

IS 100: College Experience
M/W/F
Spring 2013

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Peer Educator: Email:	Office Area: Hours:

Course Description:

This course is designed to help you transition to life at Washburn University and achieve success in college. Lectures, discussions, and media presentations will be incorporated throughout the class to enhance your learning experience. Come prepared to be an active participant in your education! Keep in mind that IS 100 College Experience is an 8-week course (August 19-October 11) followed by the other 8-week component, IS 170 Library Research Strategies (October 14-December 6).

During this course you will learn several useful strategies in maximizing self-awareness, establishing goals, developing supportive relationships, identifying your preferred learning styles, managing time, taking notes, reading and studying text while increasing comprehension, developing vocabulary, organizing papers, and making effective presentations. The more you participate in class and use the strategies the course covers, the greater the benefit you will discover.

Your textbook covers the following eight chapters:

1. Getting Started	5. Improving Memory & Reading
2. Exploring Your Personality & Major	6. Taking Notes, Writing, & Speaking
3. Learning Style & Intelligence	7. Test Taking
4. Managing Time & Money	8. Thinking Positively About the Future

Course Goals:

1. To promote active learning as well as involvement and responsibility in the lifelong learning process.
2. To assist you in the development of life management skills.
3. To engage you as a student at WU.
4. To explore topics that are of interest to you – What's on *your* mind?

Course Objectives: In the College Experience course the student will...

- ✓ Be able to identify study skills that help make one successful in college.
- ✓ Be able to identify the university services and facilities unique to the Washburn campus.
- ✓ Be able to navigate the my.washburn online computer system and the D2L learning management system.
- ✓ Understand the value of curricular *and* co-curricular activities in the development of a Washburn graduate.
- ✓ Explore potential majors and career fields.

Textbook & Materials:

Averill, Thomas Fox. *Rode*. Albuquerque: University of New Mexico Press, 2012.

Fralick, Marsha. *College and Career Success: Concise Version*. 5th ed. Dubuque: Kendall Hunt, 2011.

It is strongly recommended that you have a notebook/file/folder designated for this class as there will be a variety of handouts distributed. We will also be using activities and handouts found online. It is crucial that you have online access. The university has many locations where you can work online if you do not have your own computer.

Class Structure & Policies:

Attendance & Participation: Attendance is mandatory for all class meetings and **will count for approximately 25% of your total grade**. You are expected to arrive promptly, be attentive to fellow students as well as the instructor, participate in classroom discussions and group work, and read the assigned material in advance (by the date listed). If you miss a class, it is your responsibility to find out what you missed and get any handouts that were used in class. Please note that most PowerPoint presentations and handouts will be uploaded to D2L for your review.

Classroom Behavior Tips:

- Arrive on time.
- Don't pack up until you are dismissed.
- **No text messaging.**
- No headphones.
- Newspapers, other reading and homework from other classes are NOT allowed.
- Be respectful of the person who is speaking by giving him/her all your attention (including another student, an invited speaker, instructor, etc.).
- If you bring food/drink with you, take it with you.
- If you need to leave early from class, obtain instructor approval at the beginning of class.
- If you leave early without permission, you will be counted as absent.
- If you arrive late to class, you will be counted as absent.

Written Work: Writing is an important skill that will be integral to your success in college. While it is not important that assignments always be typed, assignments should be neat, legible, and well written. If it is illegible, no points will be given for it. You will find a first draft is rarely acceptable in any of your courses.

Late Assignments: You are responsible for submitting assignments **by/on the due dates** discussed in class.

Course Assignments:

Throughout the semester you will be given various homework assignments. These exercises may include those from the textbook, summaries, personal reflections, etc. Most of these can be found in our D2L course supplement online and will be formally assigned in class. Please plan ahead if you know you will be absent.

FINAL Project: You will receive a specific information sheet on this, but think of it as a history of your first semester at Washburn University.

- **WU Passport Activity** – Three times throughout the course you will need to attend an extracurricular activity, take a photo, and write a brief summary of your experience. You will receive an assignment sheet on this.

	POINTS	POINTS RECEIVED
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Attendance (5/class)	120	
Discretionary Assignments	20	
Academic Autobiography/What Do You Want From College	20	
Self-Assessment	10	
University Resources Hunt	20	
Time Management Assignment	20	
MAP-works	20	
VARK	20	
Kiersey Temperament Sorter	15	
Describing Your Multiple Intelligences	10	
Goal Setting	15	
Surveying a Textbook Chapter	15	
Book Report/iRead	20	
Note-taking Evaluation	20	
Test-Taking Assignment	15	
Career Exploration Assignment	15	
"Lab section" attendance	25	
Final Project w/Passport Activities	100	
TOTAL	500	

Grading Scale:

POINTS	GRADE	PERCENTAGE
448-500	A	90-100%
398-447	B	80-89%
348-397	C	70-79%
298-347	D	60-69%
0-297	F	0-59%

In addition to in-class activities and assignments, we will also be utilizing the D2L (Desire to Learn) online course management system. Specific assignments will be given in class and can also be found by checking the D2L system News items on the course home page.

