



**IDEAL PROGRAM**  
**First Year Seminar – FYS 102**  
**Course Syllabus**

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> or the appropriate graduate program handbook

### **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

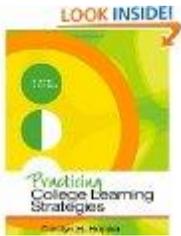
course of classroom discussion should never be used in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.

## The IDEAL Program

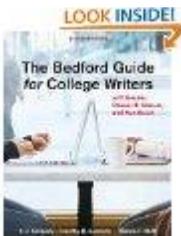
***FYS 102—First Year Seminar/IDEAL***  
**Summer 2013**  
**University of Bridgeport, Waterbury Campus**  
**Course Dates: 7/2/2013- 8/24/2013**  
**9 AM -12 PM**

Instructor: Alessandra Sillo, M.A.T.  
 Email: [alessandrasillo@gmail.com](mailto:alessandrasillo@gmail.com) OR [asillo@bridgeport.edu](mailto:asillo@bridgeport.edu)  
 (Please feel free to email me with any questions or concerns. I will get back to you ASAP).  
 Office Hours: By appointment and/or phone. Appointments must be made in advance.  
 Web: <http://blackboard.bridgeport.edu>

### Textbooks are Required. Please bring them to all class sessions:



Carolyn H. Hopper. *Practicing College Learning Strategies*. 6<sup>th</sup> ed. Wadsworth/Cengage Learning, 2010. ISBN-13: 9781111833350



X. J. Kennedy, et. al. *The Bedford Reader for College Writers with Reader, Research Manual, and Handbook*. 9<sup>th</sup> ed. Bedford/St. Martin's, 2008. ISBN-13: 9780312601591

### How To Purchase the Text On-Line:

- Publisher: <http://ecatalog.thomsonlearning.com/155/>
- <http://www.amazon.com/>
- <http://www.bookfinder4u.com>

### Other Required Items:

- Daily access to a computer with high-speed Internet.
- You should be checking your email on a daily basis!

### Course Description and Objectives:

- FYS is designed to help you successfully navigate a college environment.
- Apart from guiding you through basic issues, it will aid you with your academic performance, time management, and analytical skills, drawing on your own personal strengths, ideas, and qualities.
- At the end of the class, you should be an “empowered” student who sees courses not as requirements to get out of the way, but as challenging opportunities to hone your professional skills and get your own ideas across
- Carolyn Hopper’s *Practicing College Learning Strategies* is intended to bring the returning adult learner into the mainstream of higher education. The chapters in this text will provide the framework for the adult learner to achieve academic success.
- *The Bedford Guide for College Writers* is designed to bring the returning, adult learner into the mainstream of academic research, writing, and critical thinking.
- To address and fulfill the unique needs of the adult returning student, the overarching goal of this class and any class I teach, is the encouragement and enhancement of these three vital areas: critical thinking, writing, and oral presentation skills. These form the foundation for success and solid intellectual achievement that will serve the students in all areas of their lives (Krammer).

### Attendance and Participation:

- Your feedback is essential for the purposes of this course!
- Much of the class will incorporate discussion, so your attendance and participation is vital and expected.
- We will have small group discussions and occasional short in-class writing assignments. Both of these activities will be counted toward your class participation grade, which will be evaluated at the end of the semester.
- Please discuss any extended absences with me.

### Classroom Participation and Preparation:

- **Make certain that you have completed all reading assignments for the day and have engaged in actively reading all assignments. That means you should practice close reading and annotate all assignments.**
- Discussion and classroom participation are important elements of this course.
- Come to class prepared to learn, to ask questions, and to participate in all class activities.
- On the average, you should expect to spend at least two hours preparing for each class meeting, in addition to the time you spend on writing and revising essays.

### Statement of Policies and General Guidelines

- Be polite and respectful while you are in class.
- Please do not eat in class.
- Never interrupt class for any reason.
- This course is largely discussion based and it depends upon you coming prepared to all class meetings. We will sit in silence until a discussion begins!

### Course Policies:

- **Please Note: Students who do not follow this protocol will be asked to leave the class and will be marked absent for the class.**
- Turn off cell phones or other electronic devices during the class meeting time. This includes no text-messaging while in class.
- Do not leave class to make or take calls, except in emergency situations.
- All classroom behavior should show respect for the instructor and classmates.

- Students engaged in any form of disruptive behavior will be asked to leave and will be considered absent from class.

**Policy on Late and Missed Assignments:**

- Late work will be accepted with penalty.
- If you are not in class the day an assignment is due, you are still responsible for getting it in on time. (I suggest you email it to [alessandrasillo@gmail.com](mailto:alessandrasillo@gmail.com))
- Late work will lose one letter grade. Any assignment that is submitted later than two weeks cannot receive a grade higher than an D.
- Essays that contain outside source materials that have not been cited will receive an automatic F.
- I realize that emergencies happen and will consider documented instances on a case-by-case basis.

**Course Requirements:**

1. Informal **Reaction Papers:** These are short (1-2 page) informal reactions to the readings that you will post on Blackboard.

**\*Reaction Paper Criteria** (compliments of Professor Peter Chepya):

- MLA format

For formatting: 1-2 pages in length, 12 point font, double spaced

- Write your reaction to the work as assigned;

- The paper must be in your own words covering such topics as theme, content, evaluation.

