

KSU 1101 The Freshman Experience

An Integral Part of Learning Communities 6 & 27

So You Want to be a Millionaire?

Term	Fall 2004
Times	Monday & Wednesday, 12:30 – 1:45 OR Tuesday & Thursday 11:00 – 12:15
Room	LB 461 (M&W) OR LB 430 (T-Th)
Instructor	Dick Grover, Associate Professor of University Studies
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Office Hours	M & W 10:00 – 11:00 AM & 4:00 – 5:00 PM Tu. & Th. 9:30 – 10:30 PM Or by appointment

The Objectives of Our Communities are to:

1. Expose students to the theories, and skills of personal and professional leadership including:
 - a. Oral communication skills.
 - b. Written communication skills.
 - c. Goal setting.
 - d. Time management.
 - e. Interpersonal skills.
2. Provide students with opportunities to develop money management skills through effective and ethical personal and interpersonal leadership, management and communication skills.
3. To assist you in achieving your financial goals while also realizing other more important goals by helping you avoid being one of those people who *"climb the ladder of success, reach the top, and only then discover that the ladder was leaning against the wrong wall."*

Course Description: KSU 1101, the Freshman Experience is a three-credit course for new students at KSU. It is designed to allow students to explore the relationship between higher education, their personal goals and their civic roles and responsibilities and to introduce them to the available resources and programs of the university. Course content includes opportunities to:

1. Explore career options.
2. Integrate into the KSU community and the community at large.
3. Recognize the benefits and responsibilities of membership in the campus community.
4. Become familiar with the resource available on campus to help you succeed including technology research and learning lab resources.
5. The improvement of critical thinking skills that will aid a student throughout his or her college experience.
6. KSU 1101 also helps students answer some basic questions:
 - A. Why did I decide to attend college?
 - B. What can I gain from this experience?
 - C. What skills must I develop to succeed?

Required Texts and Materials:

1. KSU 1101 Coursepack. A Xeroxed packet of articles. Available in the KSU Bookstore for \$9.00
2. *The Diary of a Young Girl* by Anne Frank. Make sure you get the Definitive Edition, available in the KSU Bookstore for \$5.99

3. The *KSU Planner* \$6.95. You'll find them next to the cash registers in the KSU Bookstore
4. *Introduction to the 7 Habits of Highly Effective College Students Guidebook*. Purchase from the instructor for \$14.00 by September 2.
5. A package of 5" X 8" Lined Index Cards
6. A KSU Fall Schedule Free from the Registrar's Office
7. A KSU Undergraduate Catalog Free from the Registrar's Office
8. A KSU Student Handbook Free from the Information Booth in the student center

Assignment Schedule: For additional information on assignments, see the page number listed in the table next to each assignment.

Grading (350 Points Possible): Course grades are based on a point system as follows:

Grade	Point Range	Percentage	Grade	Point Range	Percentage
A =	315 to 350	90 to 100	D =	210 to 244	60 to 69
B =	280 to 314	80 to 89	F =	0 to 209	0 to 59
C =	245 to 279	70 to 79			

How Points Are Earned: Points are earned through the following activities:

<u>Assignment</u>	<u>Points</u>
1. Class Assignment Scheduling	10
2. Discussion Groups – 5 discussions @ 10 points each	50
3. Career Center Research	20
4. Career Interest Interview	15
5. Career Educational Plan	20
6. Service-Learning Activity	20
7. Online Career Portfolio	20
8. Mission Statement	15
9. Campus Events – 3 events @ 10 points each	30
10. Midterm and Final Exams - 2 exams @ 50 points each	100
11. Pop Insights and Quizzes (Pop I.Q.s) several at 5 to 10 points each	50
TOTAL POINTS	350

It is also possible to earn bonus points through participation in additional campus events. See the Campus Events section under Assignment Details for additional information

Assignment Details: (See Assignment Schedule on Page 2 for Due Dates)

