



Friday, July 10, 2015

FIRST YEAR EXPERIENCE – SDE-1010 COURSE SYLLABUS

Office Hours and Instructor Information: Class specific information on assignment and grading scale is provided on the course specific syllabus.

Program Mission Statement

Emphasizing critical thinking and appreciation of diversity, the Humanities department provides courses in communication, literature, politics, and philosophy.

College Mission Statement: Rhodes State College changes lives, builds futures and improves communities through life-long learning.

Dean of Arts and Sciences: Will Wells, Office: Science building, 260-N; Phone: 419-995-8213; wells.w@rhodesstate.edu ; Chair of Humanities: John Fallon, Office: Galvin Hall 205-R; Office phone: 419-995-8292 and cell phone: 614-403-3522.

TEXT AND MATERIALS / SUPPLIES

Cuseo, Joseph B., Aaron Thompson, Julie A. McLaughlin, and Steady H. Moone. *Thriving in the Community College & Beyond: Strategies for Academic Success and Personal Development*. Kendall Hunt Publishing, 2 ed., 2013. ISBN 978-1-4652-1314-3

COURSE OVERVIEW

Introducing strategies designed to promote student academic success across the disciplines and throughout the academy, this course emphasizes the skills and abilities which promote lifelong learning.

Prerequisites: None

Lecture and Class: 1 total semester credit hour with 1 hour lecture.

E-Portfolio Requirement:

This is a portfolio-designated course which requires students to submit a sample of their writing to the electronic portfolio database. In this course, the submission is the diversity paper. The student must satisfy this requirement as part of earning a grade for this course. If the student does not submit an electronic copy of this assignment to the database by the end of the semester, the student will not pass the class. The paper must be in Word and saved on a disk or in a computer file and may be submitted either from campus or from any location with Internet access.

Instructions for submitting the paper are explained on the Rhodes State College homepage (<http://www.rhodesstate.edu>) by clicking on the “Rhodes State E-Portfolio” link. Please read the FAQ’s on that site to gain a more complete understanding of the process. Assistance submitting papers to the e-portfolio can be found at the Academic Success Center (SCI 151).

SDE-1010: STUDENT LEARNING OUTCOMES

1. Students will be able to define academic success as it relates to their career goals.
2. Students will be able to demonstrate strategic learning techniques, e.g., note-taking, test-taking, and time management skills.
3. Students will be able to demonstrate an understanding of the value of human differences.
4. Students will be able to develop an overall awareness of financial literacy, particularly as it relates to the costs of college.
5. Students will demonstrate understanding of the General Education core skills and abilities: (1) Writing, (2) Global and Diversity Awareness, (3) Critical Thinking (4) Information Literacy, and (5) Computation Skills.
6. Students will be able to navigate the college environment, including such features as Canvas, Advising, Counseling, Financial Aid, the Academic Success Center, the Testing Center, and Career Services.

MAJOR ASSIGNMENTS and GRADING see course specific information on additional sheet.

TESTING AND EVALUATION

The following are **minimum** course assignments. More assignments may also be included at the discretion of the instructor.

- Introduction to campus resources (scavenger hunt exercise)
- E-portfolio Diversity and Global Awareness paper
- Financial literacy exercise
- Academic planning exercise (develop a course plan all the way through to graduation)
- Strategic Learning Exercises: note-taking, test taking, and time management
- Additional assignment chosen by the instructor
- Additional assignment chosen by the instructor

Minimum attendance required for passing is 6 / 8 classes. Any combination of two tardies or two times leaving class early equals one absence. Three absences results in failure of the course. Additional class specific information on assignments and grading scale may be provided by your instructor. On the following page are the point values for the required assignments:

Assignment	Points
Syllabus quiz	25
Introduction to campus resources (scavenger hunt exercise)	100
E-portfolio Diversity and Global Awareness paper	200
Financial literacy exercise	100
Academic planning exercise (develop a course plan all the way through to graduation)	200
Strategic Learning Exercises:	
Note-taking	25
Test taking	25
Time management	25
Additional assignment chosen by instructor:	100
Additional assignment chosen by instructor:	100
Quizzes, exams, additional in-class assignments	100
Total points for course	1000

Late policy: Assignments are due by the date indicated by the instructor. Assignments turned in late will receive a score of zero.

Grading scale

A	940	C+	780
A-	910	C	740
B+	880	C-	710
B	840	D	600
B-	810	E	599

This class has a list of additional assignments to be chosen at the instructor's discretion. Following is the list of available list of available optional assignments which will be chosen by the instructor:

- Social and emotional intelligences paper
- Campus / community event
- Career development activity (an extension of the Career Planning exercise—could include employment / professional site visits / interviews)
- Reading comprehension exercises
- Computational literacy assignment (calculating GPA)
- Stress, health and wellness journal
- Library assignment
- Resume / career builder
- Oral presentation

General Questions Discussion Forum

This class uses a Canvas Discussion Board at which you can post general, course-related questions. These questions might be about the syllabus, an assignment, paper, exam, etc. Do not contact your instructor via email for general course questions. You should post all such questions on the course discussion board. That way, all students will see the questions and responses. Chances are that other students will have similar questions as those posted on the discussion board. When you post a question, create a new thread.

