

DRAFT
FYE 105 Achieving Academic Success
Syllabus
Spring 2013

Instructor:
Office:
Phone:
Email:
Office Hours:

REQUIRED TEXT/MATERIALS

Thriving in the Community College and Beyond, Strategies for Academic Success and Personal Development, 2nd edition, Joseph Cuseo, Aaron Thompson, Julie McLaughlin, Steady H. Moono. Kendall Hunt Publishing Company, 2013. Students are responsible for having assigned text and materials at all classes.

COURSE DESCRIPTION

Introduces new students to strategies that promote academic, interpersonal, and intrapersonal success in the college environment. Aims to foster a sense of belonging, promote engagement in the curricular and co-curricular life of the college, and provide opportunities for students to develop academic plans that align with career and life goals.

CORE COURSE CONTENT

Campus Information/Orientation to College

1. Campus resources (including community resources)
2. College etiquette (differences between high school and college)
3. Policies and Procedures (syllabus/Student Code of Conduct)
4. College vocabulary (common terms, reading a schedule, etc.)
5. Information Technology/Electronic Resources (Blackboard, email, Website, student self-service, online instruction/modes of instruction)

Strategies for Academic Success

1. Self-Analysis/Motivation & Attitude
2. Testing and test anxiety/Memory
3. Note-taking/study skills
4. Critical thinking

Life Skills

1. Financial literacy
2. Self-Responsibility & Self-Management (Time Management/Health & Wellness)
3. Diversity

Academic & Career Planning

1. Career exploration/Career planning (goal-setting)
2. Educational plan and how aligned with Career choice
3. Online registration process

ATTENDANCE POLICY

Class participation and attendance is vital to successful completion of this course. Participation is defined as being actively involved in the course activities.

1. Students who miss more than the equivalent of two weeks of class (**4 classes**) will not receive a passing grade, unless the instructor approves additional class absences on an **exceptional basis**.
2. Being tardy or leaving class early will count as ½ absence.

Required Student Participation in Attendance Policy

If a student misses a class session(s), he or she should notify the instructor in person, by email, in writing, office voicemail, or through Blackboard. Failure to notify the instructor is an automatic unexcused absence, and the absence cannot be made up. The instructor will be the final arbitrator of whether the absence can be made up and/or if the absence is an exception.

STUDENT EVALUATION

Evaluation and Grading Criteria

Grades that **can be earned** for this course are **A, B, C, E, W, and I**. For more information on grading, visit: <http://legacy.kctcs.edu/catalog/>

NOTE:

- **“D” grades will not be given for this course**
- **“I” grades are only given in extenuating circumstances and only at the discretion of the instructor.**
- **If you stop attending class and do not officially withdraw from this course, you will receive a grade of “E.” The last day to withdraw from this course without an instructor signature . If you are on financial aid, check with the Financial Aid Office to determine how withdrawing from this course will affect your financial aid.**

**Grades will be based on
(To be determined)**

NOTE: As a requirement for this class, each student will be required to meet with an academic advisor at a minimum of one meeting during the semester.

Grading scale

100 – 90	A
89 – 80	B
79 – 70	C
69 or below	E

NON DISCRIMINATION STATEMENT

Bluegrass Community and Technical College is an Equal Opportunity Institution. The colleges of the Kentucky Community and Technical College System are committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, beliefs, sexual orientation, age, national origin, or physical or mental disability.

DISRUPTIVE BEHAVIOR

Classroom behavior that seriously interferes with either

1. the instructor’s ability to conduct the class or
 2. the ability of other students to profit from the instructional program
- will not be tolerated.

When a student's behavior in a class is as seriously disruptive as to require immediate action, the instructor has the authority to remove a student from the class. Disruptive class behavior includes, but is not limited to, verbal or physical threats, repeated obscenities, unreasonable interference with class discussion, making/receiving personal phone calls, pages, or texts during class, leaving and entering class frequently in the absence of notice to instructor of illness or other extenuating circumstances, and persisting in disruptive personal conversations with other class members. Students engaging in these activities may be marked absent and/or asked to leave. Referrals may be made to other departments or administrators if needed.

All cell phones or other electronic devices **must be turned off and put away** during class. You must request an exception from the instructor to this policy for any emergency situation **prior** to the start of class.

PLAGIARISM/CHEATING

All academic work, written or otherwise submitted by a student to an instructor or other academic supervisor, is expected to be the result of the student's own thought, research, or self-expression. In any case in which a student feels unsure about a question of plagiarism involving his or her work, the student is obliged to consult the instructor on the matter before submitting it. When a student submits work purporting to be the student's own, but which in any way borrows ideas, organization, wording, or anything else from another source without appropriate acknowledgment of the fact, the student is guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it is a published article, chapter of paper from a friend or some file, or other. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as the student's own, whoever that other person may be. Students may discuss assignments among themselves or with another instructor or tutor, but when the actual work is done, it must be done by the student and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where, and how the student has employed them. If the student uses words of someone else, the student must put quotation marks around the passage in question and add an appropriate citation of their origin. Plagiarism or Cheating can result in dismissal from the course and/or college. See the following Websites to help understand what constitutes plagiarism and cheating: <http://www.indiana.edu/~wts/wts/plagiarism.html>
http://owl.english.purdue.edu/handouts/research/r_plagiar.html
Also see BCTC's Student Code of Conduct for policies regarding academic integrity:
<http://www.kctcs.edu/student/code.htm>