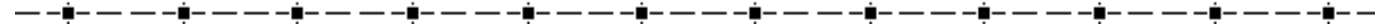


Cleveland State University
Introduction to University Life Course Syllabus
Fall 2014 - ASC 101 Section: _____

Day:
Time:
Location:
Office Hours: By Appointment

Instructor:
Office:
Phone:
Email:



Required Texts: *Walkable City, How Downtown can Save America, One Step at a Time, Jeff Speck* (2012), and *Engaging the College Experience: How to Excel in the Classroom and Beyond*, Claudia Lilie and Christine Vodicka (2013)

COURSE DESCRIPTION

Introduction to University Life is a one-credit course that serves to orient students to the University as an institution in general and an institution of higher learning specifically. As with all institutions, the University has its own “spaces” – physical, cultural, social, political, and philosophical, to name a few. We’ll get to know those spaces. Furthermore, we will spend considerable time getting to know the people, services, and offices of this university – you should leave this course knowing your way around Cleveland State University, both figuratively and literally. Also included are strategies to help make you a successful student.

COURSE GOALS

- To introduce the students to the nature and value of higher education by becoming familiar with the mission, policies and procedures of CSU.
- To help students make a smooth transition to college by learning skills that enables them to set goals to succeed academically in a multi-cultural community.
- To create an atmosphere in which students can discuss issues that they have encountered as newly-admitted CSU students through asking questions and sharing experiences with fellow students, faculty, advisors and mentors.

COURSE LEARNING OBJECTIVES

- Students will demonstrate their knowledge of how and where to access information and services that promote student learning at the University by participating in class activities and attending seminars given by guest speakers.
- Students will demonstrate knowledge of the University’s internal structure, policies, and procedures that impact student degree attainment (e.g., knowledge of general education requirements, course grading policies, university grading system, college requirements, etc.) through completion of the Degree Audit assignment and the Choosing a Major activity.
- Students will demonstrate the ability to access information and use technology in a manner that supports their ability to meet course assignment requirements (i.e., how to collect and evaluate information; ability to use CampusNet, navigate CSU website, email, and Blackboard; compose a paper in Microsoft Word and send it as an attachment; etc.) through completion of the assignments, Blackboard and Library Modules.
- Students will demonstrate satisfactory levels of oral communication and written competency through written course assignments and presentations.
- Students will learn important academic learning strategies, as well as personal, intellectual, and social development skills that will enhance their academic success and

human potential through peer interaction, class activities and the Common Reading program.

STUDENT RESPONSIBILITIES

***As for all college courses, you should plan your schedule to accommodate a minimum of three hours of outside work each week for each credit hour you are taking this semester. Some weeks you might use less and others you might need more.

Handing in Homework Assignments

You have access to the topics covered and any materials used for each class on Blackboard. You should always be prepared for class even if you miss the prior class. You have many options to obtain any missed information. Any assignments you miss due to an absence are still due on Blackboard on the assigned due date.

Expectations of Written Work

Assignments must be typed, not hand-written unless the assignment indicates otherwise. This University has excellent computer resources—you should make yourself familiar with them and utilize them frequently. Spill-chick and proof read everything you hand in (What is wrong with this sentence and why might spell-check *not* find these mistakes?). Critically evaluate all of your writing and output for correctness, completeness and clarity. If you have difficulty expressing yourself in writing, you are strongly encouraged to seek the assistance of Cleveland State's Writing Center located in RT 124 or the Writer's Block in TASC located in MC 233.

You should also "back up" your files as well as make photocopies of all finished writing assignments for your own protection.

Classroom Behavior

- Be punctual to class (attendance is taken at the beginning of class).
- Cell phones and all other forms of electronic communication should be turned on silent. You will be made aware of when they can be used for a class activity.
- All forms of technology (computer, Smartphone, etc.) should be stored away and not seen during class.
- Come prepared to participate in class activities. Do not read outside materials or do work for other classes.
- Be respectful to others' points of view during class discussions by giving full attention to the speaker as students are not only entitled to contribute in class but class participation is expected. Side-bar conversations make it difficult to hear and are disrespectful to the speaker, as well as your fellow classmates.
- No use of headphones in class.

