



### INSTRUCTOR INFORMATION

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**Hours**

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

### COURSE INFORMATION

<b>Course</b>	<b>CRN</b>	<b>Day</b>	<b>Time</b>	<b>Meeting Location:</b>
BIDS 1705	81997	Wednesday	1:00 – 1:50 PM	208 Atkinson Hall
BIDS 1705	81998	Friday	1:00 – 1:50 PM	208 Atkinson Hall
CRJU 0001	81648	Monday	1:00 – 1:50 PM	3-64 Arts & Sciences
POLS 0001	81646	Monday	1:00 – 1:50 PM	3-64 Arts & Sciences
SOCI 0001	81649	Monday	1:00 – 1:50 PM	3-64 Arts & Sciences

### COURSE RESOURCES

**Readings**

- “CORE Check Sheet”, 2013.  
[http://www.gcsu.edu/success/docs/CORE\\_July\\_2013\\_new.pdf](http://www.gcsu.edu/success/docs/CORE_July_2013_new.pdf)
- “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.

### ***CRJU/POLS/SOCI 0001***

Required of all first-year students to be taken in their first semester on campus. This seminar provides an overview of academic requirements for graduation and helps establish meaningful career goals and objectives. Discussion of policies, standards, procedures, expectations, and resources that will contribute to student success not only during the first semester but throughout the student's academic career at GCSU. This course does not count toward 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**

### ***AlcoholEdu***

AlcoholEdu® is an online alcohol prevention program used on more than 500 college and university campuses nationwide. This Population-Level Prevention® program is designed to challenge students' expectations about alcohol while enabling students to make healthy and safe decisions. The purpose of AlcoholEdu is to help you make healthy and safe decisions about alcohol while attending college. We are focused on preventing harm and making it less likely that you - or other students - will have problems because of your own or someone else's drinking. If you do not complete the AlcoholEdu program, your freshman seminar grade will be displayed as an incomplete when final grades are submitted.

### ***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	20 %
Quizzes	20 %
DegreeWorks Planner	20 %
Library Assignment	20 %
Final Project	20 %
<b>Total</b>	<b>100 %</b>

### ***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 2013**

***Date Event***

August 19	Classes begin
August 21	Last day to add a course
August 23	Last day to drop a course (reduce course load) without fee penalty
September 2	Labor day holiday (no classes)
October 9	Midterm Grades due
October 14-15	Fall break (no classes)
October 17	Last day to drop a course or withdraw from ALL courses without academic penalty (Unless previously assigned an "F" by instructor for absences)
October 28-31	Spring 2013 Registration begins for Continuing, Degree-Seeking Students
November 27-29	Thanksgiving holidays
December 9	Last day of classes
December 10-13	Final exams
December 13	Residence Halls close for Winter Break
December 18	Grades due no later than 9 a.m.

## COURSE SCHEDULE

Week of	Lecture	Reminders
Aug 19	Introduction	
Aug 26	Academic Strategies	
Sep 2	Campus Life	Classes will not meet at the regularly scheduled time. You are expected to attend the Campus Life presentation in Russell Auditorium on Friday, September 6th at 2:00 p.m. (Arrive early for sign-in)
Sep 9	CORE Requirements and Advising	
Sep 16	Major Requirements	
Sep 23	DegreeWorks Planners	Location TBD
Sep 30	Financial Aid	Location TBD
Oct 7	Midterm What do I do now?	AlcoholEDU Part II must be completed by Oct 9 <sup>th</sup> . Fall break is next week
Oct 14	Majors Fair	Classes will not meet. Attend the Majors Fair 11:00 AM until 2:00 PM on October 16 <sup>th</sup> in Magnolia Ballroom of the Student Activities Center
Oct 21	Risky Business	
Oct 28	Campus Resources	
Nov 4	Public Safety	
Nov 18	Course Wrap-Up	
Nov 25	No Class	Have a great Thanksgiving break!
Dec 2	Library and Research Center	No class meeting
Dec 9	No Class	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
<b>Papers 20%</b>		
Purpose Paper	Aug 30	
Campus Life Reflection	Sep 13	
Majors Fair Reflection	Oct 25	
Cultural or Performing Arts Reflection	Dec 9	
Community Event Reflection	Dec 9	
Resume	Dec 9	
<b>Quizzes 20%</b>		
Success Skills	Sep 6	
History and Traditions	Sep 13	
Academic Requirements and CORE	Sep 20	
Honor Code	Sep 20	
<b>DegreeWorks Planner 20%</b>	Oct 4	
<b>Library Assignment 20%</b>	Dec 9	
<b>Final Paper 20%</b>	Dec 9	

All assignments are due prior to 11:59 PM on the day listed. Must be submitted to the appropriate portal listed.

Other assignments may be given as extra credit.