

Introduction to Collegiate Studies – Fall, 2007
SAM 136-08 (Mon./Wed. 3-4:20pm, CFS 101) Syllabus

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Office Hours: If I'm not in class, I'm in my office so feel free to stop by anytime.

Texts:

Gardner, J.N., A.J. Jeweler, and B.O. Barefoot (2008). Step by step to college and career success (2nd Ed.) Boston, MA: Thomson Wadsworth Publishing.

Bonson, Po (2003). What should I do with my life? The true story of people who answered the ultimate question. New York, NY: Random House.

Course Description: SAM 136 is designed to increase student success at college. The overall goal of the course is to facilitate a smooth transition to college life by engaging the student in a structured curriculum of academic and life skills enhancement. To accomplish this goal, the content of the class includes: locating and utilizing campus resources, goal setting and time management skills, writing skills, test preparation and taking skills, critical thinking skills, career and major/minor exploration, cultural diversity issues, personal health and well-being strategies, money management, and leadership/civic service training.

Learning Objectives:

1. Learning to apply course material (to improve thinking, problem solving, and decisions).
2. Developing skill in expressing oneself orally or in writing.
3. Developing a clearer understanding of, and commitment to, personal values.
4. Acquiring skills in working with others as a member or a team.
5. Learning how to find and use resources for answering questions or solving problems.

Learning Outcomes:

1. Develop basic study skills (e.g. reading, writing, note taking and test taking).
2. Enhance critical thinking/problem solving.
3. Develop effective oral and written communication skills.
4. Locate and utilize university resources (e.g. career services, library, SAM Center, student services, etc.).
5. Enhance leadership, service learning, and civic responsibility skills/values.
6. Initiate career exploration and major/minor area of study exploration.
7. Become sensitive to and value different cultures and respect diversity.
8. Develop life skills (e.g. health/stress, nutrition, relationships/sex, alcohol/drugs, and money management).
9. Enhance effective group dynamics through course activities.

Academic Dishonesty: All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

Classroom Rules of Conduct: Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. Cellular telephones and pagers must be turned off before class begins. Students are prohibited from eating in class, using tobacco products, making offensive remarks, reading newspapers, sleeping, talking at inappropriate times, wearing inappropriate clothing, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in a directive to leave class. Students who are especially disruptive also may be reported to the Dean of Students for disciplinary action in accordance with university policy.

Visitors in the Classroom: Unannounced visitors to class must present a current, official SHSU identification card to be permitted in the classroom. They must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor's discretion whether or not the visitor will be allowed to remain in the classroom.

Attendance, Tardiness, and Early Exit Policy: Attending class, arriving for class on time, and remaining in class until the end of the class period are fundamental to academic success. Arriving on time for class and remaining in class until the end of the class period show respect for your instructor, your fellow classmates, and/or any guest speakers. Because of its importance, a combination of 2 tardies and/or early exiting will be counted as 1 absence for the class. A maximum of **two absences for TTh classes or three absences for MWF classes** will be allowed. After **two or three absences**, each absence will result in a **half letter grade (5 points) drop** in the student's final letter grade. Students who miss class because of official University business will be given the opportunity to make up for missed work without penalty. However, students must inform the instructor prior to the absence.

Absences on Religious Holy Days: University policy states that a student who is absent from class for the observance of a religious holy day must be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. Student must be excused to travel for observance of a religious holy day. A student who wishes to be excused for a religious holy day must present the instructor with a written statement describing the holy day(s) and the travel involved. The instructor should provide the student with a written description of the deadline for the completion of missed exams or assignments.

University ADA Policy: Sam Houston State University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with Services for Students with Disabilities in the Counseling Center and to contact faculty members in a timely fashion to arrange for suitable accommodations.

