

COURSE SYLLABUS

Arts And Sciences 1111
Freshman Orientation
Tuesdays, 9:00 – 10:15 a.m.

Section 235
Fall 2005
222 Classroom Building

Instructor:	Chris Ray	Student Academic Mentor:	Tara Voth
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Office Hours:	T: 10:30a – 12:00p; R: 12:00p – 1:30p Other times by appointment.		

Course Goal: To assist you in having a successful freshman year experience.

Course Objectives:

- To provide an introduction to the skills necessary for academic success;
- To identify for students the resources for intellectual, personal and social growth available to them as members of the University community;
- To examine the relationship of an Arts & Sciences education to the world of work;
- To explain the philosophy, purpose, and value of general education;
- To introduce students to the purposes of higher education, to the role of the faculty, and to their responsibilities as students;
- To provide opportunities for increased student awareness of themselves and others; and
- To explain degree sheets and requirements, curriculum planning, and the enrollment process.

Course Texts:

- “A&S 1111 Resource Book” (available at Student Union Bookstore, Cowboy Bookstore, 520 W. Elm and Book Trader, 120 W. Hall of Fame Ave.)
- “OSU Catalog” (distributed in class at no charge to A&S 1111 students)

Blackboard:

You will be required to log on to Blackboard (<http://blackboard.okstate.edu>) regularly to access course materials and to submit your weekly journals. You can find help for logging on and navigating blackboard by clicking on the information button or going to <http://fp.okstate.edu/bbstudents/>. It is expected that you know how to use this feature because a large percent of your grade will come from assignments posted on blackboard.

Written Work:

Writing is an important skill that will be integral to your success in college. All papers should be typed (10-12 point font, 1” margins, double-spaced) and well written. You will find a first draft is rarely acceptable in any of your courses.

Attendance and Participation:

Ten points are earned (or lost) each day. Attendance and participation are necessary to earn the 10 points. NOTE: These points could be lost by, but not limited to: Sleeping in class, reading or working on other course materials, reading a newspaper or other materials or creating a disturbance in class (e.g. cell phone use of any kind). Please note that “excused” absences and make-up assignments are at the discretion of the instructor. Documentation of a medical problem or other extenuating circumstance is required. Requests for excused absences should be made in advance if possible, but by all means as soon as possible after your return to class.

Cell Phones and Other Disruptions:

Make sure that your cell phone is turned off before entering the classroom. Students will lose points for ringing cell phones, text messaging, playing games, or any other avoidable incidents that cause a disruption to the class.

Grading:

A&S 1111 is a letter-graded class that fulfills an OSU graduation requirement. Your grade will be based on attendance/participation and the completion of the course assignments listed below.

Points Required for a Specific Letter Grade

<u>Points</u>	<u>Grade</u>
450 – 500	A
400 – 449	B
350 – 399	C
300 – 349	D
299 and below	F

Assignments:

The following outlines the major course assignments and possible points for each. Details of each assignment will be provided in class and on the OSU Blackboard system.

Assignments	Points Possible	Points Received
Personality Exercise	30	
Learning Styles Exercise	30	
Time Management Exercise	30	
Library Assignment	30	
Campus Arts Event	50	
Current Resume	15	
“Ideal” Resume	15	
General Education Quiz	30	
4-Semester Plan	30	
Values & Ethics Exercise	30	
Weekly Journals	100	
Attendance and Participation	110	
Total:	500	

Note: All exercises should be completed prior to the class for which they are assigned!

Policy on Late Assignments:

Late assignments will be accepted at the instructor's discretion, with a 10% deduction of the original value per week the assignment is late. No assignments will be accepted that are more than two weeks late. Make-up assignments (without a "late-work" penalty) may be allowed at the instructors' discretion for extraordinary circumstances and only for absences where appropriate documentation was provided in a timely manner.

Accommodations for Students with Disabilities

If you feel that you have a disability and need special accommodations of any nature the instructor will work with you and the Office of Student Disability Services, 315 Student Union, to provide reasonable accommodations to ensure you have a fair opportunity to perform in class. Please advise me of any disability and the desired accommodations as soon as possible.

**A&S 1111 – Freshman Orientation
Course Calendar**

Date	Week	Class Topic	Assignment (Complete Prior to Class)
8-23-2005	1	Introductions & Overview	
Presenter(s):		Chris & Tara	
8-30-2005	2	Making The Transition to College	Read Chapters 1 and 2 and complete the assigned exercise on personality.
Presenter(s):		Chris & Tara	
9-06-2005	3	Learning Styles & Personality	Read Chapter 3 and complete the assigned exercise on learning styles.
Presenter(s):		Chris & Tara	
9-13-2005	4	Prioritizing Time, Money and Resources	Read Chapter 4 and complete the assigned exercise on time management.
Presenter(s):		Chris & Tara	
9-20-2005	5	Library Orientation	Meet in Room 206 of the Library. Complete the assigned library exercise.
Presenter(s):		Dan Chaney & Library Staff	
9-27-2005	6	Study Skills & Academic Success	Read Chapters 5-7.
Presenter(s):		Jenny Wood, Counseling Center	
10-04-2005	7	Celebrating Diversity	Read Chapter 8.
Presenter(s):		ISS & Study Abroad Staff	
10-11-2005	8	Careers and Majors	Read Chapter 9 and complete the assigned resume exercise.
Presenter(s):		Missy Wikle, ASCS	
10-18-2005	9	No Class – Fall Break	No Class – Fall Break
Presenter(s):		N/A	
10-25-2005	10	General Education & Degree Sheets	Read Chapter 10 and complete the 4-Semester Plan exercise. Bring your OSU catalog to class!
Presenter(s):		ASSS Staff	
11-1-2005	11	Ethics and Academic Policies	Read the material on Ethics and Academic Policies posted on Blackboard.
Presenter(s):		Chris & Tara	
11-8-2005	12	Enrollment Process and Course Evaluation	Read Chapter 11 and complete the assigned values/ethics exercise.
Presenter(s):		Chris & Tara	

*If you are required to miss a class be sure to check with me or another student for assignments.

See the University's Academic Calendar for important University deadline, drop dates, holidays, etc.:
<http://www.okstate.edu/registrar/AcademicCalendarFall.html>

It is your responsibility to know the University deadlines. They apply to **all** regular semester length classes!

Note: The last day to drop A&S 1111 with a grade of "W" is 10/21/2005. No refund of tuition or fees will be given.