



College of Arts and Sciences Syllabus for FYE, Fall 2011



US 10097: First Year Experience, College of Arts and Sciences

August 29-December 9

Section 26, Fridays, 12:05 to 12:55, Bowman 301

Instructor: Michael Rothstein

Office location: 268 Mathematical Sciences Building (Building with the wavy roof)

Office hours: Monday 2-5, Wednesday 2-3:30, 5:30-7:00 Friday 1:30-3:30

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Office phone: 330-672-9065

Instructor's Website: <http://www.cs.kent.edu/~rothstei>

Student Success Leader: Unfortunately, we did not get a Student Success Leader, but Guests will come to discuss those aspects of the course which the instructor cannot cover.

Course Description

US 10097 assists students in making a successful transition to the university through experiential or intellectually engaging discipline-based content. Required of all first year students. (Not required of transfer students with 25 or more credit hours.) One credit hour. Letter-graded.

Prerequisite: none.

Course Objectives

This course will help you, the student, in your transition to college life at Kent State University and is intended to connect you to the University, College, faculty, and fellow students. In addition, this course should help you learn about university and college policies and procedures, university technology, key dates and deadlines, academic skills, academic advising, and preregistration/scheduling. The new Graduation Planning System (GPS), plagiarism prevention, and the Honor Code will also be introduced. FYE is also designed to help you address your particular concerns and questions. We will also explore some ways in which computers affect your life and how you can take advantage of them.

Required reading/information sources

KSU Undergraduate catalog: available from <http://www.kent.edu/catalog/2011/index.cfm>

This syllabus, updated as necessary, will be available in the instructors website at http://www.cs.kent.edu/~rothstei/fall_11/FYE_syllabus.pdf.

Registration Information

University policy requires all students to be officially registered in each class they are attending. Students who are not officially registered for a course by published deadlines should not be attending classes and will not receive credit or a grade for the course. Each student must confirm enrollment by checking his/her class schedule (using Student Tools in FlashLine). Registration errors must be corrected by the student prior to the deadline.

Dropping a class/withdrawal deadline: September 11 is the last day to withdraw ('drop' a class)

before a grade of “W” is assigned (on the transcript). Between September 12 and November 6, a student who withdraws from this course will have a grade of “W” assigned (on the transcript). Important fall dates and deadlines can be found at

http://www.kent.edu/registrar/calendars/stu_important_fall.cfm .

Students with Disabilities

If you have a documented disability and require accommodations to obtain equal access in this course, please contact the instructor at the beginning of the semester or when given an assignment for which an accommodation is required. Services for students with disabilities at Kent State University are based upon documentation. In order to be eligible, the student must provide Student Accessibility Services (SAS) with a statement from a doctor or qualified psychologist which meets the standards for indicating the presence of a disability, in accordance with Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act. It is the student’s responsibility to provide Student Accessibility Services with this documentation. Services cannot be provided until this documentation is submitted and approved. SAS is found in the DeWeese Center and is available by V/TDD at 330-672-3391.

COURSE REQUIREMENTS

To successfully pass this course, a student must comply with the following requirements:

Attendance: Classes are premised on the KSU policy that regular attendance is expected. If students anticipate an absence, they should consult with the instructor individually. In the event the absence was due to illness or injury, verification from the medical professional treating the illness or injury should be presented to the instructor (KSU Catalog, 2011).

Class absence: Legitimate reasons for absence include, for example, illness, death in the immediate family, religious observance, academic field trips, participation in an approved concert or athletic event, and direct participation in university disciplinary hearings. Even though any absence can potentially interfere with the planned development of a course, and the student bears the responsibility for fulfilling all course expectations in a timely and responsible manner, instructors will, without prejudice, provide students returning to class after a legitimate absence with appropriate assistance and counsel about completing missed assignments and class material. This requirement is worth 15 points (one per class period)

COURSE REQUIREMENTS (continued)

Mandatory advising appointment with the College, in order to prepare for course registration and develop the mandatory GPS Educational Plan: choose either #1 or #2 :

1. **Schedule a one-on-one advising appointment** with a College advisor in 105 Bowman no later than **November 4** (week 10). Note: there are NO walk-in appointments. This appointment is made by the student two weeks prior to the date desired, via the link found on <http://www.kent.edu/cas/undergraduate/advising/>. Helpful hint: do not procrastinate in making the appointment. Those who wait until the last minute may find there are no appointments available and will not receive credit for the assignment. Keep a copy of the appointment confirmation and get proof of attendance from the advisor. In order to encourage early sign-up, I will point as follows: the basic number of points is 20, but I will add 1 point for each 2 days you sign up before September 23 (for two weeks later). I will,

though, subtract, 1 point for each day you sign up after September 23. Note that you cannot sign up after October 23. In order to set the date, send me email stating when you set the appointment, and what the date of the appointment is. That, together with the advisor's card, should give you the credit.

