Success Skills  
**1 Credit Hour**  
**SSC 100-OL2**  
**2022 Spring Semester**

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<b>Office Information:</b>	<b>***Email instructor if you have any questions or ask for an appointment for an individual Blackboard Collaborate meeting.</b>		<b>You may email or message Monday-Friday, 4PM-10PM</b>

**Class Location:** Online

**Meeting Times:** Blackboard Collaborate Monday 7PM – 8PM **\*For ATTENDANCE (email/text message) or questions regarding Chapters.**

**Required Materials:**

**Text:** NATIVE AMERICAN & FIRST NATIONS College & Career Success

**ISBN-13:9781792475344**

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**Author:** Marsha Fralick, Beatrice Zamora Aguilar, Larry Gauthier

**Edition:** 3

**Tools:** Notebook, Pen/Pencil, & 3 Ring Binder, Laptop/Desktop

**Lab Fee:** None

**Course Description:** This course helps students to be successful in school and life by empowering them to make wise choices. It assists students in developing greater confidence and motivation, focusing on self-esteem, self-awareness, self-management, interpersonal communication, and emotional intelligence. Students assess interests, learning styles, and career aspirations while learning college customs, reviewing study skills, and exploring their own definitions of a rich, fulfilling life.

**Course Objectives:**

At the end of Spring Semester, the students will know the following:

- Take personal responsibility for your learning
- Grow your assessment skills
- Develop the ability to work effectively
- Develop and improve skills and strategies for successfully transitioning to college

**THIS SYLLABUS IS SUBJECT TO CHANGE AT THE DISCRETION OF THE INSTRUCTOR**

COURSE OUTCOMES	COURSE MEASUREMENTS
At the end of semester, students will demonstrate the use of academic skills (including effective reading, writing, studying, time management, test-taking skills, critical thinking, and problem solving) and apply those skills in other courses.	Students will have the ability to retain the knowledge and pass it along. The ability to hang on to what they've learned is important to students, too. And being able to help others with their new-found knowledge is valuable as well.
Set personal, academic and career goals, and design plans for their attainment.	Students will gain real-world application that translates to their personal and professional lives.
Demonstrate knowledge of NTU resources which includes student support services and learning resources.	Students will have an increased understanding of course concepts. They will feel successful when they've deepened their knowledge of a topic in the course.

**Grading Plan:**

A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F	← 59%

**POINT SYSTEMS:**

100 points – Attendance (Check in via email or text message)  
 100 points – **Active** In-Class Participation (Discussions/2 Responses)  
 100 points – Journals  
 100 points – Activity (Please Choose One at the End of the Chapters)  
 200 points – Class Portfolio  
 200 points – Mid-Term Exam (One Page Essay about what you have learned or improved.)  
 200 points – Final Exam (PowerPoint Presentation 15 slides)  
**1,000 TOTALS → 100.0 → 100 → A**

**ASSESSMENT:**

The following forms of assessment will be conducted throughout the semester to provide various learning outcomes:

- Journal Entries/Chapter Activity will be graded and constantly evaluated.
- Online-Class Discussions will be used to determine if information is retained.
- Mid-term exam to test topic knowledge gained in the lowest score of the Pre-Assessment.
- Final Exam to test topic knowledge level and comprehensiveness of the overall topic.

**DISCUSSIONS:**

Questions will be posted on **Blackboard on Mondays after 8PM**, one paragraph and reply to two other classmates.

**HOMEWORK (Journal Entries/Chapter Activity):**

**Journal Entries are ONE PARAGRAPH or LIST according to question asked, use 12pt for font, one-inch margin on all four sides, double spaced, with your name, date, and subject of the reading at the top of page one.** Journals are **DUE ONE WEEK FROM ASSIGNED DATE**, please submit work in a timely manner, no later than 3 days from when homework is assigned. You may combine two journals on one page. **DO NOT** type journal entry question as part of your entry. **PLEASE** email a classmate if you do not have a textbook for Journal questions and activities, it is your responsibility to obtain a textbook or communicate with your peer for the assignments. Submit to my email, [m.mitchell@navajotech.edu](mailto:m.mitchell@navajotech.edu) (**EMAIL SUBJECT: SS100 OL# First Name, Last Name**)

**Choose 1 Chapter Activity** from each chapter. You may use notebook paper and scan or take photo to submit. Be mindful that some chapters **DO NOT** include an activity.