CLASS STRUCTURE

This course is organized into these equally important components:

Readings /Discussions/Class Participation:

Prepare for each class session by reading the assigned materials in advance and identifying topics that may need additional clarification in class. Make full use of this reading time by taking notes and forming questions to ask during class. Feel free to raise questions to ensure that you thoroughly understand the material. Discussions will be most valuable (and least stress-inducing to you) if you have done the assigned reading first.

Assignments:

You will often be assigned out-of-class work to reinforce, clarify, and demonstrate your mastery of the course material. Homework assignments are generally due at the beginning of class on the assigned date and time. Refer to late assignment policy for more details.

Activities:

You will participate in several larger activities over the course of the semester. While each activity is different, they are geared towards increasing your familiarity with the everyday life of the University and activities that make this a unique experience. Activities will be announced in class.

Common Reading and Campus Services Events - You will be required to attend one common reading event scheduled on campus during the current semester, and one campus services event. Information on days and times of events is available on the CSU library link. It is your responsibility to sign up and attend these events prior to the end of the semester.

COMMITMENT TO COURSE POLICY

As a college student you are expected to be present and participate. You need to be mentally present, as well as physically present, as your professors expect you to be committed to your courses. Your commitment to the course grade includes attendance and participation.

ATTENDANCE:

Just Go to Class!

As we will be discussing various concepts important to learning about the University and Life in general, it is important that you attend class. **Attendance is mandatory.**

Attendance means you are in class, ready to go when it begins and you stay for the entire time. The percentage of classes you attend will be factored into your Commitment to the Course grade.

PARTICIPATION:

In college you are expected to come to class having already completed your homework and reading, and participate thoughtfully in class discussions and activities. To prepare for each class, you should read materials critically, make personal connections to the ideas presented in class and through homework, reflect carefully on the significance of the concepts you are learning, and consider alternative possibilities and points of view.

GRADING POLICY

Class Evaluation - Each component of class contributes to your final grade as follows:

Students will be graded on a Satisfactory/Unsatisfactory basis. In order to obtain a satisfactory grade, you must meet all of the following conditions, without exception:

- You must earn a minimum 70% of the points available in the class; and
- You must attend a common reading event, a campus services event.
- **Just Go to Class.** Attendance and participation is mandatory.
- You must complete all assignments in order to pass the class.

Evaluation Areas	Percentage/Points
<ul style="list-style-type: none"> ✓ Modules (Blackboard, Discrimination/Harassment Prevention Awareness Module and Advising/Grad Express Degree Audit) = 20% ✓ Library Research (Includes Annotated Bibliography, Library Pre/Post-test) = 30% ✓ Events (Common Reading and Campus Services) = 20 % ✓ Additional Assignments (Per Instructor) = 20% ✓ Commitment to the Course (Attendance and Participation) = 10% 	<p>Grading Scale:</p> <p>S = (100%-90% = A, 89%-80% = B. 79%-70% = C)</p> <p>U = (69% and below)</p>

UNIVERSITY POLICIES

General Education Statement:

Introduction to University Life is a one credit general education course which should be completed in the student’s first semester or no later than the start of the beginning of the second year. All students are required to complete this course before petition for graduation will be granted.

Diversity statement:

This classroom will be a safe and respectful environment that will respect all differences (i.e., race, ethnicity, gender, gender identification, sexual orientation, religion), and will not tolerate discrimination in any form.

Disability statement:

Educational access is the provision of classroom accommodations, auxiliary aids and services to ensure equal educational opportunities for all students regardless of their disability. Any student who feels he/she may need an accommodation based on the impact of a disability should contact the Office of Disability Services at (216) 687-2015. Their office is located in MC 147. Accommodations need to be requested in advance and will not be granted retroactively.