- Please do not re-state the “story” or write a summation of the material.

- A Reaction/Response Paper is a writing assignment where you express your personal thoughts, interpretation, and evaluation of a topic (this will become your thesis statement), while always making reference to the text. It is not a research paper and investigation beyond the text is generally not necessary.
- In first paragraph must identify the name of the book, work, or article, the author or director or artist, and the year it was made and the publisher or studio that produced it
- Reflect on how you can integrate this material into your current world.
- Students will share the concepts in their papers in class

2. **Active Class Participation- Be ready to discuss new concepts and groups and be ready to present newly learned information to the class!**

3. **Final Research Paper**, including a **Proposal** and an **Annotated Bibliography**.

**Research Paper:**

- Four-to-six page Research Paper
- MLA Style
- References Required.
- At least 3 outside sources must be used to defend the students’ arguments.
- Students will share the concepts in their papers in class
- Topics will be assigned.

**The teacher reserves the right to modify the syllabus.**

**Please check Announcement page/UB Email for updates.**

**Reading Assignments**  
**IMPORTANT DUE DATES**

Practicing College Learning  
Strategies (Hopper)

The Bedford Guide for College  
Writers (X.J. Kennedy et al.)

Week One	Course Introduction  Chapter 1: “Making a Smooth Transition to College”  Chapter 7: “Processing Information from Textbooks”	Part One: A College Writer’s Processes
Week Two REFLECTION 1 DUE	Chapter 2: “Applying the Principles of Time Management”  Chapter 3: “Critical Thinking”	Part Two: A Writer’s Situations
Week Three REFLECTION 2 DUE	Chapter 4: “Setting Goals”	Part Three: Other Writing Situations
Week Four REFLECTION 3 DUE <b>PROPOSAL DUE</b>	Chapter 5: “Learning Principles”	Part Four: A Writer’s Strategies
Week Five  REFLECTION 4 DUE <b>Annotated bibliography DUE</b> <b>(at least 4 sources)</b>	Chapter 6: “Processing Information for Lectures”	Part Five: A Writer’s Strategies
Week Six  REFLECTION 5 DUE  BRING ROUGH DRAFT TO CLASS FOR REVIEW	Chapter 11: “Information Literacy”	A Writer’s Research Manual
Week Seven  REFLECTION 6 DUE  Finalize Research Paper	Chapter 9: “Test-Taking Strategies”  Chapter 10: “Managing Stress”	A Writer’s Research Manual (continued)
Week Eight <b>Final Research Paper Due</b>  <b>LATE COPIES WILL NOT BE ACCEPTED AND EMAIL ATTACHMENTS WILL NOT BE ACCEPTED</b>	Chapter 8: “Learning Styles”	A Writer’s Research Manual (continued)

**IDEAL Program Attendance Policy:**

Active participation and input is an integral part of the academic experience; therefore, students must be active participants in class. If an absence is unavoidable, the student, prior to class, should advise the instructor. Arrangements should be made at that time for additional assignments if appropriate. It is also expected that students arrive on time and not leave until the class is dismissed. Tardiness will result in a reduced grade for the course. If you cannot attend every class session you should consider dropping the course.

**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.**

**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 (paraphrasing)**. 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. If you are ever unsure of whether or not to cite, it is always best to cite!

**Grading:**

Reaction Papers (20 points each/6 weeks)	120 points
Participation in Class	100 points
Proposal for Research Paper	20 points
Annotated Bibliography for Research Paper	20 points
Final Research Paper	200 points

***Total Points Possible: 460***

***Check Blackboard “Grades” to find out the current status of your grade in the course.***

**EXTRA CREDIT OPPORTUNITY:** (completely optional)

There is an opportunity to earn a small amount of extra credit by editing and resubmitting graded papers within a specified time frame. Although the additional credit is minimal, the main benefit to the student is the opportunity to see their paper in its best possible version.

**Course Calendar & Assignments:**

Students can find the current course calendar, which includes a list of assignments due on weekly basis, on Blackboard in the “Assignment” tab. And, if you have any questions at all, please don’t hesitate to email me.

**LOOKING FORWARD TO WORKING WITH YOU!**

**ACADEMIC POLICIES****Letter grade assigned to the numerical value:**

90% - 100%	A
86% - 89%	B+
80% - 85%	B
76% - 79%	C+
70% - 76%	C
65% - 69%	D+
60% - 64%	D
Below 60%	F

### 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.

### **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 second class session.....75% Tuition Refund
- Drop prior to the third class session.....50% Tuition Refund
- Drop after the third class session.....0% Tuition Refund

**\*\*Please note students will not be 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 co-workers 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](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](http://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 UBN account (see above).

### Using Computers

Open access computer labs are available at three campuses:

- Bridgeport – 1<sup>st</sup> 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](http://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.edu
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	<a href="mailto:idealinfo@bridgeport.edu">idealinfo@bridgeport.edu</a>
IDEAL Office		(203) 576-4800	idealinfo@bridgeport.edu

<b>Directions to IDEAL Campus locations</b>	<a href="http://www.bridgeport.edu/pages/2260.asp">http://www.bridgeport.edu/pages/2260.asp</a>
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To fill out your financial aid report to the Federal Government, please go online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The school code for the University of Bridgeport is 001416.

Federal Student Aid Information: 1-800-433-3243.