

Course Syllabus

ASC 1001 – First Year Experience

Dixie State College of Utah; Spring, 2011

Professor: Abby McDonald-Gallentine

Office: University Plaza, Building D, Room 103B

Office hours: 1:30-2:00 pm Mon, Wed

Phone: (435) 879-4424

E-mail address: gallentine@dixie.edu

Course times: Monday and Wednesday: 12 – 12:50 p.m.; EDFAM 115

CRN: 23973 – ASC 1001-01

Course description

This class is strongly recommended for entering freshmen and transfer students with 0.24 credits. The course is designed to help students adapt to college life and become integrated into Dixie State College. Students will refine academic skills, create and foster social networks, learn about college resources, and explore different fields of study, degree options, and career opportunities. Open major sections will include information about choosing a major or area of study.

This class is a First Year Experience® course designed to help students succeed in their courses at Dixie State College. One of the main goals of the course is to help new freshmen and returning students make a successful transition to being a college student. There is not an assigned textbook. Topics covered include strategies for reading textbooks, writing papers, studying, taking exams, talking to your professors; information about campus resources such as the Financial Aid Office, Tutoring Center, Library, Advisement Office, and Disability Resource Center; learning about some of the career paths one can take in science; discussing peer interactions and professional networking; navigating the registration process; and gaining an appreciation for non-academic activities on campus.

Course objectives

At the end of this semester, you should:

- 1) Know your way around Dixie State College. This includes knowing:
 - where to find buildings and services that you may need on campus
 - what campus services are available to you
 - how to do things like add classes, drop classes, change your major, check your account balance, use your dmail, and so on
 - how to get involved in college life
 - how student government represents you
 - what your rights and responsibilities are as a student

- 2) Understand your major or area of study. This includes knowing:
 - why a college degree is valuable
 - what General Education (GE) is, and how to fulfill the GE requirements
 - what the course requirements are in your major
 - how to construct a graduation plan

- what kinds of careers your major will prepare you for
- what working in criminal justice fields are like

3) Know some strategies for dealing with college life. This includes:

- managing your time
- campus and other safety issues
- balancing school and work
- recognizing and dealing with stress
- the dangers of alcohol and drug abuse
- staying healthy
- dealing with financial issues
- networking with other people
- staying motivated when the going gets tough

4) Know how to succeed academically. This includes knowing how to:

- use a course syllabus
- talk to your professors
- take good notes
- study effectively
- recognize and deal with test anxiety
- take tests effectively
- avoid academic dishonesty
- engage in critical thinking
- learning about and applying skills learned about your learning style

Required Materials

There is no textbook for this course; however, you should have a Dixie State College of Utah, General Catalog, 2010-2011 for class. Any additional materials you need will be provided by the instructor or will be provided to you prior to class as attachments via email.

GRADES

Your grade will be assigned based upon your attendance and participation in class discussions, short reading, writing, and other assignments which will be given regularly throughout the course, and a midterm exam and final exam. An individualized grade report will be given out after the midterm. You may also e-mail me at any time to ask about your grade.

<u>Assignments</u>	<u>Points</u>
Attendance	May affect final grade
Assignments	Variable
Midterm and Final Exam	Approx. 100 points each
Extra Credit	Extra Credit will be assigned from time to time; points will vary

A grade of “incomplete” will only be given in circumstances where a student has been doing well in the class but has a difficulty such as serious illness during the last week or two of the semester.

EXPECTATIONS

1. Classroom attendance and participation are a mandatory part of this class.
2. Arrive on time, remain for the entire class and be attentive.
3. Be prepared to be called on in class to participate.
4. Timely completion of all reading and research assignments and be able to participate in class discussions on applicable subjects.
5. Bring appropriate textbooks, assignments and applicable materials.
6. Be prepared for any quizzes on the reading material given at any time during the 14 week course.
7. Be respectful, polite and civil towards your instructor and fellow students.
- 8. Cellular telephone calls and text messaging during class is strictly prohibited. Turn off the ringer on your cell phone prior to coming into class.**
9. Keep track of your grades. Homework and exams will be returned to you.
10. If you have any problems with any grades you receive, please schedule an appointment with me to discuss the matter in private and bring any evidence of the error or omission with you.

