



IDEAL PROGRAM 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.

University of Bridgeport
The IDEAL Program
FYS102- WB8W1: First Year Seminar

Semester: FALL 2013
Dates: August 29 - October 17, 2013
 Thursday Nights - 6-9 p.m. on the Waterbury Campus

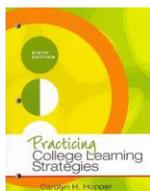
Instructor: Caroline N. Lieber, M.Phil.
Email: clieber@bridgeport.edu
Office Hours: 30 min. before and after class or by appointment

Course Description and Objectives:

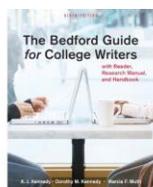
This course is designed to help you successfully navigate a college environment. Apart from guiding you through basic issues like logging on and posting to Canvas or how to figure out what courses to take, it will aid you with your performance, time management, and analytical skills, drawing on your 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.

****Note that this course is a HYBRID course, and you will be required to perform work online in CANVAS - <https://bridgeport.instructure.com/login> . For example, upload papers to Canvas, participate in weekly discussions and read content in the online classroom posted by the instructor.**

Required Texts:



Carolyn H. Hopper. *Practicing College Learning Strategies*. 6th ed. Wadsworth/Cengage Learning, 2011. ISBN-13: 978-1-111-83335-0.



X. J. Kennedy, et. al. *The Bedford Reader for College Writers with Reader, Research Manual, and Handbook*. 9th ed. Bedford/St. Martin's, 2011. ISBN-13: 978-0-312-60159-1.

About the Course Texts:

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 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.

How To Purchase The Texts Online

- <http://www.amazon.com/>
- <http://www.bookfinder4u.com>

Other Required Items:

- Access to a computer and the Web/email
- Microsoft Office Suite for PC or Mac. You will be required to submit assignments in MS Word, PowerPoint, and Excel.

Grading:

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|--|-----|
| Assignments | 20% |
| Reaction Papers | 20% |
| Participation in Discussion Board | 20% |
| Thesis for Research Paper..... | 5% |
| Annotated Bibliography for Research Paper..... | 5% |
| Outline of Research Paper | 10% |
| Final Research Paper | 20% |

Letter Grading Scale:

| % of Points Earned | Letter Grade | % of Points Earned | Letter Grade |
|--------------------|--------------|--------------------|--------------|
| 100-94 | A | 76-74 | C |
| 93-90 | A- | 73-70 | C- |
| 89-87 | B+ | 69-67 | D+ |
| 86-84 | B | 66-64 | D |
| 83-80 | B- | 63-60 | D- |
| 79-77 | C+ | Below 60 | F |

Reading Assignments:

BE SURE TO READ THE ASSIGNED READING FOR WEEK 1 before the 1st class. Also, bring in the two required textbooks

| | | |
|--------|-----------------------------|---|
| Week 1 | Hopper Kennedy (Bedford) | Course Introduction Chapter 1 and 2: Applying the Principles of Time Management Part One: A College Writer's Processes |
| Week 2 | Hopper Kennedy (Bedford) | Chapter 4: Setting Goals Chapter 16: Strategies for Generating Ideas Chapter 28: Planning and Managing Your Research Project Time Management Log due by the start of Week 3 Readings and Discussion in Canvas |
| Week 3 | Hopper Kennedy (Bedford) | Chapter 3: Critical Thinking Chapter 17: Strategies for Stating a Thesis and Planning Chapter 9: Taking a Stand ("Last Rites of Indian Dead") |

| | | |
|---------|-----------------------------|--|
| | | Readings and Discussion in Canvas Goals Presentation Reaction Paper #1 |
| Week 4 | Hopper Kennedy (Bedford) | Chapter 5: Learning Principles Chapter 19: Strategies for Developing Chapter 12: Supporting a Position with Sources Thesis Statement Due Readings and Discussion in Canvas |
| Week 5 | Hopper Kennedy (Bedford) | Chapter 11: Information Literacy Chapters 30-32 Readings and Discussion in Canvas Reaction Paper #2 |
| Week 6: | Hopper Kennedy (Bedford) | Chapter 8: Learning Styles Chapter 33: Writing your Research Paper Introduction and Outline due Readings and Discussion in Canvas |
| Week 7: | Kennedy (Bedford) | Chapter 34: Documenting Sources Presentations Annotated Bibliography Due Readings and Discussion in Canvas |
| Week 8: | Hopper | Chapter 10: Managing Stress Research Paper Due Presentations Discussion in Canvas |

Description of Learning Activities:

Class Discussion:

In class we will discuss various situations and problems in the business world and interweave discussions of texts and their techniques of writing with our own writing projects. We will also analyze each other's writings as well as workshop our projects. Since the success of our class depends on your active participation, I expect you to take part in class discussion. This include in-class AND online discussions

Your final paper will be a research assignment in essay format of five pages, and will comprise of 20% of your grade. Good spelling and grammar are expected on all of your assignments. You will be working on the components of your final paper throughout the class, through creation of a thesis statement, outline and references page (bibliography) before you complete your final paper.

You will have two reaction papers due in Week 3 and Week 5, and will involve critical thought and consist of your own original ideas. Criteria includes:

1. One to two pages in length, 12 point font;
2. Reaction to be based on the work as assigned;
3. 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.

No late work will be accepted without prior consent. Please note dates and times and adhere to them. It is the student's responsibility.

The instructor reserves the right to modify the syllabus based on the needs of the students.

ACADEMIC POLICIES

Attendance Policy

Classroom attendance is an integral part of the academic experience; therefore, students are expected to attend all class sessions. 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.**

Incomplete grade

An incomplete may be given, at the discretion of the instructor, to those students who fail to complete assignments due the last day 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 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

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 UBNNet account.

Obtaining a UBNNet Account

Every registered student should obtain a UBNNet 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 UBNNet 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 UBNNet 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 UBNNet username and password. To access WebAdvisor, go to: <http://www.bridgeport.edu/webadvisor>

1. Login in with your UBNNet 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 UBNNet 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.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 | idealinfo@bridgeport.edu |
| IDEAL Office | | (203) 576-4800 | idealinfo@bridgeport.edu |

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|---|---|
| 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.