

Dear Student,

Please read the following course syllabus carefully, especially the course dates, times and location. If you have any questions, please do not hesitate to communicate with the IDEAL office, your academic advisor, or the instructor.

The IDEAL degree-completion program is designed with the adult learner in mind. Adult learners approach learning with specific goals, want to be able to directly apply new learning to their work and personal lives, and tend to learn best when the coursework is problem-centered so that they are actively engaged in the learning process. In addition, adults bring rich and varied experience to the classroom, which becomes a valuable learning resource for other students.

The IDEAL Program assumes joint responsibility in the learning process. The activities and assignments in our classes build on the shared experience of all learners in each class. This is why each student's preparation, participation and interaction in class activities and discussions are critical to the success of each course. The accelerated format of each course requires a significant amount of time outside the classroom to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend a minimum of ten-twelve hours per week on course material.

To participate in the IDEAL Program, it is expected that you will do the following:

- 1. Attend **every** class session. Be on time.
- 2. Obtain the required course materials **prior to** the first class session.
- 3. Complete the first assignment **prior to** the first class session and all subsequent assignments to the best of your ability.
- 4. **Participate** in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.

If you cannot perform these four expectations, it is recommended that you drop the course.

Missing one class session will drop the final grade by one letter grade (for example if the student earned a grade of "B" in the course, the final grade would be a "C"). If a student misses two or more classes a grade of F will be entered as their final grade.

Cheating and Plagiarism

It is the student's responsibility to become familiar with and adhere to the standards set forth in the policies on cheating and plagiarism as defined in Chapters 2 and 5 of the Key to UB http://www.bridgeport.edu/pages/2623.asp, the appropriate graduate program handbook and below:

Plagiarism

Plagiarism is the act of passing off somebody else's work as your own, whether it is literally "stealing" somebody else's work word-for-word or using somebody else's ideas without acknowledging so, **even if you put them in your own words**. Plagiarism demonstrates contempt for ethical standards, your instructor, and your peers. Thus, if you hand in plagiarized work, you will receive zero credit for the assignment and risk failing the course.

E-mail correspondence

It is imperative that you check your UB e-mail on a regular basis. All written correspondence, to include IDEAL and the University will be sent to you through his e-mail. The University can no longer correspond to your personal e-mail account(s).

Ethics Statement of Confidentiality

An integral component of an IDEAL course is student and faculty expression of personal experiences for the purpose of facilitating coursework. Students enrolled in the program are expected to honor confidentiality as it pertains to student disclosure. Shared information, comments, or opinions expressed by another student or the faculty member during the course of classroom discussion should never be used in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.

The IDEAL Program

FYS 102 ID8W2, First Year Seminar Saturdays, 10/26/13-12/14/13, 9 a.m. to Noon Campus: Bridgeport, TBA

Instructor: Elizabeth Hilts ehilts@bridgeport.edu

Welcome to FYS 102!

This course is designed to improve your ability to be a successful student within the rigorous academic university environment, and in life itself. It will build confidence in your reading, writing and comprehension skills. It will challenge you to think for yourself. It will also help you navigate your way through necessary College Circuitry.

<u>Primary goals:</u> To sharpen your *skills* in reading comprehension, writing, verbal presentation, and *thinking*!

Secondary goals: To exercise the *tools* you will need to succeed in college, including Access to the UB Computer System and the EUREKA Library Resource System

<u>Underlying goal:</u> To develop your ever-expanding love and enthusiasm for the process of learning!

COURSE REQUIREMENTS

<u>IDEAL Program Attendance Policy:</u> Classroom attendance is an integral part of the academic experience; therefore, students are expected to attend <u>all 8 class sessions</u>. If an absence is unavoidable, the student, **prior to class**, should advise the instructor, and arrangements made for work missed. <u>Students should be are that missing any class session may drop their grade</u>. It is also expected that students arrive on time and not leave until the class is dismissed. Tardiness may also result in a reduced grade. **Note: Any student who misses the first class session will be dropped from the course and tuition penalty and fee will apply. If you have an emergency, be sure to contact me at the address above.**

Required Participation: Active participation is required in each class.

Required Text Books: Available at the Bookstore or on-line.

- 1. Practicing College Learning Strategies by Hopper 6th edition ISBN # 9781111833350
- 2. The Bedford Guide for College Writers by Kennedy 9th edition ISBN # 9780312601591 There may also be articles and essays assigned that can be accessed online.

To order textbooks, go to the bookstore website at http://bridgeport.textbooktech.com/Select IDEAL Campus and login to the bookstore. Select the course and follow instructions.

Required Materials: A loose-leaf notebook for note-taking and in-class journaling. You *may* bring a laptop to class, but you *must* have a notebook, as well.

Required Classroom Etiquette:

Arrive on time.

If an absence is unavoidable, the student, prior to class, should advise the instructor.