Academic Honesty:

All student work should reflect a devotion to academic honesty. As found in The Code of Student Conduct: “The Cleveland State University Academic Community values honesty and integrity and holds its members to high standards of ethical conduct. Academic dishonesty is, therefore, unacceptable, and students must be prepared to accept the appropriate sanctions for any dishonest academic behavior as outlined in this policy on academic misconduct” (18). Such conduct includes cheating, plagiarism, and tampering. The full code can be found under “Student Conduct” on the Student Life page (see the A-Z index on CSU’s homepage).

Academic Misconduct:

Any form of academic misconduct will earn an immediate grade of U for the course. In addition, your name will be forwarded to the Academic Misconduct Review Committee, for a hearing concerning your suspension from the University. To be clear, I consider any and every instance of academic misconduct to be a major infraction. I strongly recommend that you familiarize yourself with the various forms of academic misconduct in the CSU Code of Student Conduct, which can be found at – <http://www.csuohio.edu/studentlife/StudentCodeOfConduct.pdf>

All the work that you hand in must represent your own independent and unique work. It should be distinct from that of every other student in class. If you have questions about this, please ask – it is best to resolve these issues in advance.

All students will adhere to the Viking Creed:

We, the Members of the Cleveland State University community, as active citizens in a living and learning environment, bring to our campus a shared vision where “community” means:

- Sharing a clear vision of our common purpose
- Treating all people fairly, justly and respectfully
- Embracing and celebrating our diversity
- Collaborating toward a common goal
- Exhibiting caring and trust involving students at all levels
- Connecting Cleveland State University with our Greater Community
- Embracing CSU as the metropolitan education center of Cleveland
- Learning in and out of the classroom
- Celebrating ourselves through traditions
- Taking responsibility to lead, to listen and to serve
- Sharing power and influence
- Committing to life-long learning and personal growth
- As member of the Cleveland State University community, we have an individual and a shared responsibility to practice the Viking Community Creed in order to create a campus of inclusion, respect, integrity and purpose.

Cancellation of Class due to Weather:

Class will not be cancelled due to weather unless the University is closed. Check CSU’s main webpage (www.csuohio.edu) for announcements. You can also sign up for CSU alerts on CampusNet. If CSU is open, class will proceed as scheduled, including any quizzes, exams or deadlines that are scheduled for that class.

Important Registration Information:

- Check the CSU Registrar’s website for the last date to drop or withdraw from this course: <http://www.csuohio.edu/enrollmentservices/registrar/>
- Before dropping or withdrawing, you need to visit *Campus 411* located on the first floor of Main Classroom. There will be a hold on your account that can only be removed by talking with an advisor at All-in-One Enrollment Services (formerly Campus 411).

FALL SEMESTER IMPORTANT DATES

Term Begins (Saturday)	August 23, 2014
First Weekday Class	August 25, 2014
Last Day to Join a Course Waitlist	August 29, 2014
Last Day to Drop with Full Refund	August 29, 2014
Last Day to Add (CampusNet Registration)	August 31, 2014
Last Day to Drop	September 5, 2014
Course Withdrawal Period Begins - 'W' Grade Assigned	September 6, 2014
Last Day to Withdraw from Courses	October 31, 2014
Midterm Grades	October 13-20, 2014
Last Day of Classes	December 5, 2014
Final Exams	December 8-13, 2014

Labor Day (University Holiday)	September 1, 2014
Columbus Day (University Holiday)	October 13, 2014
Veterans Day (Tuesday no classes - offices open)	November 11, 2014
Thanksgiving Recess (no classes on Saturday)	November 27-30, 2014

FALL SEMESTER SCHEDULE

NOTE: The instructor reserves the right to alter the dates, assignments, and/or policies of this document in accordance with university and department policy. The instructor will make all changes either verbally or in writing during class periods. It is the sole responsibility of the student to keep up-to-date with all adjustments made to this document.

*Be sure to check Blackboard for weekly updates on assignments. Any changes to assignment due dates will also be listed on Blackboard.

To the Instructor: Adjust Sample Course Calendar and Schedule to your needs.