



Western Technical College

10890106 College Success Workshop

Course Outcome Summary

Course Information

Description This course helps learners develop and improve their skills to be a successful college student. Learners will identify resources available to help them in college life, develop *habits of mind* for college success, and explore career possibilities. In addition, learners will strengthen their digital literacy skills (aka computer and technology skills) and develop participation skills for the learning environment - whether online or in a face-to-face classroom.

Instructional Level Associate Degree Courses

Total Credits 1

Total Hours 18

Success Abilities

1. Cultivate Passion: Increase Self-Awareness
2. Live Responsibly: Develop Resilience
3. Live Responsibly: Foster Accountability

High Impact Practices

1. First-term Seminar/Experience: this course provides you with the tools and resources to be successful at college.

Course Competencies

1. **Develop habits of mind to be a successful learner at Western.**

Assessment Strategies

- 1.1. Self-Reflection

Criteria

You will know you are successful when

- 1.1. you complete a Strengths Finder or similar inventory and reflect on your strengths.
- 1.2. you develop a time management plan using a calendar.
- 1.3. you incorporate self-advocacy skills into your interactions with others including instructors.
- 1.4. you apply study skills to your course work and course assessments.
- 1.5. you communicate with others in the learning environment using appropriate methods.

Learning Objectives

- 1.a. Identify personal strengths through a skills inventory (ex: TypeFocus, Strengths Finder, High5Test, etc.).
- 1.b. Investigate self-advocacy through asking questions, seeking help, using the learning commons, etc.
- 1.c. Investigate time management skills and tools.
- 1.d. Identify learning techniques (i.e. notetaking, summarizing, etc.) and study strategies that best apply to your personal learning style.
- 1.e. Cultivate interpersonal skills among classmates, instructors, and the campus community.
- 1.f. Apply effective communication skills for the intended audience and purpose (email vs text, paper vs speech, listening vs talking, etc.) in the college environment.
- 1.g. Examine ways to achieve goals (i.e: write it down, find a mentor, create milestones, set a deadline, revisit plan, etc.)

2. Identify the traits of an inclusive learning environment.

Assessment Strategies

- 2.1. Self-reflection

Criteria

You will know you are successful when

- 2.1. you explain the benefit of taking part in the campus community.
- 2.2. you define the value of the learning community.
- 2.3. you summarize what civil discourse in the classroom looks like, feels like, and sounds like.
- 2.4. you contribute to a supportive and safe environment.

Learning Objectives

- 2.a. Examine your personal values as related to strengths, skills, and goals.
- 2.b. Examine the value of being part of the learning community.
- 2.c. Identify the value of differing opinions, cultural differences, and unique perspectives in the classroom.
- 2.d. Develop the skills of participating in respectful discussions with others that have differing viewpoints.
- 2.e. Advocate for equitable and fair treatment of all members of the community and school.
- 2.f. Explore application of learning in the classroom for interdependent work and independent work.

3. Develop digital literacy skills.

Assessment Strategies

- 3.1. Demonstration

Criteria

You will know you are successful when

- 3.1. you use Blackboard and other online platforms (i.e digital textbooks) to participate in class.
- 3.2. you join synchronous classes or meetings using web conferencing applications (zoom / Teams).
- 3.3. you use Blackboard grade book to monitor progress.
- 3.4. you access your Western student e-mail account daily by checking for and responding to messages from instructors, students, and services at Western.
- 3.5. you use MyWestern to check enrollment time, enroll in courses, and drop courses.
- 3.6. you develop a file management system to save all course work.
- 3.7. you access information from the Learning Commons through your BB course.

Learning Objectives

- 3.a. Navigate Blackboard to find and submit course work, check grades, and monitor progress.
- 3.b. Access online resources including digital textbooks, equation editors, MS Teams, Webmail, Office365, etc.
- 3.c. Examine web conferencing tools such as Zoom and MS Teams.
- 3.d. Use MyWestern to plan and schedule courses throughout enrollment at Western.
- 3.e. Explore digital library resources including Learning Commons access.
- 3.f. Practice file management.

3.g. Identify common formatting features of Office Suite products.

4. Identify Western's resources to help and assist all students.

Assessment Strategies

4.1. Self-reflection

Criteria

You will know you are successful when

- 4.1. you summarize how the library, computer labs, and Student Success Center are important to the learning experience at Western.
- 4.2. you describe the ways that the Division Deans, instructors, and college advisors can support your learning journey.
- 4.3. you describe the ways that the Student Services (i.e. counselors, Career Services, Financial Aid, etc.) can support your learning journey.
- 4.4. you access the Foundation website for scholarship information.
- 4.5. you locate the Cavalier Cupboard, bookstore, and Student Life Office on campus.

Learning Objectives

- 4.a. Locate and use physical and online academic assistance resources through the Student Success Center.
- 4.b. Locate and use physical and online non-academic assistance resources through the Student Success Center.
- 4.c. Identify campus resources available to assist with basic needs (Cavalier Cupboard, the Foundation, Counseling Services, etc.).
- 4.d. Identify your Deans, College Advisor, faculty, and other academic staff that can assist you at Western.
- 4.e. Research campus organizations, clubs, co-circulars, and athletic offerings available to students on campus.

5. Describe career opportunities within and across an identified industry.

Assessment Strategies

5.1. Reflection/Written product

Criteria

You will know you are successful when

- 5.1. you create a Typefocus and a Handshake account.
- 5.2. you summarize career opportunities within your current selected program.
- 5.3. you summarize other career opportunities within the broader Area of Interest.
- 5.4. you determine ideal program placement for yourself.
- 5.5. you create a plan for program completion with instructors and college advisors.

Learning Objectives

- 5.a. Access Typefocus to explore careers in this Area of Interest.
- 5.b. Explore the services available through Western's Career Services department.
- 5.c. Explore the career choices available within in your chosen program at Western.
- 5.d. Explore the career choices available within a program in this Area of Interest but not your chosen program.
- 5.e. Identify local businesses or industries using Handshake that offer jobs within this Area of Interest.
- 5.f. Correlate personal values with professional careers and/or industry values (ex: living wages, NTO, dress codes, business mission statements, sustainability efforts, workplace norms, etc.).