2. Attend one of the College's October **group advising sessions** with an academic advisor (sign-up process, dates and times to be announced). (20 points)

To prepare for your appointment, be sure to visit the student tutorials on the GPS Audit and Plan, available from <http://www.kent.edu/gps/plan/students.cfm> . Be sure to bring your major (GPS) roadmap and Kent Core sheet to the advising session.

3. Internet access, in order to complete the On-line learning modules (starting the fourth week of the semester). The "KSU User Manual" involves a series of six lessons, each about 15 minutes long, that students will complete on-line. Topics to be covered include university technology, academic advising, policies, procedures, and deadlines, time management, course selection and preregistration, study abroad, self assessment, and goal-setting. To access the modules, go to <https://www.ehhs.kent.edu/stuPortal/lms/advisingMod.php> . (Troubleshooting: If you do not know your Flashline user name, please contact the Kent State Help desk at 672-HELP (672-4357)). Modules 1 and 2 should be completed in weeks 4-6; Modules 3 and 4 should be completed during weeks 7-9; Modules 5 and 6 should be completed by the final week of the semester. See attachments for more detail. Points: 5 per module, for a total of 30 points.

4. Completion of one Student Success Series Workshop at <http://www.kent.edu/success/programs/success-series.cfm> . Successful first-year students at Kent State University are those who learn how to utilize resources, resolve problems, and prepare themselves to take full advantage of their time on campus. The Student Success Series helps to promote this success by offering workshops on the common concerns and questions first-year students have during their transition to university life. Students are asked to register for an offering that is of interest using their FlashLine user name, print the confirmation e-mail, attend the presentation, and submit their stamped confirmation e-mail as proof of attendance.

Points: 10

5. KSU Faculty Interview: In order to encourage students to make connections with faculty members and assist them with feeling comfortable asking for assistance, students will conduct one informational interview with a faculty member teaching a course in which they are registered this semester. Students should plan in advance to attend office hours or set up an appointment with the faculty member. (Questions and assignment details are provided and attached to the syllabus.) Points: 10.

6. Completion of the University Library Skill Modules: Kent State students are able to perform academic work according to standards set by faculty members, departments, schools and colleges of the university. Library Skill Modules provide instruction on library and information literacy skills needed for successful research. (Module 7 covers plagiarism.) The modules are located in the VISTA online course for this class. Students should complete the quiz and score an 8 or better to receive points. The quiz can be taken as many times as needed. (10 points)

Choose one of the following, for 5 points:

7. Majors Fair, Wednesday, October 12, 10 am to noon, KSC Ballroom

8. May 4 activities (“Fire in the Heartland” video offered through the Student Success Series); other resources will be made available through the Blackboard Learn-FYE Resource Library at (see attachment).
9. Attend a university lecture, concert, sporting event, or theater performance.
10. Attend a function reflecting a culture, ethnic background, orientation, etc. different from your own.
11. Attend a meeting for an official student organization or university-sponsored event related to your major or career interest.

Additional expectations (the first should be included; the rest are provided for your consideration)

1. Academic honesty: University policy 3342-3-01.8 deals with the problem of academic dishonesty, cheating, and plagiarism. None of these will be tolerated in this class. The sanctions provided in this policy will be used to deal with any violations. If you have any questions, please read the policy at <http://www.kent.edu/policyreg/chap3/3-01-8.cfm> and/or ask.
2. Arrive on time for class and do not leave early.
3. Actively participate in all class sessions and be prepared.
4. Late submission of work: [explain your policy]
5. Missing class: it is the student’s responsibility to approach the faculty instructor about any missed classes, and to obtain any handouts or materials distributed.
6. Respectful Student Conduct: The College follows University regulations regarding student behavior in the classroom. It is expected that each student will be respectful to the instructor as well as to fellow classmates. Use of profanity, rudeness toward fellow students or the instructor, angry outbursts, refusal to participate in classroom activities, repeated tardiness, and leaving the classroom prior to class dismissal are just some examples of disruptive behavior. The instructor will ask the disruptive student to cease and desist and will inform the student of possible suspension and/or dismissal from the class. Guidelines pertaining to class disruptions are outlined in detail in the University Digest of Rules and Regulations. The Code of Student Conduct is available from <http://www.kent.edu/emsa/studentconduct/index.cfm> .
7. Classroom etiquette: Please be courteous—turn off and put away all electronic devices including cell phones and mp3 players. The use of these items is prohibited in the class. [Some instructors also prohibit laptops due to ‘surfing’ and email problems.]

