

US 10097: First Year Experience, College of Arts & Sciences.

Section: 047

Theme: The Art and Craft of Academic Writing

Duration: August 24 – December 7, 2012

Location: Bowman Hall 204

Days: Mondays

Time: 11 - 11:50 am

Instructor: Oindrila Roy

Office: TBA

Office Hours: 12:30-2pm, 3:30-4:30pm (Tuesdays & Thursdays), & by appointment

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Course Description: The First Year Experience (FYE) course assists students in making a successful transition to the university through experiential or intellectually engaging discipline-based content. All first year students are required to take this class (not required of transfer students with 25 or more credit hours). This is a one credit hour course that will be letter-graded. There is no prerequisite for this course.

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.

Course Theme: Good writing skills go hand in hand with good grades. In this course, I will engage the students in mastering the art and craft of academic writing. This will involve lessons in organizing thoughts, critical-thinking, developing rough outlines, transforming outlines into coherent pieces of writing, using in-text citations, formatting bibliographies (manually as well as using software such as “Refworks”), and proof-reading.

Required Readings/Information Sources:

- KSU Undergraduate catalog: Available from <http://www.kent.edu/catalog/2012/index.cfm>
- I will be using Blackboard Learn for posting announcements and uploading readings. Students should make it a habit to check the website regularly.

- There is no text-book for this course. All readings will be made available through Blackboard Learn.

Student Responsibilities:

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 /Withdrawal Deadline: 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: 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). Attendance will account for **5% of your final grade**. 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.
- ➔ **Advising Appointment:** 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.** For the FYE course, this assignment will account for **35% of the final grade**. 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/>
 - a. 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.
 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.
- ➔ **The On-line Learning Modules:** This assignment will be 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. This assignment will account for **30% of the final grade**. To access the modules, go to <https://www.ehhs.kent.edu/stuPortal/lms/advisingMod.php> .
 - 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.*).

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

➔ **Student Success Series Workshop:** Students are required to complete 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. This assignment will account for **30% of the final grade.**

Additional Expectations:

- ➔ **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.
- ➔ **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>
- ➔ **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: This course is required for graduation. Each student must earn a passing grade in order to complete graduation requirements. The final grade for this course will depend on the following:

- ➔ Attendance is worth 5% of the final grade.
- ➔ Advising appointment (individual/group) is worth 35% of the final grade.
- ➔ Online modules are worth 30% of the final grade.
- ➔ Registration and attendance at a Student Series Workshop is worth 30% of the final grade.

Grading Scale: I will use the following grading scale for evaluating your performance in this course,

A= (100-93)%	A- =(92-90)%	B+ =(89-87)%
B= (86-83)%	B- =(82-80)%	C+ =(79-77)%
C= (76-73)%	C- =(72-70)%	D+ =(69-67)%
D= (66-60)%	F =(0-59)%	

- ➔ **NF 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.

Tentative Schedule for the Semester: Please find the tentative schedule on page 6.

Tentative Schedule

Week	Date(s)	Topic	Comments
Week 1	August 24 & August 27	Introduction & Syllabus Overview	
Week 2	September 3	No Class: Labor Day!	<i>**September 9 is the Last Day to "Drop" a Class without a W on Transcript**</i>
Week 3	September 11	Non-Theme Topic: Campus Safety & Security	
Week 4	September 17	Non-Theme Topic: University Health Services	<i>**Start KSU User Manual Online Modules**</i>
Week 5	September 24	Non-Theme Topic: Coping with Academic Stress	
Week 6	October 1	Lecture and Discussion Led by College Advisor	
Week 7	October 8	Non-Theme Topic: Student Legal Services	
Week 8	October 15	Non-Theme Topic: Recreational Services	<i>**Midterm Grades for Freshmen Starting October 17--Check Yours in Flashline under Student Tools **</i>
Week 9	October 22	Theme Topic: Electronic Etiquette	
Week 10	October 29	Theme Topic: Using the Library for Academic Writing	<i>**November 4 is the Last Day to "Withdraw" from a Class (Transcript Will Show a 'W')**</i>
Week 11	November 5	Theme Topic: Annotated Bibliography	
Week 12	November 12	No Class: Veteran's Day.	

Week	Date	Topic	Comments
Week 13	November 19	Theme Topic: Cheating & Plagiarism in Academic Writing	
Week 14	November 26	Theme Topic: Citations	
Week 15	December 3	Theme Topic: Managing Bibliography using "Refworks"	