



# First Year Experience

## **Division of Enrollment Management & Student Success** ***First Year Experience Seminar: Introduction to University Life (ASC 101)*** ***Instructor***

**About the Course:** Introduction to University Life (ASC 101) is a one-credit course that assists new students in making a successful transition to Cleveland State University both academically and personally through engaged learning experiences. This course is designed to help new students build relationships, promote engagement in the curricular and co-curricular experience, encourage civility, connect to various resources of the university, and emphasize the expectations of Cleveland State University. It also aims to help students develop and practice skills in the areas of critical thinking, communication, collaboration, and others that can contribute to success in college and beyond.

**Position Summary:** We are looking for candidates who are able to work as team members as well as independently. All instructors must possess at least a master's degree in order to teach a section of ASC 101. Instructors must be patient, flexible, creative, efficient communicators and have a positive attitude to teach Introduction to University Life. Teaching this course allows you to build connections with 25 students in a small and close learning environment. You get the opportunity to challenge yourself and grow as a professional while assisting students in their success here at Cleveland State University. The Office of First Year Experience provides all instructors with various resources and support to aide them in their roles. Experience working with online technology along with the use of Blackboard are a plus.

### **Position Responsibilities/Skills:**

- Modify the syllabus and course schedule template provided to meet the needs of students in assigned section while covering topics required of all sections. All sections meet once a week for 50 minutes for 15 weeks
- Develop and/or use provided course materials as well as an in-depth understanding of campus resources and how students interact with these resources
- Work closely with assigned FYE Peer Mentor and incorporate them in the classroom\*
- Knowledge of Blackboard from Instructor and student side
- Knowledge of Zoom/Blackboard Collaborate and how to engage with students in an online environment
- Confirm the course requirements and the learning outcomes are met
- Monitor student achievements and assess student's overall progress
- Utilize Starfish (CSU's online early alert and attendance tracking system) to track student progress and make referrals when necessary
- Meet with students to discuss their grade or course information (as needed)
- Calculate and enter both midterm and final grades in CampusNet
- Assist FYE in execution of FYE survey during the final class meeting to ensure proper assessment of the course

- Submit course syllabus to First Year Experience
- Attend instructor trainings (Summer 2022: One virtual training for all instructors and a pre-training session required for all first-time instructors)
- Attend and participate in at least three on-going professional development (one a month) through the duration of the term

\*The PNC Foundation grant-funded Peer Mentor Program is entering year five. In Fall 2022 we will be able to assign a FYE Peer Mentor to most offered sections. To learn more about our Peer Mentor Program visit our [website](#)

**Required Trainings & Meetings:**

- Instructor Training (virtual, August 2022) with access to online modules in July 2022 to complete
  - A pre-training session required for all first-time instructors
- Course Syllabus must be submitted to First Year Experience via the Blackboard Instructor Resource Community

For more information, visit our [website](#) or contact:

Samantha Phillips, MAEd. - Manager, First Year Experience  
[s.m.phillips16@csuohio.edu](mailto:s.m.phillips16@csuohio.edu)  
216-687-3734.