All hand-held tech paraphernalia must be turned off during class time.

You may bring a *quiet* snack and beverages to class.

We will take regularly scheduled breaks during class; if you need to leave the room prior to such a break, please do so quietly.

I cannot accept late assignments without a valid reason and notification in advance.

We will adhere strictly to the University of Bridgeport's Ethics Statement of Confidentiality; in addition, we will follow the IDEAL Program's expectation that we will demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.

PLEASE MAKE SURE TO READ THE ACADEMIC POLICIES SECTION OF THIS SYLLABUS FOLLOWING THE SCHEDULE OF ASSIGNMENTS.

COURSE COMPONENTS

Outside of Class

PLEASE NOTE: ALL ASSIGNMENTS WILL BE ANNOUNCED IN CLASS AND POSTED ON CANVAS.

Reading Assignments:

There will be reading assignments to be completed *before* each class; as noted, these will be the foundation of class discussions it is, therefore, essential to complete your reading assignments in order to participate actively.

Reflection Papers:

Reflection Papers (one page, three paragraphs) will be due for *each* of the Reading and Film assignments. *Note:* You must include two new vocabulary words in the text of each Reflection Paper—in addition, these words and their definitions must be listed at the bottom of the one-page paper. These Reflection Papers must be submitted through email by midnight Monday, one night before class. ALSO bring a copy to class for discussion purposes.

<u>Required Submission/Naming Convention:</u> Reflection Papers must be submitted as Word or .pdf documents using the following naming convention: [student last name]-RP#. For example, Reflection Paper 1 by Dave Jones would be "Jones-RP1."

Research Paper:

One four- to five-page paper (using MLA formatting, including Works Cited page) based on topic of your choice, **due last session.** A detailed assignment sheet will be distributed in class.

In-Class

In-class Journal Writing and Editing:

Time will be dedicated to this each session.

Presentation:

Your research paper will be the source of an in-class presentation, **due last session.** A detailed assignment sheet will be distributed in class.

Exams – there will be No Exams! However, your attendance and participation, in person and in writing, is imperative! Your grades will reflect your effort.

Grading

•	Reflection Papers	30 %
•	Participation in Class Discussions	30 %
•	Proposal and Work Cited for Research Paper	10 %
	(correctly annotated)	
•	Final Research Paper	20 %

Letter Grading Scale:

% of Points Earned	Letter Grade
100-94	A
93-90	A-
89-87	B+
86-84	В
83-80	B-
79-77	C+

% of Points Earned	Letter Grade
76-74	С
73-70	C-
69-67	D+
66-64	D
63-60	D-
Below 60	F

COURSE SCHEDULE

- Bring your Textbooks and a quiet snack to each session. We will have regularly scheduled breaks during each session.
- Each session will be based on a reading from the Bedford Guide.
- Each session will also include writing /editing exercises

Week One

Saturday, 10/26

Assignment for next class:

Read Bedford Guide, Part One: A College Writer's Processes (Chapters 1through 3)

Write Response Paper 1 (TBA)

Week Two

Saturday, 11/2

Assignment for next class:

Read and Bedford Guide, Chapters 4, 5 and 7

Write Reflection Paper 2 (TBA)

Week Three

Saturday, 11/9

Assignment for next class:

Read Bedford Guide, Chapters 8, 9 and 10

Write Reflection Paper 3 (TBA)

Week Four

Saturday, 11/16

Assignment for next class:

Read and *Bedford Guide*, Chapters 11, 12 and 18

Write Reflection Paper 4 (TBA) Revise paper 3 with peer revision advice

Week Five

Saturday, 11/23

There will be no class on 11/30 because of Thanksgiving Break; the reading and writing assignments reflect this.

BEGIN BEDFORD GUIDE BOOK 3: A WRITER'S RESEARCH MANUAL

Assignment for next time:

Read *Practicing College Learning Strategies*, Chapters 8 and 11 and *Bedford Guide*, Chapters 18, 19, 20, 21, 22, and 23

Write Working thesis and outline for Research Project (due by email

Week Six—THANKSGIVING RECESS

Saturday, 11/30

Assignment for next time:

PRESENTATIONS WILL BEGIN 12/7

Read Practicing College Learning Strategies, Chapter 8 and Bedford Guide, Chapters 21, 22 and 23

Work on Research Project/Presentation

Week Seven Saturday, 12/7 PRESENTATIONS BEGIN Assignment for next time: Work on Research Papers

Week Eight Saturday, 12/14 FINAL CLASS PRESENTATIONS RESEARCH PAPER DUE

Looking forward to a fun and challenging semester of FYS 102! Elizabeth Hilts, MFA

ACADEMIC POLICIES

Attendance Policy

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IMPORTANT:

- Missing one class session will drop the final grade by one letter grade (for example if the student earned a grade of "B" in the course, the final grade would be a "C").
- Missing two or more class sessions will be cause for a failing grade.
- Note: For 15 week courses; missing two class sessions will result in a letter grade drop and three or more will cause a failing grade.

