




First Year Experience Seminar

Cleveland State University Introduction to University Life Course Syllabus Fall 2016 - ASC 101 Section: _____

Day:
Time:
Location:
Office Hours: By Appointment

Instructor:
Office:
Phone:
Email:
 @CSU_FYE (CSU FYE/ASC 101)



Required Text: Students will be using the “Cleveland Historical” App as part of their Cleveland Based Experience, Cleveland State University and local career options. App may be downloaded for iPhone or Android devices. To go directly to the website, click on <http://clevelandhistorical.org/>

COURSE DESCRIPTION

Introduction to University Life is a one-credit course that serves to enhance student’s understanding of higher education and transitioning from high school to college. Special emphasis is placed on the nature and value of a college education in relationship to one’s intellectual development, degree attainment, career success, and quality of life. We will spend time getting to know the people, services and offices of this University. This class will facilitate understanding of faculty expectations, various learning and teaching styles, and University Policies and procedures pertaining to the individual student. Students will build strategies in collaborative learning and form a strong peer network to help make them successful students.

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 enable them to set goals in order to succeed academically in a multi-cultural community.
- To create an atmosphere in which students can discuss issues that they encounter as newly-admitted CSU students through asking questions and sharing experiences with fellow students, faculty, advisors, and mentors.
- To encourage students to erase the boundaries between Cleveland State University and the city of Cleveland and to develop connections between their academic work and the social, political, and cultural issues that inform the life of the city.

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 in-class reflections and online modules.
- 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 Starfish, navigate the CSU website, email, and Blackboard; compose a document in Microsoft Word and send it as an attachment; etc.) through completion of the assignments, Blackboard Module, Library Visit, and in-class activities.
- Students will demonstrate satisfactory levels of oral communication and written competency through written course assignments and presentations.
- Students will utilize and incorporate 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, out of class Campus Service Events.
- In this learning community students will explore civic engagement in the surrounding city. Through this process they will become aware of the relationship between the current social, political, and cultural issues in the city and students attending an urban university. Students will discover the role they can take in shaping the city in which they live and learn. They will do so through the completion of a series of focused, Cleveland-Based Learning activities.

STUDENT RESPONSIBILITIES

***As for all college courses, students 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

Work is due on the date indicated on the syllabus. If you are absent on the day that an assignment is due, make arrangements with the instructor before the time the class meets. You are responsible for completing all of the work you miss on the day that you are absent. Participation is required in class. The completion of "In Class" assignments requires your interaction with others in your group. Missing class means you will not be able to complete the assignment.

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 the following components:

Active Learning Classroom

This is an active learning classroom. Which means you and your fellow classmates will be exploring the different topics in class and occasionally out of class. 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 on a college campus, as well as what makes this experience unique. Activities will be announced in class.

Discussions/Class Participation

Prepare for each class session by completing any assigned materials in advance and identifying topics that may need additional clarification in class. Make full use of this 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 are prepared.

Assignments

You will be assigned out-of-class work to reinforce, clarify, and demonstrate your mastery of the course material. Out-of-Class assignments are generally due at the beginning of class on the assigned date and time.

Campus Services Events - You will be required to attend one Campus Service Events. A list of possible academic resources can be found in Blackboard. Available in Google Calendar is a list of some of the academic and non-academic events scheduled on campus.

https://calendar.google.com/calendar/embed?src=10f6sqaekj9gs3h4egp55m563c@group.calendar.google.com&ctz=America/New_York&pli=1

It is your responsibility to choose and attend an event 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 will be taken at the beginning of class. If you are not present when attendance is taken you are marked absent. If you arrive late, be sure to see the instructor after class to turn your absence into a tardy.
- We know that everyone has a bad day where you are sick, running late, or the car breaks down. But remember, much of the work we do in class cannot be made up. To complete the outside projects and assignments you will need to be in class to receive the required information.
- 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.
- Introduction to University life is an interactive class, meaning in class you will be exploring topics with fellow classmates. The majority of your course grade will be based on what happens in class. Being absent can lead to not passing this class.