Attendance: Since this is a discussion course, your attendance will be vital, and there isn't any way to make up for a discussion you have missed. Attendance is taken at the beginning of the class, so make sure to come on time. If you are late, please let me know that you are here. If you miss class, you are responsible to turn in assignments that were due that day, and to check the course website to find out about new assignments.

Assignments: The majority of your grade in this class will be based on fulfilling short assignments before, during, and after class. These assignments are not intended as “busywork” – each fulfills one of the objectives given at the first of this syllabus, and will help you to become a successful student. If you are absent, you are responsible to find out what you missed and make it up. All out of class assignments will be due one week after they are given. **Late assignments will not be accepted.**

Midterm and final exam: To make sure that you understand the main principles of the course, a written midterm and final exam will be given. It will consist of matching, multiple choice and/or short essay questions. You will be given what materials you need to know for the exam to help you prepare.

Guest lecturers may make presentations in class during the semester. Video and other presentations may also occur. Therefore, class discussions may not cover all of the information contained in the handouts. You will still be responsible for all assigned readings and handouts whether discussed in class or not.

Other Useful Information

Dmail: Important class and college information will be sent to your Dmail account. This information includes your DSC bill, financial aid/scholarship notices, notification of dropped classes, reminders of important dates and events, and other information critical to your success in this class and at DSC. All DSC students are automatically assigned a Dmail account. If you don't know your user name and password, go to www.dixie.edu and select "Dmail," for complete instructions. You will be held responsible for information sent to your Dmail email, so please check it often.

Important DSC dates to remember (<http://new.dixie.edu/reg/syllabus/>)

Jan 10	Classwork Starts
Jan 12	Last Day to Add Without Signature
Jan 17	Martin Luther King Jr. Day
Jan 18	Drop/Audit Fee Begins (\$10 per class)
Jan 25	\$50 Late Registration/Payment Fee
Jan 31	Graduation Application Deadline
Feb 1	Pell Grant Census
Feb 1	Last Day for Refund
Feb 1	Last Day to drop without receiving a "W" grade
Feb 2	Courses dropped for non-payment
Feb 4	Last Day to ADD Classes
Feb 21	President's Day
Feb 28	Mid-Term Grades Due
Mar 4	Last Day to DROP/AUDIT Classes
Mar 14-18	Spring Break
Mar 21	Summer Registration open to Seniors (90+ credits)
Mar 22	Summer Registration open to Juniors (60+ credits)
Mar 23	Summer Registration open to Sophomores (30+ credits)
Mar 24	Summer Registration open to all students
Apr 1	Last Day for Complete Withdrawal
Apr 11	Fall Registration open to Seniors (90+ credits)
Apr 12	Fall Registration open to Juniors (60+ credits)
Apr 13	Fall Registration open to Sophomores (30+ credits)
Apr 14	Fall Registration open to all students
Apr 28	Classwork Ends
Apr 29	Final Exams
May 2-5	Final Exams
May 6	Commencement

Important Course deadlines: A separate calendar with weekly course subjects, assignments and their due dates, and dates when the midterm and final are to be taken will be available from me. I do tend to change the course deadlines for assignments and topics covered throughout the semester where warranted.

College resources: Several college resources are available to help you succeed. Check out the links for each one to get more information.

If you need help understanding the content of your courses, go to the **Tutoring Center** located in the Browning Learning Center, Room 105. There is a schedule of what courses have tutors at what times outside the door. You can also visit them online at <http://dsc.dixie.edu/tutoring/>

If you need help writing papers, go to the **Writing Center** in the Browning Learning Center, Room 105. You can also visit them online at http://new.dixie.edu/english/dsc_writing_center.php

If you need to use a computer to do schoolwork on campus, go to the **Computer Center** in the Smith Computer Center or the Library basement.

If you are assigned to take a test in the **Testing Center**, go to the first floor of the Career/Financial Aid Building. You can get information on their website at <http://new.dixie.edu/testing/>

The **Library** has all kinds of information and resources. Visit the Val Browning Library or go to the library website at <http://library.dixie.edu/>

Testing Center: The Testing Center will not be used for this course. I do not anticipate using the Testing Center but reserve the right to do so should it be warranted. For information on the Testing Center go to: <http://new.dixie.edu/testing>.