**No Microsoft Office on your laptop?** You may download a free subscription for one year with Microsoft Office. For more details visit the website. <https://www.microsoft.com/en-us/education/products/office>

**No Laptop?** Use college ruled paper, double space, **ONE PARAGRAPH or LIST** according to question asked, **DO NOT** write words too big just to fill up space, and at the top your name chapter and journal entry. **DO NOT** write journal entry question as part of your entry. Submit your journals via email. Written journals may be scanned or take a photo.

## WEEKLY SCHEDULE:

### **WEEK 1: Jan 17**

Mon: **Class Excused (Courses have not been uploaded to Blackboard). If courses are available, we will have class @6PM through Blackboard Collaborate.** SSC 100 OL2-Monday @6PM, SSC100 OL3 Tuesday @6PM & SSC 100 OL4 Wednesday @6PM. A course you are taking may conflict, please let me know.

### **WEEK 2: Jan 24**

Mon: Introductions (Blackboard Collaborate)  
→ Course Syllabus

### **WEEK 3: Jan 31**

Mon: \*\*Attendance via email/text message or you may log into Blackboard Collaborate (7PM-8PM)  
Pre-Assessment: Student Success Questionnaire. I will post the assessment on Blackboard. Once completed Scan or take photo and email.

### **WEEK 4: Feb 07**

Mon: Chapter 1 The Spirit Essence of All We Do: Cultural Identity and Success

Celebrate Who You Are  
Getting Started  
College Success  
The Unfortunate History of High Education for Native American & Indigenous Students  
The Rebirth of Education and Cultural Identity  
The Importance of Family and Home  
Overcoming Obstacles  
Personal Empowerment through Culture  
Cultural Traditionalism  
Finding A Safe Place  
Health and Well-Being  
Suggestions for Successful Learning from the Native Perspective  
Stories from the Elders

#### Assignment: Due Next Week

- Journal Entry 1 (pg. 2)
- Journal Entry 2 (pg. 4)
- Journal Entry 3 (pg. 9)
- Journal Entry 4 (pg. 14)
- Journal Entry 5 (pg. 17)

**\*Please choose ONE activity at the end of each Chapter.**

### **WEEK 5: Feb 14**

Mon: Chapter 2 Dreams Bring Knowledge: Understanding Motivation

What Do I Want from College?  
What is the Value of a College Education?  
Choosing a Major and Career  
How to be Motivated  
Success is a Habit  
Interviews and Stories from the Elders  
Interview from the Elder: Juanita Edaahkie

**\*Please choose ONE activity at the end of each Chapter.**

#### Assignment: Due Next Week

- Journal Entry 1 (pg. 25)
- Journal Entry 2 (pg. 30)
- Journal Entry 3 (pg. 32)
- Journal Entry 4 (pg. 37)
- Journal Entry 5 (pg. 41)

## **WEEK 6: Feb 21**

Mon: Chapter 3 Walk with Nature as One: Choosing Your Major

**Making a Career Decision**  
**Choose a Major That Matches Your Gifts and Talents**  
**Understanding Personality Types**  
**Personality and Career Choice**  
**Personality and Preferred Work Environment**  
**Exploring Your Personal Strengths**  
**Exploring Your Interests**  
**Using Values to Make Important Life Decisions**  
**Work Skills for the Twenty-First Century**  
**Career Trends 2019-2029**  
**Career Outlook**  
**Stories from the Elders**

- Journal Entry 1 (pg. 67)
- Journal Entry 2 (pg. 69)
- Journal Entry 3 (pg. 70)
- Journal Entry 4 (pg. 72)
- Journal Entry 5 (pg. 85)