Course grading

US 10097 is required for graduation. Each student must earn a passing grade in order to complete graduation requirements.

The weight of the different assignments is given above.

Grading scale:

	94 to 100=A	90 to 93= A-
87 to 89 = B+	84 to 86 = B	80 to 83 = B-
77 to 79 = C+	74 to 76 = C	70 to 73 = C-
67 to 69 = D+	64 to 66 = D	Under 60 = F

NF/SF Grading

The NF (Never Attended F) grade denotes that a student never attended one class session nor did the student formally withdraw from the course. The NF grade will count as an F (zero quality points) in computing grade point averages and will appear on the transcript.

The SF (Stopped Attending F) grade denotes that a student stopped attending the course and did not formally withdraw. The SF grade will count as an F (zero quality points) in computing grade point averages and must be accompanied by a date of last attendance in the course. Students missing more than two consecutive absences without electronic or verbal communication to the faculty member will receive a grade of SF for the course.

CLASS SCHEDULE (Subject to change)

Week 1 (September 2): Welcome and Overview, Syllabus review, making an advising appointment, advising website.

Week 2 (September 9) Short College advisor visit, using a word processor.
(September 11 is the last day to “Drop” a class without a W on transcript)

Week 3 (September 16) Using clickers.

Week 4 (September 23) Use of Flashline and Dashboard, email, GPS, Blackboard Vista,
Start of KSU User Manual online modules

Week 5 (September 30) Overview of academic advising, your advising portfolio, seeking out resources

Week 6 (October 7) *Second College advisor visit, to prepare students for course selection/preregistration and the new GPS Educational Plan requirement*

Week 7 (October 14) Preparing for preregistration. Time management. Course selection. Using the catalog.

Week 8 (October 21) Diversity, why it is important, life in foreign countries, study abroad.

Midterm grades for Freshmen starting October 19-Check yours in Flashline under Student Tools.

This week is your last chance to make your advising appointment, if any slots are left.

Week 9 (October 28) How do I tell whether to drop a class?

Week 10 (November 4) Is there more to college than just classes? How to tell good from bad.
November 6 is the last day to “Withdraw” from a class.

Week 11 (November 11) Enjoy Veteran's Day

Week 12 (November 18) Dealing with problems.

Week 13 (November 25) Enjoy Thanksgiving Weekend

Week 14 (December 2) Wrap-up and farewell.

Week 15 (December 9) Last week for this class (we do not meet Finals Week)
The last day for the modules is December 9

Your KSU User Manual Online Modules

Step 1: Purpose of the advising modules: a supplement to the US 10097 course. The modules are to provide pertinent and important information when you need it most, thus each module has a recommended time to complete. You should complete the advising modules as indicated by your instructor on your US 10097 course syllabus; otherwise feel free to complete them as needed.

Step 2: Getting Started: To access the modules visit:

<http://www.kent.edu/advising/index.cfm>

Click on the link for the Advising Modules found on the left column (instructions for use are provided within each module).

Step 3: Logging In: In order to receive credit for this lesson, you must enter your Kent State Flashline username in the box below and then click the "**Continue to Modules**" button below to begin the module. **Note:** Your Flashline username is the part of your email address before the @ sign.

Step 4: Troubleshooting: If you do not know your Flashline user name, please contact the Kent State Help desk at 672-HELP (672-4357).

**If you are not able to access the modules, or the link is not working, please email NEWATSKU@kent.edu

Step 5: Introduction: Read the introduction and purpose of the modules and log-in using your FlashLine user name.

Step 6: Quiz: Continue to the 6 question pre-test quiz (you must complete these before you can begin the advising modules).



Step 7: Complete Modules: Complete each module as recommended by your FYE instructor. Because your progress is not saved between sessions, once you start a module you will need to complete it in its entirety. You will need to **complete all of the modules** including a post-test survey by **Friday, December 9th, 2011** or as indicated on your US 10097 course syllabus. **College of Arts and Sciences**

Using the Graduation Planning System

If you are in the 2010 catalog to the present, use the GPS to check your degree progress (see what courses you have taken and what you still need)

Work with the GPS/Graduation Planning System by:

- Finding the roadmap for your program at www.kent.edu/gps
- Viewing the tutorials on GPS at <http://www.kent.edu/gps/plan/students.cfm>
- **Logging into [Flashline](#) and selecting the "Student Tools and Courses" tab.**
- **Select "Degree Audit and Plan" under the Graduation Planning System (GPS) list.** Your degree audit will appear.
 - Click "Process new" to be sure all of your information is correct and up-to-date. This report will show what courses you have taken, and what you still need to take for Core, University/College, and major/minor requirements.

