

First Year Academic Seminar

Syllabus

Fall 2014

Daniel R. Simpson, MPA
Georgia College Center For Student Success
200 Lanier Hall, Campus Box 115
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CLASS SYLLABUS

FALL 2014
FIRST YEAR ACADEMIC SEMINAR

INSTRUCTOR INFORMATION

Name

Daniel Rhodes Simpson, MPA
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Contact

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Office

200 Lanier Hall
Campus Box 115
Milledgeville, Georgia

Hours

To schedule an appointment, go to:
<http://tinyurl.com/gcsuadvising>

COURSE INFORMATION

Course	CRN	Day	Time	Meeting Location:
BIDS 1705	81525	Monday	1:00 – 1:50 PM	108 Atkinson Hall
BIDS 1705	81527	Wednesday	1:00 – 1:50 PM	108 Atkinson Hall
BIDS 1705	81529	Friday	1:00 – 1:50 PM	108 Atkinson Hall

COURSE RESOURCES

Readings

- “Student Handbook”, 2012. <http://www.gcsu.edu/studentlife/handbook.htm>.
- “Undergraduate Catalog 2013-2014”, 2013. <http://catalog.gcsu.edu/en/2013-2014/Undergraduate-Catalog>
- Other handouts will be distributed through Desire2Learn.
- Center for Student Success Social Media
 - Facebook: [GC Center for Student Success](#)
 - Twitter: [@GC_Advising](#)

COURSE DESCRIPTIONS

BIDS 1705

This institutional credit course will introduce students to life at Georgia College & State University and The J. Whitney Bunting College of Business. This course will also focus on campus programs and activities, basic study skills, department programs and majors, school organizations, and activities designed to help students succeed in their university endeavors. The hours earned in this course may not be used in the total hours required for graduation.

COURSE OBJECTIVES

1. Demonstrate familiarity and understanding of academic expectations within the university and the four colleges, campus resources (Learning Center, Writing Center, Counseling Center, Career Center, Office of Disability Services, Financial Aid, Library Information Technology Center, etc.), and involvement opportunities on campus provided through **exposure** to relevant material, people and experiences.
2. Evaluate the importance and benefits of **engagement** (study abroad, undergraduate research, internships, co-curricular activities) with faculty, staff and other students (housing, peer mentors, supplemental instructors).
3. Demonstrate knowledge and application of **academic planning skills** such as DegreeWorks, PAWS, Appointment Plus, Bobcats email and other tools to self-register, generate degree audits, create four year plans, locate university policies and procedures, interpret academic requirements and manage academic progress.
4. Use **career exploration** to examine career opportunities within an academic major or field of study that has been identified using self-awareness and insights into student background, personal characteristics, skills, academic interests, aspirations, values and goals.
5. Integrate and apply effective **academic strategies** for self-management and self-improvement.

STUDENT EXPECTATIONS

- Regular class attendance is expected.
- Complete all assignments in a timely manner; this may include reading and pre-class learning activities.
- Contact the instructor if you will be absent to ensure you are aware of any missed class material and are adequately prepared for the next class period.
- Maintain responsibility for meeting due dates listed on course outline. Course instructor will **not** provide e-mail reminders for the completion of course-related work.
- **Read all emails from the instructor carefully.**
- **Be professional when using e-mail to communicate with the course instructor or your peers.**

ADMINISTRATIVE POLICIES

Think About It

As part of our comprehensive alcohol, drug and sexual misconduct prevention program, Georgia College requires each member of the first-year class to complete this course. *Think About It* prepares new college students for the unique challenges and responsibilities of college life. Focusing on minimizing the risk associated with alcohol, drugs and sexual violence, Think About It takes a harm-reduction approach that resonates with students and results in healthy campus cultures that foster learning and growing intellectually.

This course provides students with a comprehensive foundation in four areas, sex in college, partying smart, sexual violence and healthy relationships. This course prepares students before they begin their life in college.

Completion of the entire course is a requirement to receive a passing grade in the First Year Academic Seminar Class. If not completed, the Office of Student Affairs will award an Incomplete grade for First Year Academic Seminar until the requirement is met.

Academic Honesty

The integrity of students and their written and oral work is a critical component of the academic process. The submission of another's work as one's own is plagiarism and will be dealt with using the procedures outlined in the GC Catalog. Remember that allowing another student to copy one's own work violates standards of academic integrity.