**\*Please choose ONE activity at the end of each Chapter.**

## **WEEK 7: Feb 28**

Mon: Chapter 4 The Moon Will Smile at Your Courage: Managing Time and Money

**The Native Concept of Time**  
**What Are My Lifetime Goals?**  
**The ABCs of Time Management**  
**Technology and Time Management**  
**How to Estimate Study and Work Time**  
**Schedule Your Success**  
**Time Management Tricks**  
**Dealing with Time Bandits**  
**Dealing with Procrastination**  
**Managing Your Money**  
**Stories from the Elders**

- Journal Entry 1 (pg. 106)
- Journal Entry 2 (pg. 107)
- Journal Entry 3 (pg. 119)
- Journal Entry 4 (pg. 122)
- Journal Entry 5 (pg. 129)

**\*Please choose ONE activity at the end of each Chapter.**

## **WEEK 8: Mar 07**

**MID TERM Halfway Through the Course 😊 One page essay about something new you learned from the book, videos, or classmate.**

## **WEEK 9: Mar 14**

**SPRING BREAK**

## **WEEK 10: Mar 21**

Mon: Chapter 5 The Earth Sings the Same Song It Sang to My Ancestors: Improving Your Memory

Native Ways of Knowing  
Improving Your Memory  
Practical Memory Techniques Based on Brain Science  
Using Mnemonics and Other Memory Tricks  
Optimize Your Brain Power  
Stress, Relaxation, and Learning  
Stories from the Elders

- Journal Entry 1 (pg. 151)
- Journal Entry 2 (pg. 156)
- Journal Entry 3 (pg. 159)
- Journal Entry 4 (pg. 164)
- Journal Entry 5 (pg. 166)

**\*Please choose ONE activity at the end of each Chapter.**

## **WEEK 11: Mar 28**

Mon: Chapter 6 The Rainbow Will Rise Full Circle: Improving Study Skills

Neuroscience and Practical Learning Strategies  
Applying Memory Strategies to Reading  
Tips for Online Learners  
How to Be Successful in Your Math Courses  
\*A Student Perspective: How to Be Successful in Math  
Stories from the Elders

**Assignment: Due Next Week**

- Journal Entry 1 (pg. 177)
- Journal Entry 2 (pg. 184)
- Journal Entry 3 (pg. 185)
- Journal Entry 4 (pg. 192)
- Journal Entry 5 (pg. 194)

**\*Please choose ONE activity at the end of each Chapter.**

## **WEEK 12: Apr 04**

Mon: Chapter 7 Listen to the Trees Talk: Taking Notes, Writing, and Speaking

Why Take Notes?  
The College Lecture  
How to Be a Good Listener  
Handwritten Notes and Memory  
Tips for Good Note Taking  
Note Taking Systems  
Improving Note-Taking Efficiency  
How to Review Your Notes  
Power Writing  
Effective Public Speaking  
Stories from the Elders

**Assignment: Due Next Week**

- Journal Entry 1 (pg. 205)
- Journal Entry 2 (pg. 213)
- Journal Entry 3 (pg. 221)
- Journal Entry 4 (pg. 224)
- Journal Entry 5 (pg. 226)

**\*Please choose ONE activity at the end of each Chapter.**

**WEEK 13: Apr 11**

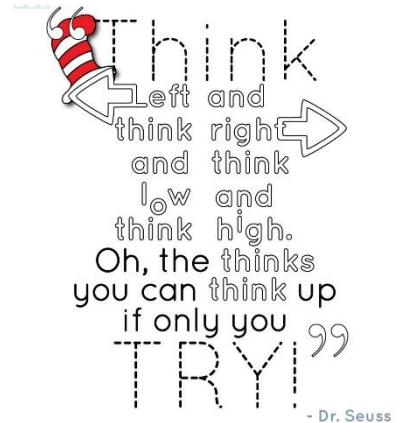
Mon: Chapter 8 Walk with Bare Feet on the Earth: Test Taking