Incomplete grade

An incomplete <u>may be</u> given, at the discretion of the instructor, to those students who fail to complete assignments due the <u>last day</u> of your course. These would include absence from a final examination or inability to complete terminal assignments (papers, presentations) due to illness, employment conflicts, etc.

Incompletes will not be given to a student who fails to complete any assignment during the term. At the discretion of the instructor, these assignments could be completed no later than the last scheduled day of your class.

Drop Procedures

To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the following web page:

http://www.bridgeport.edu/pages/2595.asp

Starting Fall 2012

- Add and/or Drop a course after the start date.....\$30.00 per transaction
- Drop prior to the start of classes......100% Tuition Refund
- Drop prior to the third class session......50% Tuition Refund

**Please note students <u>will not be</u> automatically dropped for missing the first class. Missing one class session will drop the final grade by one letter grade. If you have to miss the first class, or the first week of class for online classes, *you must contact your instructor* in writing before or after the first class/first week. However, a grade reduction will apply.

Please print and complete the form and fax the form to the IDEAL Office: 203-576-4537. Prior to dropping a course, the student should contact their IDEAL Academic Advisor to understand the implications to financial aid and/or degree plan progress.

Please review the Academic Calendar to see the fees for a drop and the impact on tuition. The Academic Calendar can be found at: http://www.bridgeport.edu/pages/2595.asp

Cell Phones

Cell phones must be turned off while in the classroom. A cell phone call is disruptive and disrespectful to the other students in the class.

Academic Dishonesty

We are committed to intellectual integrity in our academic pursuits; therefore, the IDEAL program prohibits all forms of academic dishonesty. Academic dishonesty is normally defined as, but not limited to, the following two categories:

Cheating – Using inappropriate sources of information in an assignment or on a test. The following are examples of cheating taken from real student experiences:

Case #1: A student is enrolled in an introductory computer-programming course. He has coworkers who program in the same language as his final project. As the end of the term approaches, he wonders how he will find the time to get the project finished, and asks one of his co-workers for help. His co-worker hands him a disk with a complete program similar to the kind required for the course project. The student makes minor modifications to the program, and submits it under his own name.

Case #2: A student enrolled in a religious studies course has never taken a humanities or history course, and is unsure about how to structure a research paper. She is doing research on the World Wide Web, and comes across a paper written by a student from another university. Using her computer mouse, she copies and pastes the document into her word processor. She goes to great lengths to re-word the paper in her own style, but essentially leaves the content and organization the same.

Plagiarism – Intentional as well as unintentional failure to acknowledge sources as well as the use of commercially available so-called "research papers" without full recognition of the source. Presenting as one's own, the ideas, words, or products of another. The following are examples of plagiarism taken from real student experiences:

Case #3: A student is conducting research for a Civil War research paper. He has reviewed work on the Internet as well as in the library. Finding helpful information, he has summarized his findings without citing his sources. He believes that minor paraphrasing is all that is necessary.

Case #4: A student is writing a paper that requires her to address specific topics and problems in the assigned course textbook. She takes the information directly from the textbook with slight modification, without giving any citation. She thinks that since it is the course textbook, she doesn't have to use quotations or citations.

Academic dishonesty applies to all courses, assignments or exams completed by students and submitted as their own original work, whether in person or by electronic means. The University does not tolerate cheating in any form. It is a serious breach of conduct with serious consequences. Instructors have the right to determine the appropriate penalty for academic dishonesty in their own classes; generally, however, such acts will result in a failing grade for the assignment and/or the course. The penalty for subsequent acts of academic dishonesty may include expulsion.

More information on how to recognize plagiarism can be found at this site: http://www.indiana.edu/~istd/plagiarism_test.html

ACADEMIC RESOURCE CENTER

The Academic Resource Center is available for IDEAL students seeking help in their studies. The Center is staffed by writing professionals and peer tutors. More information can be found at: http://myub.bridgeport.edu/academics/academicrescenter/Pages/default.aspx The Center is located in the Wahlstrom Library, Room 506. Hours of operation are Mondays –Thursday 9am – 6pm and Fridays 9am – 1pm. Make an appointment or walk-in: Telephone: 203-576-4290. **Online Tutoring** is available at: www.etutoring.org. To use this free service you must have a UBNet account.

Obtaining a UBNet Account

Every registered student should obtain a UBNet Account. The account allows you to access your grades, access library services, access online tutoring, access the computers in computer labs, and provides an email account in which the University sends out information. Go to: http://www.bridgeport.edu/ubnet - Click on "New UBNet Account" and follow the instructions.