Religious Observance Policy

Students are permitted to miss class in observance of religious holidays and other activities observed by a religious group of which the student is a member without academic penalty. Exercising of one's rights under this policy is subject to the GC Honor Code. Students who miss class in observance of a religious holiday or event are required to make up the coursework missed as a result from the absence. The nature of the make-up assignments and the deadline for completion of such assignments are at the sole discretion of the instructor. Failure to follow the prescribed procedures voids all student rights under this policy.

Assistance for Student Needs Related to Disability

If you have a disability as described by the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504, you may be eligible to receive accommodations to assist in programmatic and physical accessibility. Disability Services, a unit of the GC Office of Institutional Equity and Diversity, can assist you in formulating a reasonable accommodation plan and in providing support in developing appropriate accommodations to ensure equal access to all GCSU programs and facilities. Course requirements will not be waived, but accommodations may assist you in meeting the requirements. For documentation requirements and for additional information, we recommend that you contact Disability Services located in 125 Lanier Hall at (478) 445-5931.

Student Opinion Surveys

Given the technological sophistication of Georgia College students, the student opinion survey is being delivered through an online process. Your constructive feedback plays an indispensable role in shaping quality education at Georgia College. All responses are completely confidential and your name is not stored with your responses in any way. In addition, instructors will not see any results of the opinion survey until after final grades are submitted to the University. An invitation to complete the online opinion survey is distributed to students near the end of the semester. Your participation in this very important process is greatly appreciated.

Fire Drills

Fire drills will be conducted annually. In the event of a fire alarm, students will exit the building in a quick and orderly manner through the nearest hallway exit. Learn the floor plan and exits of the building. Do not use elevators. If you encounter heavy smoke, crawl on the floor so as to gain fresh air. Assist disabled persons and others if possible without endangering your own life. Assemble for a head count on the front lawn of main campus or other designated assembly area.

Turnitin

This course uses plagiarism prevention technology. Students will submit papers online through a plagiarism prevention service. The papers may be retained by the service for the sole purpose of checking for plagiarized content in future student submissions.

Student Use of Technology

Students are encouraged to utilize technology to supplement learning, but must use these technologies appropriately. All devices should be set to operate silently (not on vibrate) and must not distract others. Inappropriate use of technology or use which distracts other students or the instructor is not permitted and may result in seizure of the device by the instructor until the end of the class period.

Students may make audio or video recordings of course activity. However, the redistribution of audio or video recordings from the course to individuals who are not students in the class is prohibited without the express permission of the faculty member and any of the students who are recorded.

Class Attendance Policy

Although it is recognized that absences will sometimes be necessary, students are expected to attend classes regularly.

Students must not have more than 2 absences from regular class meetings. Each absence beyond 2 will result in a **loss of 5 points from the final grade for each absence thereafter** (excused absences will be considered on a case-by-case basis).

It is the responsibility of students to be cognizant of their own record of absences and to consult the instructor regarding work missed. The decision to permit students to make up work rests with the instructor. If a student is representing the University in an official capacity, as verified on a list released from the Office of the Provost, the instructor will

not penalize the student for those absences. However, students should consult their instructor before anticipated absences.

Students who wish to have their instructors notified of a medical or family emergency necessitating their absence from classes, or who wish to provide documentation in support of a request for excused absences, make-up work, or grades of "W" or "I" due to an emergency, may contact the Office of the Vice President for Student Affairs. The Student Affairs staff will inform students about procedures, assist with communication to instructors, receive and file documentation, and advise students regarding their own self-advocacy; however, the final determination of excused absences, make-up classwork, and grading is determined by the instructor.

COURSE ASSIGNMENTS

All assignments must be submitted electronically through GeorgiaVIEW (also referred to as Desire2Learn). In a technology driven age, this not only provides an electronic forum for learning and evaluation, it also reduces waste and the consumption of paper and ink.

All assignments must be typed, formatted on 8 ½ x 11 pages with 1 inch margins in Times New Roman 12 point font. Any outside information must be appropriately cited according to a major style. Ask the instructor if you have any questions regarding formatting.

Assignments should be submitted prior to the posted due date. No late assignments will be accepted for full credit except in extraordinary circumstances. Assignments are due online if you are present in class or not. If you have difficulties with the technology, contact the instructor immediately.

Grade Distribution:

Papers	30 %
Quizzes	25 %
Financial Aid Presentation	5 %
Academic Plan	15 %
Library Orientation	10 %
Final Project	15 %
Total	100 %

Grading Scale:

A	90 – 100 points
B	80 – 89 points
C	70 – 79 points
D	60 – 69 points
F	0 – 59 points

More information about all assignments will be included in future handouts.