- Begin Your Journey with Smudging
- Preparing for Tests
- Dealing with Text Anxiety
- Dealing with Math Anxiety
- Taking Tests
- Interview from the Elder: Ms. Elaine St. John

**Assignment: Due Next Week**

- Journal Entry 1 (pg. 241)
- Journal Entry 2 (pg. 245)
- Journal Entry 3 (pg. 247)
- Journal Entry 4 (pg. 249)
- Journal Entry 5 (pg. 262)

**\*Please choose ONE activity at the end of each Chapter.**



**WEEK 14: Apr 18**

Mon: Chapter 9 Walking in Beauty and Harmony: Thinking Positively about the Future

- Thinking Positively about your Career
- Optimism, Hope, and Future-Mindedness
- Believe in Yourself
- The Self-Fulfilling Prophecy
- Positive Self-Talk and Affirmations
- Visualize Your Success
- Successful Beliefs
- Secrets to Happiness
- Stories from the Elders

**Assignment: Due Next Week**

- Journal Entry 1 (pg. 278)
- Journal Entry 2 (pg. 279)
- Journal Entry 3 (pg. 284)
- Journal Entry 4 (pg. 285)
- Journal Entry 5 (pg. 287)

**\*Please choose ONE activity at the end of each Chapter.**



**WEEK 15: Apr 25**

Mon: Assign Topics for Finals

**WEEK 16: May 2**

Mon: Please work on PowerPoint Presentation (15 slides)

**WEEK 17: May 9**

Mon: Questions you may have for instructor or other classmates.

**Final Exam-Class Portfolio Due/PowerPoint Presentation (15 slides)**

**Last Day of Class. You did it! 😊**

### **Course Policies: (...and additional information)**

- 1.** Submit assignments that are assigned at the beginning of class. There are **no** late submissions of assignments. If submitted late, points will be deducted of what is given prior to the deadline.
- 2.** It is imperative that Mid-Term and Finals are not to be missed since there will be no make-up assignments.
- 3.** If you are going to miss class, please inform the instructor beforehand. If not, you will be counted as absent. Remember, the institutional policy is “you can only miss three days of class” during the **entire** semester for normal classes. After the third absence the Instructor will submit a drop form. Aside, if you miss four days (spreading throughout the semester) it will cause for a letter grade drop.
- 4.** There is no cell phone usage in the classroom and when the class is in session. Out of courtesy, you may leave the classroom to answer important phone calls.

**Attendance Policy:** **2** Absences in a row cause a drop from class. Attendance is **absolutely required**. Attendance report are taken in each class since attendance sheet is required to be turn in to the Registrar’s Office very Friday afternoon. **4** or more Missed Days: A letter grade drops at end of semester.

### **Academic Integrity:**

Integrity (honesty) is expected of every student in all academic work. The guiding principle of academic integrity is that a student’s submitted work must be the student’s own. Students who engage in academic dishonesty diminish their education and bring discredit to the college community. Avoid situations likely to compromise academic integrity such as: cheating, facilitating academic dishonesty, and plagiarism; modifying academic work to obtain additional credit in the same class unless approved in advance by the instructor, failure to observe rules of academic integrity established by the instructor.

**DINE’ PHILOSOPHY OF LEARNING:** The Dine Philosophy of Education is incorporated into every class for students to become aware of and to understand the significances of the four elements, including its affiliation with the four directions: Nitsáhákees, Nahát’á, Íina and Siih Hasin. They are essential and relevant to self-identity, respect, and wisdom to achieve career goals successfully. Embedded within the four principles, is the Diné core cultural philosophy of Sa’ah Naaghaii Bik’eh Hózhó.

### **STUDENTS WITH DISABILITIES:**

Navajo Technical University and the faculty and staff are committed to serving all enrolled students in a non-discriminatory and accommodating manner. Any student who feels he/she may need an accommodation based on the impact of disability or needs special accommodations should inform the instructor privately of such so that accommodations arrangement can be made. Students who need an accommodation should also contact the Disability Accommodations Specialist, Virginia Edgewater, whose phone number is (505)784-4138.