The @bridgeport.edu email address is the official email the University uses to send information to you. You can have your Bridgeport.edu email forwarded to any other email account you use. Following the activation of your UBNet account (takes 24 hours), login at:

http://www.bridgeport.edu/email and click on "forwards" at the top of the page. Follow the directions to forward email messages to your other account.

Accessing Your Grades & Schedule Online

The WebAdvisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. Information on WebAdvisor is password protected and requires you to use your UBNet username and password. To access WebAdvisor, go to:

http://www.bridgeport.edu/webadvisor

- 1. Login in with your UBNet username and password.
- 2. Click on "Student Menu."
- 3. Click on "My Grades."

If you are carrying a financial balance, access to WebAdvisor will be restricted.

Using the Library

You can access the library through the library's website: http://www.bridgeport.edu/library. Research tools available:

- Search for books held at the library.
- Search the online databases for your academic field; business, counseling, human services, psychology, etc.
- Send questions to the Reference Librarian for assistance in research topics and searching strategy. To access the online journals for research purposes, you will need a UBNet account (see above).

Using Computers

Open access computer labs are available at three campuses:

- Bridgeport 1st floor of the Wahlstrom library. Check library hours of operation at: http://www.bridgeport.edu/library.
- Stamford Room D; Check open hours at: http://www.bridgeport.edu/stamford
- Waterbury Computer Lab; Check open hours at: http://www.bridgeport.edu/waterbury

Course Cancellations/ Weather Policy

Any emergency necessitating the canceling of courses will be announced by the University through the Emergency Notification Telephone Line, (203) 576-4159. Please call this number for information on course cancellations. Also, information will be posted under "Latest News" on the UB home page, (www.bridgeport.edu). Canceled classes will be made up either the week following the end of the course or in consultation between the instructor and the students as to day and time availability. Course cancellations are also announced on television and radio stations.

Please note each campus makes weather cancellations independently. You should always check with the specific campus staff. It is best to call the campus emergency phone.

Bridgeport – 203-576-4159 Waterbury - 203-573-8501 Stamford – 203-358-0700

IMPORTANT CONTACT INFORMATION

Office	Contact	Telephone	Email
Bridgeport Campus Security		(203) 576-4911	ubsecurity@bridgeport.edu
Bursar	Robinson Hernandez	(203) 576-4692	bursar@bridgeport.edu
Cashier	Lana Mistry	(203) 576-4682	cashier@bridgeport.edu
Financial Aid		(203) 576-4568	sfs@bridgeport.eud
Registrar		(203) 576-4642	registrar@bridgeport.edu
Emergency Notification Phone		(203) 576-4159	
Distance Education Office		(203) 576-4853	ubonline@bridgeport.edu
IDEAL Office		(203) 576-4800	idealinfo@bridgeport.edu

CAMPUS CONTACT INFORMATION

Campus	Address	Telephone	Email
Bridgeport	126 Park Avenue Bridgeport, CT 06604	(203) 576-4800	idealinfo@bridgeport.edu
Stamford	5 Riverbend Drive Stamford, CT 06750	(203) 358-0700	ubstamford@bridgeport.edu
Waterbury	84 Progress Lane Waterbury, CT 06705	(203) 573-8501	ubwaterbury@bridgeport.edu

Woodbridge	6 Lunar Drive Woodbridge, CT 06525	(203) 576-4800	idealinfo@bridgeport.edu
IDEAL Office		(203) 576-4800	idealinfo@bridgeport.edu

Directions to IDEAL Campus locations	http://www.bridgeport.edu/pages/2260.asp
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To fill out your financial aid report to the Federal Government, please go online to www.fafsa.ed.gov. The school code for the University of Bridgeport is 001416. Federal Student Aid Information: 1-800-433-3243.

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Bridgeport	Bridgeport, CT 06604	(203) 370-4800	ideaiiiiio@biidgepoit.edd
Stamford	5 Riverbend Drive	(203) 358-0700	ubstamford@bridgeport.edu
Stannord	Stamford, CT 06750	(203) 336-0700	abstarmora@briageport.ead
Waterbury	84 Progress Lane	(203) 573-8501	ubwaterbury@bridgeport.edu
vvaterbury	Waterbury, CT 06705		ubwaterbury@bridgeport.edu
Woodbridge	6 Lunar Drive	(203) 576-4800	idealinfo@bridgeport.edu
vvoodbridge	Woodbridge, CT 06525	(203) 370-4600	ideaiiiiio@biidgeport.edd
IDEAL Office	_	(203) 576-4800	idealinfo@bridgeport.edu

Directions to IDEAL Campus locations	http://www.bridgeport.edu/pages/2260.asp
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To fill out your financial aid report to the Federal Government, please go online to www.fafsa.ed.gov. The school code for the University of Bridgeport is 001416. Federal Student Aid Information: 1-800-433-3243.