## IDEAL PROGRAM COURSE SYLLABUS ONLINE

Dear Student,

Please read the following course syllabus carefully, especially the course expectations and activities. 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 courses 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. Participate in and complete the online orientation prior to your first online course.
- 2. Obtain the required course materials prior to the course start date.
- 3. If you do not participate during the first week of the course, you will be dropped one letter grade. If a student doesn't participate for two or more weeks a grade of "F" will be entered for a final grade.
- 4. Login to your course a minimum of three times per week.
- 5. Complete all assignments to the best of your ability.
- 6. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.
- 7. If you have any technical difficulties, you must contact the Office of Distance Education immediately at ubonline@bridgeport.edu.

It is the student's responsibility to familiarize himself or herself 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 <a href="http://www.bridgeport.edu/pages/2623.asp">http://www.bridgeport.edu/pages/2623.asp</a> 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).

## Have questions about taking an online course? Go to:

"Instructions for Taking a UB Online Course"

[http://www.bridgeport.edu/academics/online/yourfirstcourse.aspx]

The IDEAL Program

# University of Bridgeport The IDEAL Program FYS102-DL2-2013SU: First Year Seminar

Semester: SUMMER 2013

Dates: July 1 — August 25, 2013

Instructor: Caroline N. Lieber, M.Phil. Email: clieber@bridgeport.edu

Office Hours: By appointment, and through e-mail/phone

#### **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 Blackboard 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.

#### Texts:



Carolyn H. Hopper. Practicing College Learning Strategies. 6th ed. Wadsworth/

Cengage Learning, 2011. ISBN-13: 978-1-111-83335-0.

(you can also use the 5th edition)

#### Required



📕 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.

(you can also use the 8th edition)

#### Required



Howard Gardner. 5 Minds for the Future. Harvard Business Press, 2008.

ISBN-13: 978-1-4221-4535-7.

Required

Other: University of Bridgeport catalog on-line, student handbook, schedule book (calendar)

#### **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. Gardner's *5 Minds for the Future* will develop the minds of students to become successful citizens of this ever-changing global world.

To order textbooks, go to the bookstore website at: <a href="http://www.bridgeportbookstore.com">http://www.bridgeportbookstore.com</a> Select IDEAL Campus and login to the bookstore. Select the course and follow instructions.

#### How To Purchase The Text On-Line

- Publisher: <a href="http://ecatalog.thomsonlearninng.com/155/">http://ecatalog.thomsonlearninng.com/155/</a>
- 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:**

Exercises	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	<b>Letter Grade</b>
100-94	A
93-90	A-
89-87	B+
86-84	В
83-80	В-
79-77	C+

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

## **Reading Assignments:**

Week 1 Course Introduction

Hopper Things You Need to Know RIGHT NOW!

Chapter 1: Applying the Principles of Time Management

Kennedy (Bedford) Part One: A College Writer's Processes

Gardner Preface to Paperback Edition

Chapter 1: Minds Viewed Globally

Week 2 Hopper Chapter 3: Setting Goals

Kennedy (Bedford) Chapter 16: Strategies for Generating Ideas

Chapter 28: Planning and Managing Your Research Project

Gardner Chapter 2: The Disciplined Mind

Week 3 Hopper Chapter 2: Critical Thinking

Kennedy (Bedford) Chapter 17: Strategies for Stating a Thesis and Planning

Chapter 12: Supporting a Position with Sources

Gardner Chapter 3: The Synthesized Mind

Reaction Paper #I

Week 4 Hopper Chapter 4: Memory

Gardner Chapter 4: The Creating Mind (to be continued, see below)

Kennedy (Bedford) Chapter 19: Strategies for Developing

Chapter 29: Working for Sources

Week 5 Hopper Chapter 11: Principles of Research

Kennedy (Bedford) Chapters 30-32

Gardner Chapter 5: The Respectful Mind

Reaction Paper #2

Week 6: Hopper Chapter 7: Learning Styles

Gardner Chapter 6: The Ethical Mind

Kennedy (Bedford) Chapter 33: Writing your Research Paper

Week 7: Kennedy (Bedford) Chapter 34: Documenting Sources

Research Paper

Week 8: Hopper Chapter 9. Managing Stress

Gardner Chapter 7: Conclusion: Toward the Cultivation of the Five Minds

#### **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.

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.

All assignments are due by MIDNIGHT each Sunday, unless otherwise noted, except for the final assignment which is due by midnight on the <u>final Saturday</u> of the course.

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**

#### **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.

## **Attendance Policy**

Course attendance, especially in an online course, is an integral part of the academic experience; therefore, students are expected to be participative in all course activities and discussions. If you do not participate during the first week of the course, you will be dropped from the course. If you cannot participate in all the course activities you should consider dropping the course.

#### **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**

- Drop a course after the start date.....\$30.00 per transaction
- Drop prior to the start date......100% Tuition Refund
- Drop prior to the second week of the course......75% Tuition Refund
- Drop prior to the third week of the course......50% Tuition Refund
- Drop during/after the third week of the course......0% Tuition Refund

\*\*Please note students <u>will not be</u> automatically dropped for not participating during the first week. Lack of participation for one week will reduce the final grade by one letter grade. If you have to miss the first week of the online course, *you must contact your instructor* in writing before the 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: <a href="http://www.bridgeport.edu/pages/2595.asp">http://www.bridgeport.edu/pages/2595.asp</a>

## **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: <a href="https://www.etutoring.org">www.etutoring.org</a>. 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: <a href="http://www.bridgeport.edu/ubnet">http://www.bridgeport.edu/ubnet</a> - 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:

<u>http://www.bridgeport.edu/email</u> 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: <a href="http://www.bridgeport.edu/webadvisor">http://www.bridgeport.edu/webadvisor</a>

- 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: <a href="http://www.bridgeport.edu/library">http://www.bridgeport.edu/library</a>. 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).

#### 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 <a href="http://www.bridgeport.edu/pages/2260.asp">http://www.bridgeport.edu/pages/2260.asp</a>				

To fill out your financial aid report to the Federal Government, please go online to <a href="www.fafsa.ed.gov">www.fafsa.ed.gov</a>. The school code for the University of Bridgeport is <a href="001416">001416</a>. Federal Student Aid Information: 1-800-433-3243.