

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

August 24 – December 7, 2012

Section 32 , Day Tuesday , Time 2:15-3:05, Location 104 Mathematical Sciences Bldg

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**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), cheating and plagiarism information, and the Honor Code will also be introduced. FYE is also designed to help you address your particular concerns and questions. **Please add any additional course objectives or student learning outcomes here.**

**Required reading/information sources**KSU Undergraduate catalog: available from <http://www.kent.edu/catalog/2012/index.cfm>**Add Course website in****Per the 2012 Catalog, each Kent State University student is responsible for:**

1. Pursuing successful completion of all courses for which he or she enrolls.
2. Meeting with an [advisor](#) to develop an academic plan. However, the final responsibility for following procedures and meeting university, college and program requirements as outlined in the University Catalog rests solely with the student.
3. Being familiar with the current [academic calendar](#), including, but not limited to, deadlines for course registration, course withdrawal and application for graduation.
4. Knowing his or her academic record, including registration schedule for each semester and academic progress toward program completion.
5. Maintaining a current and accurate mailing address, phone number and Kent State e-mail address in FlashLine, and reading and responding promptly to all communications from the university.
6. Being familiar with and adhering to the university's [rules, regulations](#) and [policies](#).

**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 (for this class): SEPTEMBER 9, 2012 is the last day to withdraw ('drop' a class) before a grade of "W" is assigned (on the transcript). Between September 10 and November 4, a student who withdraws from this course will have a grade of "W" assigned (on the transcript). After this point the student is committed to the course and will receive a grade.

Important dates and deadlines for students can be found at

<http://www.kent.edu/registrar/index.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 verification to Student Accessibility Services (SAS) with a statement from a doctor or qualified psychologist that 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** (Optional assignments are listed in red; please also add your desired point values/weighting to the mandatory components.) (If you wish, you could pick one of the optional assignments as extra credit.)

**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, 2012). Each period of class attendance is worth a point.

**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. **Elaborate/explain your attendance and absence policy here, and the impact on the course grade.**

**Kent State University has instituted a new advising policy for freshmen and sophomores. Each student must have an advising appointment with a College advisor *each semester*, in order to discuss academic progress, prepare for course registration and review the GPS Educational Plan.**

**Students must choose either #1 or #2 below to satisfy the required advising policy:**

1. **Schedule a one-on-one advising appointment** with a College advisor in 105

Bowman no later than week 10 of the semester. Note: there are no walk-in appointments. This appointment is made by the student (up to) 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. **Students who do not schedule an appointment each semester will have a hold put on their registration—this is a new policy. In order to encourage early sign-up I will give you 20 points for this activity, plus one point for each two days you schedule ahead of October 14 (for two weeks later). For example, if you sign up to the website above on September 30, you will get 27 points for this activity. You will get the credit by turning in a printout of the appointment with the date, and the statement from the advisor about the appointment. (20 + ??points)**

**2. Attend a College small group advising session, scheduled in October (more information to come), prepared to discuss your spring schedule and GPS plan. These sessions are limited and students must pre-register in order to attend. (20 points)**

**3. Internet access, in order to complete the On-line learning modules** (starting the fourth week of the semester). The “Kent State 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 no later than the final week of the semester. *(After this point you will not be able to access the modules.)* **See attachments for more detail (5 points per module for 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. Please see the handout on how to register for a workshop. (10 points)

**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.)(10 points)**

Each of the following activities can add 5 points to your total:

1. Wes Moore comes to Kent State September 12, 7 pm, KSC Ballroom.
2. Fall job and internship fair, November 1, 2012, noon to 4 pm, KSC Ballroom
3. 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).
4. A.L.I.C.E. training (see <http://www.kent.edu/publicsafety/training.cfm>).
5. Exchange and email with the Instructor or the SSL
6. Attend a university lecture, concert, sporting event, or theater performance.
7. Attend a function reflecting a culture, ethnic background, orientation, etc. different from your own.
- 8.. Attend a meeting for an official student organization or university-sponsored event related to your major or career interest.

**Additional expectations :**

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 see the Plagiarism website at <http://www.kent.edu/academics/resources/plagiarism/index.cfm> or read the policy at [http://www.kent.edu/policyreg/policydetails.cfm?customel\\_datapageid\\_1976529=2037779](http://www.kent.edu/policyreg/policydetails.cfm?customel_datapageid_1976529=2037779) . This might be a good place to work in the discussion of plagiarism and the Honor Code. Please note that there is a new policy coming into effect fall of 2012, so these resources may be worth a look.
2. Arrive on time for class and do not leave early.
3. Actively participate in all class sessions and be prepared.
4. 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.
5. 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> .
6. 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.