COURSE GRADE: Your final grade in the course will be based on the following:

Class Evaluations	<p>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:</p> <ul style="list-style-type: none"> • You must earn a minimum 70% of the points available in the class. • Students must earn an S (70%) or better to adequately complete the course. Grade of U (69% or below) requires the student to retake the course which may further delay progress towards a degree/major. <p>GRADING SCALE:</p> <ul style="list-style-type: none"> ○ S = (100% – 90% = A, 89-80% = B or 79-70% = C) ○ U = (69% and below) 	
Assignments	<p>Successful Start Weeks 1-4</p> <ul style="list-style-type: none"> ✓ Modules (Blackboard and Systems) - 20 points ✓ Self-Reflection - 10 points ✓ Class Participation – 30 points <p>Navigating Resources Weeks 5-8</p> <ul style="list-style-type: none"> ✓ Modules (Harassment and Degree Audit) – 15 points ✓ Getting to Know Your Professor - 15 points ✓ Self-Reflection – 10 points ✓ Class Participation – 30 points <p>Pathways to Success Weeks 9-12</p> <ul style="list-style-type: none"> ✓ Cleveland Based Learning Project – 80 points ✓ (Self-Reflections, Group Presentation and Class Participation) Campus Service Event – 15 points <p>Strong Finish Weeks 13-15</p> <ul style="list-style-type: none"> ✓ Financial Aid Self-Reflection - 10 points ✓ Class Participation - 30 points <p>Commitment to the Course – Attendance 120 points</p>	<p>% of Grade</p> <p>15%</p> <p>20%</p> <p>25%</p> <p>10%</p> <p>30%</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.

Nondiscrimination Statement:

The University prohibits discrimination/harassment toward individuals of the University community on the basis of race, sex (including pregnancy), religion, color, age, national origin, veteran and/or military status, genetic information, or disability and discrimination/harassment toward individuals for other reasons such as sexual orientation, gender identity and/or expression, marital status or parental status. The University will conduct its programs, services and activities in accordance with applicable federal (including Title IX of the Educational Amendments of 1972), state and local laws, regulations and orders and in conformance with University policies. The University will not tolerate discrimination/harassment of its faculty, staff or students by persons conducting business with or visiting the University, even though such persons are not directly affiliated with the University. A Notice of Nondiscrimination can be found at: https://www.csuohio.edu/sites/default/files/Notice%20of%20Nondiscrimination_0.pdf Any individual who has questions or concerns related to discrimination or wants to report discrimination should contact the Office for Institutional Equity (OIE) at 216-687-2223. OIE is located in the Parker Hannifin Administration Center (AC), Room 236.

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>

Plagiarism and Cheating

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. Plagiarism includes creating papers consisting of “copy/paste” material from other sources instead of your own ideas or words. The papers you write in class may be processed through turnitin.com to help control plagiarism. Always cite your sources, and if you are unsure whether plagiarism may exist in a particular situation, please confer with your instructor ahead of time

Withdrawal from this Class

If you decide that you do not want to attend this class (or any class for that matter), do not think it is OK. Even if you attend a class one time and do not appear again, you will receive a U grade for the course if you do not officially withdraw. You are not automatically withdrawn from courses you are not attending. All freshman students are required to visit All-in-One Enrollment Services (formerly Campus 411) before they can officially withdraw from a course.

This is a simple process that must be completed before the last withdrawal date for the semester.

Fall SEMESTER IMPORTANT DATES

Term Begins (Saturday)	August 27, 2016
First Weekday Class	August 29, 2016
Last Day to Join a Course Waitlist	September 2, 2016
Last Day to Drop with Full Refund	September 2, 2016
Last Day to Add (CampusNet Registration)	September 4, 2016
Last Day to Drop	September 9, 2016
Course Withdrawal Period Begins - 'W' Grade Assigned	September 10, 2016
Last Day to Withdraw from Courses	November 4, 2016
Midterm Grades	October 17-23, 2016
Last Day of Classes	December 9, 2016
Final Exams	December 12-17, 2016
Commencement (Sunday)	December 18, 2016
Fall Semester Student Incomplete Work Deadline	May 5, 2017
Labor Day (University Holiday)	September 5, 2016
Columbus Day (Tuesday no classes - offices open)	October 11, 2016
Veterans Day (University Holiday - Friday)	November 11, 2016

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