Your course information is organized into blocks:

- The Header block contains your major and degree information. There is a direct link to your advisor.
- The degree block summarizes all of your degree requirements and indicates the fulfillment status of each. When all of these blocks are completed, you are ready to graduate.
- University requirements appear next. These include Destination Kent State, the Writing Intensive Course (WIC), and the diversity requirements.
- Block four lists the Kent Core requirements. Each category is displayed and includes all courses that are eligible to be selected. If you click on any of the classes you will find a course description and times when they are offered. As these requirements are satisfied, they will receive a green check mark. You also can see when the course was taken.
- The fifth block is the major summary. All major requirements, including concentration courses if needed, are listed here. Courses which have been satisfied or are currently in progress are so indicated. Some programs have an additional major requirement block. Courses will appear here if they are Kent Core courses but have minimum grade requirements or if they are required in the major but do not calculate in the major GPA.
- The next block lists all general elective courses. These are all courses that have not been used to satisfy a requirement in one of the previous blocks, but are

eligible to count toward degree hours. Transfer courses not already used may also appear here.

- If courses appear in the "Insufficient" block, it is because the grade does not qualify to be used toward the degree. Examples are W, F, AU. Any courses with forgiven grades will also display here. Courses in this block can never count toward graduation hours but the grades, unless forgiven, calculate in the GPA.
- The In-Progress block lists all courses in current and future registration.
- The last block is labeled "Ineligible." Courses found here cannot count toward graduation but do calculate in the GPA. These include classes that have exceeded a limit, such as too many hours of physical education classes, or courses that are duplicates. They also include developmental courses that do not count toward degree hours.
- *At the bottom of the page you will find a legend that will help you interpret symbols found throughout the audit.*

Information on cheating and plagiarism session

The students should be provided some education on the topic of cheating and plagiarism, as well as the University Honor Code (provided below).

Resources:

Blackboard Learn-DKS First Year Experience Resource Library: <https://learn.kent.edu>

see Campus Policies folder, then Cheating and Plagiarism section

University policy: <http://www.kent.edu/policyreg/chap3/3-01-8.cfm>

Library skills module on plagiarism – <http://www.library.kent.edu/page/10773>

Rob Kairis' (Stark campus) plagiarism workshop which he has agreed to share with FYE
<http://libguides.stark.kent.edu/content.php?pid=152142&sid=1291253> .

Purpose and explanation of the Honor Pledge

Starting in the Fall of 2010, Kent State University instituted an Honor Pledge. The initiative, begun in 2006, was the idea of members of the Student Advisory Council of the College of Arts and Sciences. Incoming students (typically those receiving this or another class session on plagiarism as part of the FYE course) are asked to read and consider signing the pledge. Students should understand the following before committing to sign the pledge:

1. Signing the pledge is completely voluntary. Students are under no obligation to sign it and will not be penalized in any manner for not signing it.
2. The pledge is not a contract. It serves as a symbolic gesture or statement by each student signing that he or she will not commit an act of academic dishonesty.
3. Although added to the student's official university records, it does not indicate any different treatment. Whether or not a student signs the pledge will have no effect on how a student is treated if accused of an act of academic dishonesty.

As part of their presentation, FYE instructors should distribute two copies of the Code (which they will make) per student. Each student should be asked to sign and return one, and then the other copy can be retained for the student's own records. Faculty should submit their students'

signed honor pledges to the FYE Coordinator (Associate Dean Pam Tontodonato, College of Arts and Sciences, 105 Bowman Hall) who will keep track of who turned them in, and forward signed forms to the Registrar. The forms will be imaged and added to student records so that Deans will have access to the information when and if needed for chair and faculty requests.



Honor Pledge

In support of Kent State University's standards of excellence, honesty, integrity and academic accountability, I pledge, on my honor, to conduct myself at all times in accordance with university rules that prohibit cheating, plagiarism, or any other form of academic dishonesty.

As members of an academic community, in the spirit of self-motivated and self-disciplined learning, we must take greater personal responsibility for our actions and will not tolerate individual or collective inappropriate academic behaviors.