**Course grading**

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

Grading: based on required plus optional elements,.

|  | Points | %   |
|--|--------|-----|
| 1. Attendance  |        | 15  |
| 2. Advising appointment (individual or group)                                    |        | 20+ |
| 3. Registration and attendance at a Student Success Series workshop              |        | 10  |
| 4. Advising Modules  |        | 30  |
| 5. Informational interview with one of your regular (not FYE) course instructors |        | 10  |
| Other activities (up to you)   |        | 15. |

Grading scale (suggestion)

94 to 100+=A

90 to 93= A-

84 to 86 = B

80 to 83 = B-

74 to 76 = C

70 to 73 = C-

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 (August 28): Missed (sorry!)

Week 2 (September 5) **Welcome and Overview, Syllabus review, making an advising appointment, advising website**

*(September 9 is the last day to “Drop” a class without a W on transcript)*

Week 3 (September 11) Use of Flashline and Dashboard, email, Blackboard Learn.

Week 4 (September 18) Overview of academic advising, academic portfolio, seeking out resources. *Start KSU User Manual online modules*

Week 5 (September 25) University requirements regarding Virus checkers. Rootkit checkers and other measures to keep your computer safe.

Week 6 (October 2) **Advisor visit: GPS, required advising policy, advising options. Preregistration for Spring.**

Week 7 (October 9) Diversity, why it is important, life in foreign countries, study abroad. **Time management, course selection, using the catalog.** (Last chance to schedule an advising appointment)

Week 8 (October 16) How to check your midterm grades. How do I tell whether to drop a class?

*Midterm grades for Freshmen starting October 17--Check yours in Flashline under Student Tools.*

Week 9 (October 23) Computer Security: what to do if the bad guys come.

Week 10 (October 30) Is there more to college than just classes? How to tell the good from the bad.

*November 4 is the last day to “Withdraw” from a class (Transcript will show a ‘W’)*

Week 11 (November 6) Dealing with problems

Week 12 (November 13) Living on your own

Week 13 (November 20) The Holiday “Blues”

Week 14 (November 27) Room for expansion

Week 15 (December 4) Wrap-up and Good-Bye **(FYE does not meet Finals Week)**

**START OF SYLLABUS SUPPLEMENTS for STUDENTS**

## **Student Success Series: Fall 2012**

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. Presentations are provided by experts on the topics who can provide information and guidance.

If you are in need to complete a Student Success Series Presentation for your FYE class, you will submit your stamped e-mail confirmation as your proof of attendance to your instructor. The Office of Student Success Programs does not keep attendance records and is not able to provide an attendance list.

### **How do I register?**

1. Go to [www.kent.edu/success](http://www.kent.edu/success)
2. Click on "Register for a Student Success Series "
3. Search by Topic or Date to research presentations
4. Click on "Register for a Presentation"
5. Enter your Flash ID (**KSU email address without the @kent.edu**)
6. Select a presentation
7. Click verify
8. An email confirmation will be sent to your Kent email account: **PRINT THIS**

### **OUT**

and bring it to the presentation

9. Problems? Contact Meghan Cisar [mcisar@kent.edu](mailto:mcisar@kent.edu)

### **How far in advance should I register?**

Success Series presentations fill up quickly. The sooner that you register, the better chance you have of being able to attend your first-choice sessions. Additional presentations will not be added at the end of the semester to accommodate for FYE assignments.

### **Can I alter my Success Series choice after I am registered?**

Yes. If you wish to cancel your registration, go to the Success Series web page.

1. Go to [www.kent.edu/success](http://www.kent.edu/success)
2. Click on "Register for a Student Success Series"
3. Enter your Flash ID (KSU e-mail address without the @kent.edu)
4. Select the presentation that you wish to change
5. Click cancel



**Why is there a confirmation letter?**

After you make your Success Series selections, you should print out the confirmation letter and take it with you to the event. Students without a confirmation letter will not be allowed to enter the classroom/auditorium until five minutes before the presentation, and only at the discretion of the presenter and if there is adequate room.

**What if there are changes to the schedule?**

There is a possibility that there may be changes to the success series schedule, so students should check the web site for the most up-to-date information.

**Is it okay if I have to come late or leave early?**

It is not okay to come to a presentation late or to leave early. Please try to arrive 10 minutes early to the event and plan on staying for the full presentation. If you cannot make the commitment to arrive early and stay for the appropriate length of time, please find a more appropriate session to attend.

# 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](mailto: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 **the last day of classes** or as indicated by your instructor on your US 10097 course syllabus.