1. **Class Assignment Scheduling (10 Points):** Schedule on the weekly calendar pages of your *KSU Student Planner*, all assignments of all of your classes. For activities that common sense suggests would require more than one week to complete (such as term papers, large reading assignments or other major projects), include milestone events and dates. Bring your planner to class on the date specified in the KSU 1101 Assignment Due Dates Table and I will review and return it to you during the class period.
2. **Discussion Groups (50 Points):** (5 topics, 10 points each) Students will be placed in five-person discussion groups. Using the discussion group feature on WebCT, students will share ideas on various topics throughout the term. Some of these topics will be provided by the CLASS instructors and others will be selected by each discussion group. Time will be provided in class to share some of your group's discussions. Following are some guidelines for discussion group entries:

- a. Each student must have at least two entries in each discussion topic in order to receive credit.
- b. Entries must be more than agreeing or disagreeing with a statement. The entry must also include either a new point of view or the reasons for agreeing or disagreeing with an earlier statement.
- c. Students must be polite and respectful of other's opinions. There is no problem with making your case strongly. However, profanity or the belittling of another student ("that's really dumb," "anyone who believes that must be an idiot," for example) will be dropped from the discussion group and will not be able to receive points for that or any future discussion group activities.
- d. Each discussion group topic (thread) will have a beginning and ending date, which will usually be about one week. Instructors from all three CLASS courses will review group discussions on-line, and may include their own comments in the discussions. Each student in the discussion group whose comments meet the requirements listed above will receive the assigned points for the exercise. Students whose entries do not meet the above requirements will have their points reduced.

See the assignment table on page two for the beginning and ending dates of discussion group threads.

3. Career Center Research (20 Points):

- a. Use the PinPoint career evaluation computer software at CAPS to generate a list of careers that might match your personality type. This will take about 30-45 minutes.
- b. Select three careers from the list that particularly appeal to you and explore each. (Note: you may want to print out certain pages to have a record of the information about each career.)
- c. Get further information on each career using either *The Occupational Outlook Handbook* (in the reference library at CAPS) or the GCIS (Georgia Career Information System) database.
- d. Write a brief (one or 2 paragraph) summary of each career: duties, educational requirements, industries where employed, earning potential, difficulty in obtaining positions in the field, etc.
- e. Choose the career that appeals to you the most and write a brief (1/2 page) rationale that identifies what about the career field appeals to you. If you already have a career in mind that does not appear on the list, you can use that career for the remaining steps. However, you still need to do PinPoint and the career summaries even if you think you already know what you want to do.
- f. Your final product will include:
 - ii. The summary of each career area you explored and
 - iii. The ½ page rationale about the career that most appeals to you.

4. Career Interest Interview (15 Points): Use OwlTrack at the Career Services office to find a few KSU alumni who currently work in the field you have chosen; alternatively, you can use people you might already have contact with through family or friends. Interview one person (can be done by phone or email) to find out about her or his experience in the career. A list of questions will be provided to assist you with your interview. You will submit written summaries of the answers to these questions followed by a brief summary of your reflections on what you learned.

5. Career Educational Plan (20 Points) Develop an educational plan that includes the following information:

- a. What major would you pursue?
- b. What specific courses would you need to take for this major? (This information can be found in the KSU undergraduate catalog.)

- c. Are there licenses or credentials you would need to obtain? At what point? How might you prepare? (Good questions to ask during the interview!)
 - d. Are there skills specific to the field you would need? Can you acquire these skills through coursework? If not, how might you acquire them? (More good interview questions)
 - e. Are there extracurricular activities that might help you prepare—for example, working for the student newspaper to prepare for a career in journalism? (More interview questions)
 - f. Your final product will be your written educational plan that uses points a - e above as headings for your sections.
6. **Service-Learning Activity (20 Points):** Service-Learning is a teaching methodology that provides students with opportunities to achieve course objectives and apply course knowledge in real-world activities. You will be required to complete at least 10 hours of service during the semester. You should select a service activity that allows you to apply one or more of the skills you would utilize in your prospective career area. You may arrange your service through the Volunteer KSU (VKSU) office located in Suite 264 of the Student Center. Begin by reviewing the list of service agencies available by visiting the VKSU Agencies list at www.kennesaw.edu/stu_dev/vksu/agencies, to identify the three organizations in which you are most interested.