Schedule:

Week	Days/Dates	Class Session	Reading Asgt./Topic	Assignments
1	M-8/19	Class #1	Ch. 1-Getting Started	Self-Assessment Academic Autobiography/What Do You Want From College
	W-8/21	Class #2		
	F-8/23	Class #3		
2	M-8/26	Class #4	Ch. 4-Managing Time & Money	Time Management Assignment Goal Setting University Services Hunt
	W-8/28	Class #5		
	F-8/30	Class #6		

3	M-9/2	NO CLASS- LABOR DAY	Ch. 2-Exploring Your Personality & Major	MAP-works Career Exploration Assignment
	W-9/4	Class #7		
	F-9/6	Class #8		
4	M-9/9	Class #9	Ch. 3-Learning Style & Intelligence	VARK MBTI/Kiersey Temp. Sorter Multiple Intelligences
	W-9/11	Class #10		
	F-9/13	Class #11		
5	M-9/16	Class #12	Ch. 5-Improving Memory & Reading	Surveying a Textbook Chapter Book Report Assignment Memory Assignment Mind map Assignment
	W-9/18	Class #13		
	F-9/20	Class #14		
6	M-9/23	Class #15	Ch. 6-Taking Notes, Writing, & Speaking	Note-taking Evaluation
	W-9/25	Class #16		
	F-9/27	Class #17		
7	M-9/30	Class #18	Ch. 7-Test Taking	Test-Taking Assignment
	W-10/2	Class #19		
	F-10/4	Class #20		
8	M-10/7	NO CLASS – FALL BREAK	Ch. 8-Thinking Positively About the Future	Final Project (W/Passports)
	W-10/9	Class #21		
	F-10/11	Class #22		

UNIVERSITY ADDITIONS – COURSE SYLLABUS

Mission of the University:

Washburn University enriches the lives of students by providing opportunities for them to develop and to realize their intellectual, academic, and professional potential, leading to becoming productive and responsible citizens. We are committed to excellence in teaching, scholarly work, quality academic and professional programs, and high levels of faculty-student interaction. We develop and engage in relationships to enhance educational experiences and our community. *Washburn University Board of Regents, 2010*

Definition of a Credit Hour:

For every credit hour awarded for a course, the student is typically expected to complete approximately one hour of classroom instruction, online interaction with course material, or direct faculty instruction and a minimum of two additional hours of student work each week for approximately 15 weeks for one semester or the equivalent amount of work over a different amount of time.

Academic Misconduct Policy:

All students are expected to conduct themselves appropriately and ethically in their academic work. Inappropriate and unethical behavior includes (but is not limited to) giving or receiving unauthorized aid on examinations or in the preparation of papers or other assignments, or knowingly misrepresenting the source of academic work. Washburn University's Academic Impropriety Policy describes academically unethical behavior in greater detail and explains the actions that may be taken when such behavior occurs. For guidelines regarding protection of copyright, consult <http://www.washburn.edu/statements-disclosures/copyright/index.html>. For a complete copy of the Academic Impropriety Policy, contact the office of the Vice President for Academic Affairs, Bradbury Thompson Alumni Center Suite 200, or go on-line to: <http://www.washburn.edu/faculty-staff/faculty-resources/faculty-handbook/faculty-handbook-section-7.html>.

Student Health Services/WU Counseling Services:

Student Health Services (SHS) works closely with WU Counseling Services to provide support for students experiencing challenges with learning and adapting to university life. SHS also offers urgent care for illness and injury, sports, school, and travel abroad physicals, well woman exams, immunizations/vaccinations and care of chronic illness such as diabetes and high blood pressure. More information can be found at <http://washburn.edu/current-students/services/health-services/index.html> and <http://washburn.edu/current-students/services/counseling/index.html>

Disability Services:

The Student Services Office is responsible for assisting in arranging accommodations and for identifying resources on campus for persons with disabilities. Qualified students with disabilities must register with the office to be eligible for services. The office MUST have appropriate documentation on file in order to provide services. Accommodations may include in-class note takers, test readers and/or scribes, adaptive computer technology, brailled materials. Requests for accommodations should be submitted at least two months before services should begin; however, if you need an accommodation this semester, please contact the Student Services Office immediately.