Grading Scale:

90-100%	A	Excellent Work
80-89%	B	Good Work
70-79%	C	Acceptable Work
60-69%	D	Not Acceptable Work
Below 60%	F	Failing Work

Assignments/Grades:

Research Project		40%
Outline	5%	
Rough Draft	10%	
Final Draft	20%	
Presentation	5%	
Class Participation		40%
Weekly Journal/Homework	10%	
Bonson Discussion Board	10%	
Chapter Quizzes	20%	
Midterm, Final		20%
Midterm	10%	
Final	10%	

Service Learning Opportunity: (TBA)

This is a **mandatory** service learning project. You will spend 5 hours working on the designated project (TBA). Should something occur that prevents you from attending the class project, it is at the discretion of the professor whether there will be a make-up project. Since this is a volunteer project, there will be no grade. However, should students **fail to attend**, then they will **lose 5 points from their final average**.

Weekly Journal Participation:

As a class you will participate in a weekly online discussion of a given topic. You will be **graded on the quantity** (minimum of 4 complete sentences) and **quality** of your contribution (original thought/research/applicability/etc.) to the discussion. You must use complete sentences and refrain from abbreviations commonly used in email or text messaging. Your participation will be date and time stamped and must be recorded by 5 p.m. on the Friday of the week they are assigned. **In addition**, you are required to respond to at least **2** of your classmates' postings.

Grade: 10%

Due Date: Friday by 5pm each week

What Should I Do With My Life? Discussion Board:

You are required to read the book *What Should I Do With My Life* by Po Bonson. You will write **8 separate entries** for the online Discussion Board concerning the 8 stories that had the most impact on you from each section. Each entry will **be at least 200 words** (approximately 1/2 page double spaced). In addition to the above 8 entries, you will be required to **respond to 2 of your classmate's entries**. Piggybacking, using someone else's entry to write your own instead of reading the book and formulating your own thoughts, will not be tolerated.

There are two rounds to this assignment. Round 1 consists of 3 personal entries and one response to a fellow classmate's entry. Round 2 consists of 5 personal entries and one response to a fellow classmate's entry. Each of the personal entries will correspond with one of the section of the Po book. For example, during Round 1, you will write one entry each of the first three sections of the book: "The Sense of 'Rightness'," "In Another Class," and "Temptations vs. Aspirations."

Grade: 10% total

Due Date: Round 1 (Entries 1, 2, 3 and Response 1) – September 24th, by Midnight

Round 2 (Entries 4, 5, 6, 7, 8 and Response 2) - November 26th, by Midnight

Quizzes:

You will have a **quiz each week**, unless the professor decides otherwise. You will be responsible for any reading that has been assigned for the that week, as well as any other work that may have been assigned by the professor. There will be **a minimum of 10 quizzes, of which the 2 lowest grades will be dropped**. Since you are allowed to drop your two lowest grades, you will **NOT** have the opportunity to make up these quizzes.

Grade: 20%

Due Date: The first day, typically a Monday, for which the material is supposed to have been prepared.

Individual Research Assignments: You will be required to write a research paper concerning your desired career. Your paper should provide an in depth examination of your intended job and everything that goes with it. In order to earn a passing grade, you should be sure to address the following:

- I. What career?
 - a. Choose a career; either one you are intending to go into or, if undecided, one in which you have some interest.
- II. Why that career?
 - a. What makes this career stand out to you?
 - i. Note: Because my parents think it would be good for me will not cut it.
 - b. Where did you first hear about it?
 - c. Why do you think it is interesting?
- III. Provide background concerning the career.
 - a. What is the salary range?
 - b. Where are the best places to go for preparation for your desired career?
 - c. How long does it take to get to your career goal?
 - i. Ex. Becoming a doctor takes 4 years for an undergraduate degree, 4 years for medical school, 3-7 years for residency, and 1-4 years for a fellowship. In other words, it takes approximately 12-19 years to become a doctor.