If you have a question or an issue of a personal, confidential, or sensitive nature, you should contact your instructor by email. Do not post those types of questions on the General Questions Discussion Forum.

Weekly class schedule (Required assignments are highlighted in green.)

Week / Module	Book Chapters	Course content
One		Overview of course, including classroom expectations and course policies (syllabus) Overview of Canvas and STARS Introduce diversity and global awareness assignment Scavenger hunt—in-class activity
Two	1, 3, and 4	Introduce the academic planning exercise Introduce time management
Three	6 and 7	Strategic Learning exercises—in-class activity <ul style="list-style-type: none"> • Test-taking strategies • Cornell note-taking • Continue time management activity * Remind about diversity / global awareness paper coming up.
Four		Assignments chosen from the available assignment list (chosen at the instructor's discretion) for this week.
Five	9	Review Strategic Learning Activities Financial literacy assignment—in-class activity
Six	12	Academic planning exercise due
Seven	8	Diversity assignment due
Eight		Assignments chosen from the available assignment list (chosen at the instructor's discretion) for this week.

Please note the following policy on missing an exam or quiz:

If a student is absent on an exam, paper due date, or a quiz day, a score of zero will be recorded unless other arrangements have been made with the instructor.

COURSE GUIDELINES

Students are expected to adhere to the following guidelines:

1. Be present in class the entire time the class is in session.
2. Be responsible for everything presented, covered, and assigned in class.
3. Refrain from using cell phones without prior permission of the instructor.

ONLINE COMMUNICATIONS

Your Rhodes' official email address is: YourUsername.x@rhodesstate.edu. This is the primary way the college will communicate with you. You are responsible for checking your Rhodes mail every day.

Rhodes' email is your official communication tool. Check it often!

INSTITUTIONAL INFORMATION

Rhodes State College is a tobacco-free campus.

Student E-mail:

Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with college- and course- related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my e-mail," error in forwarding mail, or e-mail returned to the college with "Mailbox Full" or "User Unknown" is not an acceptable excuse for missing official College communications via e-mail. RSC recommends checking email once a week at a minimum in recognition that certain communications may be time-critical.

Students are expected to use proper etiquette when submitting emails to College personnel. When sending emails, the College expects students to exhibit the same professionalism and respect to College faculty and staff as you would in person; use a positive tone and use correct spelling and grammar before sending the email.

Attendance

Regular attendance is needed to gain an understanding of the course's content and to satisfactorily demonstrate required competencies. Lack of attendance will negatively impact the earned grade and if flagrant, could result in a grade of "E" which may negatively impact a student's financial aid eligibility. Three absences equals failure of the course. (See Federal Student Aid Handbook for further information.)

Withdrawal

A student who registers for classes, but who decides not to attend the College must officially withdraw from the College dropping their classes. Failure to officially withdraw will result in the student being awarded grades of “E” in all courses, and the student being required to pay all assessed fees even though the student has actually left the College.

Students are responsible to officially drop/withdraw from all courses which they are registered when they decide to no longer attend. If a student does not initiate an official drop/withdraw within the Office of Advising, the institution has the right to identify a date of drop/withdraw.

Students identified as not attending will be withdrawn failing “WF” by the college beginning the 6th week of the semester. (Federal Student Aid Handbook, Vol. 4, Ch 3). Students will be notified of the action by U.S. mail. If attendance is a required element of the course and this is stated in the course materials, lack of attendance may result in a grade of “E” rather than “WF.”

Incomplete

An “I” indicates that the work of the student in the course is qualitatively satisfactory, but that for legitimate reasons a small fraction remains to be completed; or that the record of the student in the course justifies the expectation that he or she will obtain a passing grade, but he or she has been unavoidably absent from the final examination.

The grade “I” shall be temporarily recorded on the student’s grade report. The student must complete the work and the instructor must report the final grade at the earliest possible time, but not later than the sixth Friday following the first day of the semester subsequent to the one in which the “I” was received (not counting summer term). Upon the request of the student to the instructor, within the six week period, the Vice President for Academic Affairs may for good reason allow a student additional time in which to complete the work. Generally, this shall not be longer than the end of the semester following the semester in which the “I” was received. As soon as the incomplete work has been made up, the instructor, or in the case of his or her absence from the College, the Dean, shall ensure the proper grade is entered on the student’s record.

Until such time as the final grade is recorded, the credit hours in the incomplete courses shall not be counted or considered for any purpose. In no case shall a student who has received the grade “I” be permitted to repeat the course in which such grade was received until such time as the “I” has been removed. If the student fails to complete the coursework, the final grade will be determined by giving the student a zero on all remaining and unfinished work. These zeros will be used to calculate the final course grade. Students who are unsuccessful in a required competency (as defined in the syllabus) will receive an “E/U” grade. Note: A student’s Financial Aid Status and/or Academic Standing will be affected by the Incomplete.

College Closures:

Please sign up for **Rhodes Alert** which can be found on the Rhodes State College website. Rhodes Alert was created to provide students with Emergency Notifications in the event of Weather Emergencies, Weather Closures, and Campus Security Threats. These notifications will be delivered via phone, email, and text message. The local TV and radio stations also post information about College closures.