Location: Student Services, Morgan Hall Room 135 (new location)

Phone: 785-670-1629 or TDD 785-670-1025

E-Mail: student-services@washburn.edu

Students may voluntarily identify themselves to the instructor for a referral to the Student Services Office.

Office of Academic Advising:

As a Washburn student, you may experience difficulty with issues such as studying, personal problems, time management, or choice of major, classes, or employment. The Office of Academic Advising is available to help students either directly through academic advising, mentoring, testing and developing learning strategies or by identifying the appropriate University resource. If you feel you need someone with whom to discuss an issue confidentially and free of charge, contact Academic Advising in Morgan 122, 785-670-1942, advising@washburn.edu.

Withdrawal Policy:

During fall and spring semesters, students may go online and withdraw from full semester courses through the second week of class with no recorded grade. From the third through the eleventh week a "W" is recorded for any dropped course. After the eleventh week, there are NO withdrawals, and a grade will be assigned for the course. These deadlines will be different for short-term, out-of-sequence, or summer courses. To view the deadline dates for your courses visit the "Last Day" Deadlines web page at: <https://www2-prod.washburn.edu/self-service/coursedates.php> Depending on the timing of the request to withdraw from a course, students may be responsible for repaying all or a portion of their financial aid. **Students who do not attend their courses and fail to officially withdraw themselves will receive a grade of "F" and may also be**

required to repay all or a portion of their financial aid based on their non-attendance. For further information, contact the Financial Aid Office at 785.670.1151 or e-mail financialaid @washburn.edu.

Attendance/Administrative Withdrawal:

Although it is the student's responsibility to initiate course withdrawals, an instructor, after due notice to the student, may request withdrawal of the student from a course because of nonattendance through the same date as the last day a student may withdraw from a course. This would NOT absolve the student of financial responsibility for tuition/fees for the course in question. The inclusion of this information in the course syllabus is considered due notice.

Official E-Mail Address:

Your Washburn University e-mail address will be the official address used by the University for relaying important messages regarding academic and financial information and the University will consider this your official notification for important information. It may also be used by your instructors to provide specific course information. If you prefer to use an alternate e-mail address to receive official University notices, you can access your MyWashburn e-mail account, choose the "Options" tab, and select "Settings", scroll to the bottom of the screen, click enable forwarding and enter the e-mail address you would like your Washburn emails forwarded to in the "mail forwarding" area. Click add and then click on save changes. This will complete the process of forwarding your Washburn e-mail. It is your responsibility to ensure that your official e-mail box does not exceed your message quota resulting in the inability of e-mail messages to be accepted into your mailbox.

Success Week:

Success Week for undergraduate students is designated as the five week days preceding the first day of scheduled final examinations each Fall and Spring semester. Success Week is intended to provide students ample opportunity to prepare for final examinations. For academic programs, the following guidelines apply:

A. Faculty are encouraged to utilize Success Week as a time for review of course material in preparation for the final examination. If an examination is to be given during Success Week, it must not be given in the last **three** days of Success Week unless approved by the Dean or Department Chair. Assignments worth no more than 10% of the final grade and covering no more than one-fourth of assigned reading material in the course may be given.

B. Major course assignments (extensive research papers, projects, etc.) should be due on or before the Friday prior to Success Week and should be assigned early in the semester. Any modifications to assignments should be made in a timely fashion to give students adequate time to complete the assignments.

C. If major course assignments must be given during Success Week, they should be due in the first **three** days of Success Week. Exceptions include class presentations by students and semester-long projects such as a project assignment in lieu of a final. Participation and attendance grades are acceptable.

The Success Week policy excludes make-up assignments, make-up tests, take-home final exams, and laboratory examinations. It also does not apply to classes meeting one day a week for more than one hour. All University laboratory classes are exempt from this policy.

IS 100 Syllabus Contract

Ann Callies

I, _____, received a copy of the syllabus, and I had ample time to read it and ask questions. Furthermore, I understand that success in this class requires my:

- (1) Reading and understanding and completing assignments.
- (2) Understanding and obeying the rules for avoiding plagiarism.
- (3) Respecting the ideas and opportunities of others.

(Signature)

(Date)

Student Contact Information

Please fill in the following information where I might reach you during the semester:

<p>Best phone # to reach you <i>Please note if this is <u>not</u> a cell phone.</i></p>	<p>()</p>
<p>Email address</p>	<p>WU account: _____ @washburn.edu Alternate account: _____ @ _____</p>

Do you use text messaging on your phone? **Yes/No**