Complete the VKSU Community Service Registration Form (included at the end of this syllabus) and list the three agencies you have selected on the top of the form (There is not a special place on the form to include this list. Just write the names of the three organizations at the top of the first page). Then take the completed form to the VKSU office and ask to speak with Mrs. Inman. She will assist you with the placement. If Mrs. Inman is not available at that time, leave your completed form with a VKSU staff member and Mrs. Inman will get in touch with you.

One of the goals of the service-learning activity is to provide you with the opportunity to explore a possible career area. To help the VKSU staff match you with an appropriate service opportunity, use the last section of the form on talents, interests and hobbies to indicate the career related skills you would like to utilize or develop as a part of your service activity.

You must submit, by the date specified on the Class and Assignment Schedule, a 5X8 Card with the following information:

- a. Your Name
- b. The name of the service agency
- c. The type of service activity they will be performing
- d. A sentence describing the link between the service activity and their career interest

The final product for this activity will be a reflective paper, one to 2 pages in length with the following specifications:

- a. Double- spaced
- b. 12 point font
- c. 1" margins top, bottom and sides

Your paper must include the following information:

- a. The organization in which you worked.
- b. The services you provided.
- c. The impact of the service experience on your career goals.
- d. The impact of your service experiences on your personal mission statement.
- e. Insights you gained with respect to your role or responsibility as a college educated person to your community.

Each of these topics should be discussed in the order listed above under the following headings:

- a. The Organization

- b. Services Provided
- c. Impact on Career Goals
- d. Impact on Personal Mission Statement
- e. Insights Gained

You will also make a brief (3-5 minute) INFORMAL presentation to the class on your service-learning experience. What you did, what you learned and what it meant to you.

7. **Online Career Portfolio (20 Points):** You will go to the KSU On-Line Career Portfolio found on the KSU Career Services Center webpage and begin entering data on your educational and other learning experiences. You MUST enter information on all your current classes including the course description and at least one skill area being developed in each class. You must also enter information on at least 2 jobs you have held plus information in at least two other areas. This assignment will be checked on-line on or after the due date specified in the table on page 2.
8. **Mission Statement (15 Points):** After being trained in Habit 2 (Begin with the End in Mind) of *The 7 Habits of Highly Effective College Students*, You will write and submit a personal mission statement.
9. **Campus Events (30 Points):** (Three events, 10 points each). You will attend or participate in at least three campus events during the term and submit a completed Campus Event Form (included as the last page of this syllabus) for each activity. Events may include, KSU athletic, cultural or social activities, art exhibit, music or theatrical performance, club or fraternity/sorority events. **Bonus Points** may be earned by attending additional campus events and submitting a completed Campus Event Form (included as the last page of this syllabus) for each activity, making sure to check the appropriate box on the form. You will receive 5 additional bonus points for each campus activity you attend beyond the three required events. If you join a campus organization, you will receive 8 bonus points for each organizational event you attend.
10. **Midterm and Final Exams (100 Points):** (50 points for each exam). You will take two exams during the term. The two exams will be composed of a variety of test questions, multiple choice, true/false, short answer and essay. The exams will include only that material that was covered since the previous exam. Each exam will be given during the first part of the class period in which the exam is scheduled. The second part of the class will be spent discussing the exam. A study guide will be provided prior to each exam.
11. **Pop Insights and Quizzes (Pop IQ's) (50 Points):** Periodically during the course you will be asked to share your insights or take a brief quiz on a specific topic relevant to the course. You will be given approximately 10 minutes to respond to the insights in writing on a 5" X 8" card or take the quiz. These Pop IQs will be unannounced, and cannot be made up. If you arrive in class after a Pop IQ begins, you will only be able to receive ½ credit of the normal credit for the Pop IQ. Pop IQs will be worth between 5 & 10 points each depending on the whim of the instructor.