I understand that students and faculty have an ethical responsibility to ensure that the content of student work is original or cites appropriate sources for all programs at the university. I further understand that it is my responsibility to inquire of my instructors if I have any question as to how to authenticate any information that I include in work I submit as a course assignment.

I am aware that sanctions may be imposed at the discretion of my instructors and/or through the university's Judicial Affairs system for a violation of principles outlined in this statement, including:

Refusal to accept the work.

Failure of a specific assignment.

Failure in the course.

Expulsion from the university.

My signature on this document is an acknowledgement that I have read and understood its terms and agree to abide by them throughout my academic career at Kent State University.

Signature: _____ Username: _____@kent.edu

Printed name: _____ Date: _____

KSU Faculty Interview

Due _____

Conduct one live informational interview with a faculty member teaching a course in which you are registered this semester (but not this course!). Attend office hours or set up an appointment with the faculty member. The interview should last about 15-20 minutes. Ask the following questions and type the questions and responses. Please provide the professor's name, course name, and their contact information.

Introduce yourself, let the professor know why you are there, and let them know what class you have them for.

1. What was your career path? What jobs and experiences have led you to your present position?
2. Do you teach any other classes? If so, which classes?
3. What is your favorite thing about working at Kent State?
4. What is your advice for succeeding in this course?
5. What resources are good to know about in order to succeed in this course?
6. What was the last book that you read?
7. What is one piece of advice you would give to me as a first year student at Kent State?
8. *Choose 1 additional question that you come up with to ask!

*Be sure to thank them for their time

Campus Resources

<p>Academic Success Center 207 Michael Schwartz Center, 330.672.3190, http://www.kent.edu/asc/index.cfm ☐ Academic support in math, writing skills; study groups for large lecture Kent Core courses; peer mentoring for study skills, test taking, time management.</p>
<p>Career Services Center 261 Michael Schwartz Center, 330.672.2360, http://www.kent.edu/career/index.cfm ☐ Career and Major Exploration; On-Campus and Off-Campus Jobs; Academic Testing Services (CLEP).</p>
<p>Center for Adult & Veteran Services 181 Michael Schwartz Center, 330.672.7933, http://www.kent.edu/cavs/index.cfm ☐ Services specifically for adult students, students with children, and military veterans.</p>
<p>Center for Student Involvement 226 Kent Student Center, 330.672.2480, http://www.kent.edu/csi/index.cfm ☐ Information about Campus Organizations; Commuter and Off-campus Student Organization (COSO).</p>
<p>Counseling & Human Development Center 325 White Hall, 330.672.2208, http://chdc.educ.kent.edu/ ☐ Free Personal Counseling for students.</p>
<p>Office of International Affairs (now Office of Global Education) 106 Van Campen Hall, 330.672.7980, http://www.kent.edu/oia ☐ Information about studying abroad.</p>
<p>KSU Police Department Stockdale Building, 330-672-2212 (non-emergency number); Emergency phone 911, http://www.kent.edu/police/index.cfm</p>
<p>Recreational Services Student Recreation & Wellness Center, 330.672.4REC, http://www.kent.edu/recservices/index.cfm/ ☐ Information about Intramurals, Sports Clubs, Fitness, and Sports Activities.</p>
<p>Student Accessibility Services DeWeese Health Center, Voice/TDD 330.672.3391, email sas@kent.edu; http://www.registrars.kent.edu/disability ☐ Services for students with various types of disabilities.</p>
<p>Student Financial Aid 103 Michael Schwartz Center, 330.672.2972, http://www.kent.edu/financialaid/index.cfm ☐ Information about financial aid.</p>
<p>Student Legal Services 164 E. Main Street, Suite #203, 330.672.9550, http://www.kent.edu/sls/index.cfm ☐ Assist students in identifying and resolving legal problems.</p>
<p>Student Multicultural Center 206 Kent Student Center, 330.672.3560, http://www.kent.edu/academics/resources/smc/ ☐ Information and activities for students of color.</p>

Student Ombuds

250 Kent Student Center, 330.672.4050, <http://www.kent.edu/ems/ombuds.cfm>

□ Provide students confidential consultation in assisting with the possible resolution of any university-related concern, grievance, or appeal.

University Health Services

DeWeese Health Center, 330.672.2322, <http://www.kent.edu/uhs/index.cfm>

□ Various health services.

University Psychological Services

DeWeese Health Center, 330.672.2487, <http://www.kent.edu/uhs/psych/index.cfm>

□ Personal and Group Counseling.

Writing Commons

4th floor, Library, 330.672.1787, <http://www.kent.edu/writingcommons/>

□ Help with writing papers.