Classroom expectations: It is the responsibility of an instructor to manage the classroom environment to ensure a good learning environment for all students. This means not talking when the instructor is talking, following instructions, and speaking and acting respectfully to the instructor and fellow students. If your behavior is disruptive, I will first let you know verbally that you are behaving inappropriately. If it continues, I will send you written notice that your behavior must change. As a last resort, I will drop you from the class. For more details, please see the disruptive behavior policy at: <http://www.dixie.edu/humanres/policy/sec3/334.html>

College approved absences: Dixie College Policy explains in detail what needs to happen if you anticipate being absent from class because of a college-sponsored activity (athletic events, club activities, field trips for other classes, etc.). Please read this information and follow the instructions carefully! The policy can be found at: <http://www.dixie.edu/humanres/policy/sec5/523.html>

Withdrawal policy: Students may be administratively withdrawn from a class or from the Dixie State College (the “College”) for the following reasons:

- Failing to attend class on the first day of class, without receiving special permission from the instructor.
- Failing to complete orientation within the first week of the semester in a self-paced computer classes. Orientation is still required after the first week of classes for a limited period.
- Registering for courses for which they have not completed the prerequisites or in which they are not properly placed (See Academic Assessment Policy 5-6).
- Neglecting to pay tuition and fees for any given semester by the end of the third week of the semester. **Fall Semester deadline: September 14, 2010.**

- Registering for a class without following proper procedure when a “hold” has been placed on a student’s registration for unacceptable academic performance. (See Scholastic Standards Policy 5-19).
- Class may be canceled due to low enrollment or other uncontrollable circumstances. In this case, students are notified and told that they need to register for an alternate class.

Student Responsibilities: All students are responsible for conducting themselves in an appropriate manner. Any behavior that the instructor deems to be disruptive, disorderly, disruptive, disrespectful, lewd, indecent, defamatory or obscene will not be tolerated and may result in disciplinary action. Where physical violence to persons or property is feared, campus security will be contacted for assistance in removing the disruptive student from class. Disruptive behavior in class may also lead to an administrative withdrawal. You will be notified of your withdrawal in this way:

1. A verbal request to comply with the behavioral expectations of the class.
2. One written “warning” informing you that you have not made the required behavioral adjustment.
3. Administrative withdrawal.

Academic Integrity: Students going into careers in criminal justice are usually held to a high standard by the court and society with regard to honesty, integrity, lawful and ethical behavior and upholding applicable laws. Therefore, plagiarism on written assignments, submitting another person’s work as one’s own, and cheating on exams or quizzes will not be tolerated (see Academic Discipline Policy, 3.34; “Student Code” <http://library.dixie.edu/policies/studentcodesectionfour.pdf> page 8).

Engaging in the above referenced behaviors may result in the following:

1. Receiving a failing grade on the specific assignment where the dishonesty occurred.
2. Failing the entire course.
3. Immediate dismissal and removal from the course.
4. Referral to Student Affairs, a committee which may reprimand, place on probation, suspend and/or expel the student.

Americans with Disabilities Act (ADA) Statement

Disability Accommodations: If you are a student with a medical, psychological learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids, you must provide an official request of accommodation to your professor(s) from the **DISABILITY RESOURCE CENTER (DRC)** within the first two weeks of the beginning of classes. Students are to contact the center on the main campus to follow through with, and receive assistance in the documentation process to determine the appropriate accommodations related to their disability. The **DISABILITY RESOURCE CENTER** Coordinator is Baako Wahabu. Proper documentation of impairment is required in order to receive services or accommodations. DRC is located at the ground floor of the Career/Financial Aid Office. Visit or call 652-7516 to schedule appointment to discuss the process. The DRC Coordinator determines eligibility for and authorizes the provision of services. You may call (435) 652-7516 for an appointment and further information regarding the Americans with Disabilities Act (ADA) of 1990 per Section 504 of the Rehabilitation Act of 1973.

Disclaimer: The instructor reserves the right to amend this syllabus at any time when deemed necessary or appropriate to do so.

The First-Year Experience® is a service mark of the University of South Carolina. A license may be granted upon written request to use the term The First-Year Experience in association with educational programmatic approaches to enhance the first college year. This license is not transferable without written approval of the University of South Carolina.