Weather Delays and Cancellations:

In the event that weather forces a delay to the start of the academic day, the College will announce when classes will begin. Classes starting and ending prior to the announced start time are cancelled. If the class starts before the announced start time but still has more than 30 minutes of class remaining after the start time, that class will begin at the announced specific time and end at its normal time.

For example, if the College delays until 10:00 a.m., a class starting at 8:00 a.m. and ending at 10:20 a.m. would be canceled for that day. If, however, a class begins at 9:30 a.m. and has an ending time of 11:00 a.m., it would be held from 10:00 a.m. to 11:00 a.m. that day.

This same 30 minute rule will be used in the event of an early closure of the College. The portion of the class which was scheduled prior to the announced closure time would be canceled if the start time is 30 minutes or less before the closure time.

For example, if the College announces a 6:00 p.m. closing time, classes that begin at 5:30 p.m. would be canceled. If a class is scheduled to begin at 5:00 p.m. on that same day and had a 7:30 p.m. end time, the class would run from 5:00 p.m. to 6:00 p.m. on that day.

Because student travel to clinical/practicum experiences may begin at an early hour, program leadership may delay the start to enable the College to assess weather conditions and allow for the College's communication process to occur.

When the College does not issue an official delay or cancellation, students are expected to exercise their mature judgment in determining whether to attend classes or activities sanctioned by Rhodes State College. In accordance with procedures established by each individual faculty member, students are accountable for any material missed during an absence without an official delay or announced cancellation. In all cases, students are expected to pursue, by their own self-directed efforts, the course content, activities, and assignments for which they are responsible during the period of absence.

Emergency Procedures:

Students are responsible for following appropriate campus emergency procedures. Students are encouraged to review the Building Emergency Action Plan on the college website:

(<http://www.rhodesstate.edu/About%20Rhodes/College%20Offices%20and%20Departments/Security-Safety/Emergency%20Information.aspx>)

Student Resources:

Testing Center: TL132, 419-995-8476

Advising: PS 148, 419-995-8400

Campus Security: TL150, 419-995-8499

Financial Aid: PS 150, 419-995-8800

Library – Cook Hall, 419-995-8326

Career Services: PS 150, 419-995-8352

Accommodative Services: TL 132, 419-995-8498

Computer Help Desk: KH 102, next to the open computer lab, 419-995-8069

Tutoring:

Academic Success Center: SCI 151 and SCI 240, 419-995-8039

ADA Reasonable Accommodations: Accommodative Services supports all students with documented disabilities who are enrolled for credit. Students who have documented disabilities and feel they would benefit from accommodations at Rhodes State should contact Accommodative Services in person in the Technical Education Laboratory building, Room 132 (TL 132), via email at AccommodativeService@RhodesState.edu, or via telephone at 419-995-8498. Students must meet with Accommodative Services, receive an Accommodations Letter, and present the letter to the instructor **before accommodations take effect. Accommodations are not retroactive.**

Plagiarism: Plagiarism is defined (As per Rhodes State Student Code of Conduct), as “The unacknowledged use (intentional or unintentional), by paraphrase or direct quotation, of the published or unpublished work of another person or agency engaged in the selling of term papers or other academic materials. Acknowledgement must be in accordance with course guidelines, and documentation must occur whenever a student uses direct quotations; copies a table, chart, or diagram; constructs a table from data provided by others; paraphrases a passage; summarizes a passage; presents specific examples, figures, or factual information from a specific source and uses it to explain or support his/her judgments. Plagiarism covers the use of print, electronic, filmed, and broadcast material.” Students are encouraged to review the Code of Student Conduct on the college website (<http://www.rhodesstate.edu/currentstudents>) for examples of academic dishonesty.

Submitting Substantially The Same Work. Submitting substantially the same work to satisfy requirements for one course that has been previously submitted and satisfied the requirements for another course, without permission of the instructor for which the work is being submitted and

without including the original work for comparison is not permitted. See Section 10.5, paragraph 5 of the Code of Student Conduct.

Academic Honesty All class members are assumed to be honest. Attempting to deceive, defraud, or use dishonesty for one's own gain will not be tolerated in any form. Cheating during any class activity is unethical and compromises the integrity of the college and subverts the process of education (note: individual programs may impose greater penalties). Cheating may result in a grade of "zero" for the activity. Instructors may submit questionable behavior to the office of the Vice President for Academic Affairs who will bring the incident to the attention of the Academic Integrity Council. Students are encouraged to review the Code of Student Conduct on the college website (<http://www.rhodesstate.edu/currentstudents>) for examples of academic dishonesty.

This course has been approved by the General Education Task Force as a General Education course: Yes ☒ No ☐

This course has been approved for the Ohio Transfer Module. Yes ☐ No ☒

This course has been approved as an Ohio TAG: Yes ☐ No ☒

This syllabus can be changed at the discretion of the lead instructor and / or chair of the program. Rhodes State College.

Course specific assignment descriptions, deadlines, and policies are included on the course additional sheet.