IMPORTANT DATES FOR FALL 2014

<i>Date</i>	<i>Event</i>
August 18	Classes begin
August 20	Last day to add a course
August 22	Last day to drop a course (reduce course load) without fee penalty
September 1	Labor Day holiday (no classes)
October 8	Midterm Grades due
October 13-14	Fall break (no classes)
October 16	Last day to drop a course or withdraw from ALL courses without academic penalty (Unless previously assigned an "F" by instructor for absences)
November 26-28	Thanksgiving holidays
December 8	Last day of classes
December 9-12	Final exams
December 12	Residence Halls close for Winter Break
December 17	Grades due no later than 9 a.m.

COURSE SCHEDULE

Week of	Lecture	Reminders
Aug 18	Introduction	
Aug 25	Major Presentations	Accounting, Management Information Systems, and Computer Science
Sep 1	Campus Life	Classes will not meet at the regularly scheduled time. You are required to attend the Campus Life presentation in Russell Auditorium on Friday, September 5th at 2:00 p.m. (Arrive early for sign-in)
Sep 8	Major Presentations	Economics, Marketing
Sep 15	Academic Strategies	
Sep 22	Core Requirements and Advising	
Sep 29	Major Requirements & DegreeWorks	
Oct 6	Midterm What do I do now?	<i>Think About It</i> Part II must be completed by Oct 10 th . Fall break is next week
Oct 13	Library and Research Center	Classes will not meet. Complete the Library Orientation individually
Oct 20	Student Health Services	
Oct 27	Registration Processes	
Nov 3	Career Center	
Nov 10	Public Safety	
Nov 17	Campus Resources	
Nov 24	No Class	Have a great Thanksgiving break!
Dec 1	Course Wrap-up	Good luck with Finals!

*Subject to change as needed.
Any changes will be announced in class and on the course website.*

ASSIGNMENT SCHEDULE

Assignment	Due Date	Grade
Papers		
Purpose Paper	Aug 29	
Campus Life Reflection	Sep 12	
Cultural or Performing Arts Reflection	Dec 5	
Resume	Dec 5	
Quizzes		
Syllabus Quiz	Aug 29	
History and Traditions	Aug 29	
Honor Code	Sep 12	
Success Skills	Sep 26	
Academic Requirements	Oct 17	
Academic Plan	Nov 21	
Financial Aid Presentation	Dec 5	
Library Orientation	Nov 7	
Final Paper	Dec 5	

All assignments are due prior to 11:59 PM on the day listed and must be submitted through Desire2Learn unless otherwise noted.

Other assignments may be given as extra credit.

First Year Academic Seminar

Assignment Information

Fall 2014

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Georgia College Center For Student Success
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Purpose Paper

This assignment is about you and your point of view regarding your success. Using the following prompts as starting points, you will develop your personal definition of success, understand why you chose to attend Georgia College, how your experience here will aid in your future success and identify past, present and future challenges that might hinder your success.

This assignment should be a minimum of 3 pages, double spaced, using a 12 pt font and standard 1" margins.

- Introduce yourself. Tell the reader at least three (3) facts about yourself that you believe are integral to defining who you are today.
- Elaborate on your personal definition of success. Please include reference to personal, academic and professional perspectives.
- How do you anticipate Georgia College contributing to your success? Include not only references to academic endeavors but also other campus resources and activities (i.e. The GIVE Center, Greek Life, Intramurals, Times Talk, The GEM Program, the Leadership Certificate Program, major –based and other academic or civic honor societies/clubs, etc.).
- Do you plan to graduate from Georgia College, or do you see your educational journey taking you to another institution.
- What challenges have you overcome to get where you are today? What challenges do you anticipate your first semester, first year, during college, and after graduation? How did/will these challenges shape your future success?

Due Date:

August 29, 2014

Campus Life Reflection

Following the campus life presentation, you will need to visit at least two areas of Campus Life and talk with the area's representatives. Then, answer the following questions about each area:

- What interests you about this area of Campus Life?
- How do you plan to get involved with this area on campus?