- d. What field (s) employs your profession?
 - e. Where are the hubs for your profession?
 - i. Do you need to work in a city or live in a rural setting?
 - ii. What areas in the state/nation/world have the most and/or best opportunities for your profession?
- IV. What do I need to achieve this career?
- a. What type of preparation do you need?
 - i. What education do you need?
 - 1. Ex. Becoming a psychologist takes far more than just a Bachelor's degree. You need to have at least a Master's degree, preferably a PhD, and a LPC in order to practice.
 - ii. What tests/certifications do you need to pass?
 - iii. Will there be a need for continual education to stay on top of the field?
 - b. Where are the best schools/programs for your desired profession?
 - i. What does it take to get into them?
 - ii. Include prerequisites: job experience, education, etc.
 - c. What skills/talents are valued by your chosen career?
 - i. Do you need critical thinking skills?
 - ii. Do you need people skills?
 - iii. Etc., Etc., Etc.
- V. What are future possibilities for this career?
- a. What are the emerging fields in your chosen profession?
 - i. Ex. Genetic mapping and stem cell research for biologists
 - b. Will you get a high paying job just to be laid off a few years later?
 - i. Ex. Wall street workers during the 80s
 - c. How plans do you have to make/keep yourself marketable?
- VI. Personal views.
- a. Reflect upon what you have found and written.
 - b. Do you still like your desired career?
 - i. If yes, why?
 - ii. If no, why not and what do you plan on looking into next?

This paper is long and complicated so you need to make sure you start quickly and stay on track. To help prevent procrastination, the paper will be graded in stages:

- I. **Outline:** You will turn in a detailed outline of your proposed research paper. Make sure you have covered the points listed above. You should use size 11 or 12 Times New Roman font and write in complete sentences with proper grammar. You will be penalized 1% for each day this is late. After 5 days, not class periods, you will receive a 0.
Grade: 5%
Due Date: Sept. 17th, by class
- II. **Rough Draft:** You will need to have a rough draft **finished** and checked over by the **Writing Center**. The Writing Center will make marks on your paper, and then stamp and date your paper as proof that you were there. This should ensure that you are staying up to date with your work, so that you will not be swamped at the end of the semester. It also allows you to receive aid with your revising and editing from people who have had experience writing research papers. You should include your citations, utilizing APA style, so that you can ask any questions you may have at the time. You will be penalized 2% for each day this is late. After 5 days, not class periods, you will receive a 0.
Grade: 10%
Due Date: Oct. 8th, by class
- III. **Final Draft:** This is your final copy of the paper. A hard copy of the paper will be turned into me at the **beginning of class** for it to be counted as on time. Afterwards it will be considered late, with the corresponding consequences. You should follow the document titled RESEARCH PAPER, found on BlackBoard, for a more comprehensive format discussion. Merely turning in a paper does not ensure you a passing grade. The paper should be a **minimum of 2400 words** long (approximately 7 pages double spaced), written in size 11 or 12, Times New Roman font using complete sentences and proper grammar.

Margins should be set at a maximum of 1 inch. You will be penalized 4% for each day that this is late. After 5 days, not class periods, you will receive a 0.

Grade: 20%

Due Date: Nov. 14th, 5 pm

- IV. **Presentation:** You will give a presentation concerning your desired career to the class. This will be a simple, straight forward assignment. You should dress professionally on the date that you give the presentation. You will also need to provide for each of your classmates and professor a handout concerning your research career including any material that you believe is crucial or interesting. The presentation will last for 10 minutes. Feel free to include PowerPoints, movies, etc. in your presentation. However, please let the professor know what technology you require before the day you present. There is **no make up** for this assignment.

Grade: 10%

Due Date: Scheduled times from Nov. 19th- Dec. 5th

Midterm and Final Exams:

There will be two tests for this class: a midterm and a final. Both tests will be **comprehensive** and include a **variety of testing formats** (i.e. multiple choice, fill in the blank, essay, etc.). You are responsible for all information mentioned in class, field trips, and required readings.