Policies, Rules and Procedures:

- **Assignments Turned in Late:** You will lose one point for each day an out-of-class assignment is late. This includes days when class does not meet, such as weekdays when class does not meet, weekends and holidays.
- **Cell Phones and Pagers:** All cell phones and pagers must be turned off prior to the start of class. Students whose cell phone or pager "goes off" in class risk losing points for each occurrence.
- **Classroom Behavior:** A college classroom should be an enriched learning environment in which lively discussion and differing points of view are expressed in an atmosphere of mutual respect and civility. If a student demonstrates behavior that is not consistent with a positive learning environment, he or she will be asked to leave the classroom for the remainder of that period. In severe situations, the student will be required to withdraw from the class.

Academic Integrity Statement: Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation or falsification of University records or academic work, malicious removal, retention or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement.

Disruption of Campus Life Statement: It is the purpose of the institution to provide a campus environment that encourages academic accomplishment, personal growth, and a spirit of understanding and cooperation. An important part of maintaining such an environment is the commitment to protect the health and safety of every member of the campus community. Belligerent, abusive, profane, threatening and/or inappropriate behavior on the part of students is a violation of the Kennesaw State University Student Conduct Regulations. Students who are found guilty of such misconduct may be subject to immediate dismissal from the institution. In addition, these violations of state law may also be subject to criminal action beyond the University disciplinary process.

Revisions to the Syllabus: Revisions to class schedules occur frequently. Time constraints, severe weather and guest speaker "targets of opportunity" are just some of the factors that can impact class schedules. Students will be given adequate warning of any changes in schedules. Any changes in scheduling that result in changes to graded assignments will be made only after such revisions are discussed and agreed upon by 100% of those students who are present in class on the day the proposed changes are discussed.

Last Date to Drop Without Academic Penalty: October 14, 2004

Tentative Class Schedule:

KSU 1101, M & W 12:30 - 1:45					
Week	Day	Date	<u>TENTATIVE</u> Class Schedule		Reading Assignment
1	1	M	8/23	Intros, Concerns	
	2	W	8/25	HS vs, Portfolio	
2	3	M	8/30	Campus Tour	History of KSU
	4	W	9/1	Syllabus, Personal Time Survey	
3	5	M	9/6	LABOR DAY - NO CLASS	
	6	W	9/8	Student Center Tour	
			9/9	Learning Community Luncheon	
4	7	M	9/13	Foundational Principles	7 Habits Guidebook
	8	W	9/15	Where to Go to Know, Planner	Student Handbook, Fall Schedule, KSU Catalog
5	9	M	9/20	Habit 1 You are the Programmer	7 Habits Guidebook
	10	W	9/22	History of KSU, Purpose of College	History of KSU, Do You Want Fries With That B.A.
6	11	M	9/27	Habit 2 Writing Your Program	7 Habits Guidebook
	12	W	9/29		0
7	13	M	10/4	Habit 3 Running Your Program	7 Habits Guidebook
	14	W	10/6		0
8	15	M	10/11	Midterm Review	
	16	W	10/13	Midterm Exam	
9	0	M	1/0		0
	17	W	10/18	Habit 4 Mutual Cooperation	7 Habits Guidebook
10	18	M	10/20		0
	19	W	10/25	Service-Learning Day	7 Habits Guidebook
11	20	M	10/27	WISE OWL Training	KSU Catalog, Spring Schedule
	21	W	11/1	Habit 5 Effective Listening	7 Habits Guidebook
12	22	M	11/3		0
	23	W	11/8	Habit 6 The Fruit of Habits 4 & 5	7 Habits Guidebook
13	24	M	11/10		0
	25	W	11/15	Habit 7 Personal Renewal	7 Habits Guidebook
14	26	M	11/17		0
	27	W	11/22		0
15	28	M	11/24	THANKSGIVING	
	29	W	11/29		0
16	30	M	12/1		0
	31	W	12/6	Service-Learning Reports	