The areas of Campus Life are:

- Campus Activities Board
- Cultural Center
- The DEN
- GIVE Center
- Greek Life
- Intramurals and Rec Sports
- Leadership Programs
- Women's Center

Due Date

September 19, 2014

Cultural Event Reflection

Attend or visit one of the following events:

1. Any production of the Department of Theater
2. Any production of the Department of Music
3. The Old Governor's Mansion
4. The Natural History Museum and Planetarium
5. The Museum of Fine Arts
6. The Georgia College Museum

Include a date, description of the activity, name of a faculty or staff member at the event (if any), and your thoughts and reactions to the event. You may also include a photo of the event, if appropriate and fitting the style of event.

Due Date

December 5, 2014

Library Orientation

The orientation is a library scavenger hunt using iPad minis. The students are introduced to the building and our many services. This is an opportunity to help reduce library anxiety and get started on the right path for college level research.

To complete this assignment, go to the circulation desk and tell them you are there to complete the Library Orientation. They will check out an iPad Mini to you, and you will complete the tasks presented.

After the due date, the library staff will notify the instructor of which students had completed the assignment.

There will be no class meeting the week of October 13-17th to allow you time to complete this assignment.

Due date

November 7, 2014

DegreeWorks Planner

You are required to complete a four year plan in DegreeWorks. A sample 4 year plan based on your major will be provided, then you will be required to tailor it to your existing coursework, and save it in the database. This plan must complete all core and major requirements, overlays, and credit requirements for graduation. In order to receive a passing grade, you must also complete an in-person advising meeting where you will review the plan with your advisor and make any corrections needed.

Should you change your major during the course of the semester, the advisor for your new major must email the instructor that you have successfully completed a plan.

No late assignments will be accepted. Assignment must be completed using DegreeWorks Planner tool in PAWS. You must save your plan there.

Financial Aid Presentation

Attend one of the presentations by the Office of Financial Aid over the course of the semester. Sign-In sheets from the event will be returned to the instructor.

Due Date

December 5, 2014

Resume

Make use of the resources provided by the Career Center to build and maintain a professional and visually appealing résumé. This will serve as the foundation of how you present yourself to others either for scholarships, internships, part-time employment, or post-graduation full time employment.

The assignment will be graded on professionalism and formatting. In other words, do not worry if you do not have much experience. Just present the experience you do have in a professional and truthful manner.

Due Date

December 5, 2014

Final Paper

Draft a letter to next year's incoming freshmen. Mention at least one piece of advice from each of the following areas we have covered this semester:

- Exposure to Campus Resources
- Engagement in cocurricular activities (Study abroad, campus life, etc)
- Academic Planning and Policies
- Career and major exploration
- Academic strategies for success

Your letter should be at least two pages long and follow grammatical and formatting standards. Use 12 pt font and double space.

Due Date

December 5, 2014

First Year Academic Seminar

Syllabus Acknowledgement
and Information Form

Fall 2014

Daniel R. Simpson, MPA
Georgia College Center For Student Success
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CLASS SYLLABUS

FALL 2014
FIRST YEAR ACADEMIC SEMINAR

I have received and reviewed a copy of the course syllabus for BIDS 1705: First Year Academic Seminar. I have read it and understand the course content, class procedures, and what is expected of me to earn credit with a specific grade in this class.

Initial that you have read each section:

Initials

Syllabus Section

_____ Course description, Resources, Objectives, and Expectations

_____ Administrative Policies including Academic Honesty, Disability Accommodations, Use of Technology, Attendance,

_____ Course assignments, grading procedures, and factors which may reduce my grade including not submitting work, submitting work late, and not attending class.

_____ Course schedule and assignment due dates.

Print Student Name

GCID

Sign Student Name

Date

Advisee Information Form

Last Name Major: <input type="checkbox"/> Management <input type="checkbox"/> Marketing Phone Number: () - Okay to Text? <input type="checkbox"/> Yes <input type="checkbox"/> No	First Name Housing Location: <input type="checkbox"/> Adams Hall <input type="checkbox"/> Bell Hall <input type="checkbox"/> Foundation Hall <input type="checkbox"/> Napier Hall <input type="checkbox"/> Sanford Hall <input type="checkbox"/> Wells Hall <input type="checkbox"/> The Village	Preferred Name Room #: GCID: 911- -
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Why did you decide to attend Georgia College?

Is there anything I need to know about you to help me be a better advisor?

My Long Term plan is to:

- Graduate from Georgia College
- Transfer to another school because of major selection
- Transfer to another school because of atmosphere or institution size
- I'm not sure
- Other: _____

If you plan to transfer, to which institution?