Grade: Midterm = 10%, Final = 10%

Due Date: Midterm – October 3rd during class, Final - December 12th 5-7pm

Late Work/Make up Work:

Acceptance of late work/make up work differs vastly based upon the individual assignment:

GRADE	LATE WORK	MAKE UP	RATIONAL
Weekly Journals	Not Accepted	Not Accepted	You know when it is due and have a full week to complete it.
Bonson Discussion	Not Accepted	Not Accepted	You know when it is due and you have plenty of time to do it.
Quizzes	Not Accepted	Not Accepted	You are allowed to drop two quizzes.
Midterm/Final	Not Applicable	Accepted	You can make up a test, but it will not be the same test as the class received. Format and questions are at the discretion of the professor.
Research Paper	Accepted	Not Applicable	Late work will be accepted but you will be penalized for each additional DAY that it is late.

Professor's Clause: This syllabus, required materials, and subject matter are due to change per the discretion of the professor.

Electronic Device Policy: The use of electronic devices, unless approved by the professor prior to the class period, is expressly forbidden. Should you be found using an MP3 player, IPOD, Walkman, PDA, Laptop, Blackberry, Cell phone, etc. during class, you will be asked to leave. If this happens a second time in class, you will lose a letter grade. If a third infraction occurs, you will be asked to leave the class and will receive an F for the course.

Class Schedule:

*This, like all things in life, is subject to change. Should something on this schedule change, then you will be notified either in e-mail or during class. Obviously it is your responsibility to check your e-mail and to attend class to be aware of these changes.

DATES	READINGS	TOPICS/IMPORTANT DATES
August, Mon. 20 th		Intro, Syllabus, Class rules
August, Wed. 22 nd		Continuation of the above, No Sympathy Questions
August, Mon. 27 th	Ch. 1 – The Right Foot	Quiz Introduce the students to the main players on campus
August, Wed. 29 th	Ch. 2 – Time Management	Quiz
September, Mon. 3 rd	No Class	Labor Day, No Class
September, Wed. 5 th		Meet at the Library, Rm. 157
September, Mon. 10 th	Ch. 3 – Critical Thinking	Quiz Handouts for Critical Thinking
September, Wed. 12 th		Math Tutoring Center
September, Mon. 17 th	Ch. 4 – Learning Styles	Quiz Outline Due
September, Wed. 19 th		SAM Center Advising – Meet in AB4 Suite 210
September, Mon. 24 th	Ch. 5 – Communicating Clearly	Quiz Round 1 of Po Discussion Due by Midnight
September, Wed. 26 th		Writing Center – Meet in the classroom, and then we will go, as a class, to the Writing Center (3:20 pm)
October, Mon. 1 st	Ch. 6 – Classroom Success	Quiz
October, Wed. 3 rd		Midterm
October, Mon. 8 th	Ch. 7 – Reading Skills	Quiz Rough Draft Due
October, Wed. 10 th		Last Day to Q-Drop Wally Barnes from the Reading Center
October, Mon. 15 th	Ch. 8 – Test Taking Skills	Quiz
October, Wed. 17 th		Research paper review/discussion
October, Mon. 22 nd		Dr. Bernice Strauss Guest Speaker
October, Wed. 24 th	Ch. 9 – Relationships	Quiz
October, Mon. 29 th	Ch. 10 – Stress Management	Quiz
October, Wed. 31 st		Gerri Johnson – Causes of Stress and Management
November, Mon. 5 th	Ch. 12 – Careers and Majors	Quiz
November, Wed. 7 th		Margaret Ferguson (SAM Center) – Help Choosing Majors
November, Sat. 10 th	Community Service Project	Meet at the Museum
November, Mon. 12 th	Ch. 11 – Community Life	Quiz
November, Wed. 14 th		Final Draft Due
November, Mon. 19 th		Presentations
November, Wed. 21 st	No Class	Thanksgiving, No Class
November, Mon. 26 th		Round 2 of Po Discussion Due by Midnight Presentations
November, Wed. 28 th		Presentations
December, Mon. 3 rd		Presentations
December, Wed. 5 th		Presentations

December, Thurs. 6 th		Last Day to Resign
December, Mon. 10 th	No Class	No Class
December, Wed. 12 th		Final Exam, 5-7 pm