

SUNY CANTON
Canton, New York



Fall 2017
12 week Course Syllabus

DEPARTMENT: Advising and First Year Programs
PROGRAM: First Year Experience
COURSE NAME AND NUMBER: FYEP 101 First Year Experience
COURSE REGISTRATION (CRN):
SEMESTER/YEAR: Spring 2017
CREDIT HOURS: 1

INSTRUCTOR:

OFFICE ADDRESS:

OFFICE HOURS:

OFFICE TELEPHONE: (315)

EMAIL ADDRESS:

COURSE DESCRIPTION:

This course is designed to introduce, acclimate and connect students to the college campus. In-depth discussions, specialized topics, and a final presentation tied to the student's areas of interest will assist students in formulating professional goals and achieving academic success. One hour lecture per week.


STUDENT LEARNING OUTCOMES:

By the end of this course, the students will be able to:

1. Identify the best methods to access good quality information.
2. Identify and utilize campus resources and services.
3. Develop strong college-level academic skills such as personal responsibility, time management, goal setting, health and wellness.
4. Identify short-term and longer-term academic goals and career goals.

REQUIRED STUDENT TEXT:

- Student Planner/Calendar
- Blackboard On-Line Learning, Access at: <http://www.canton.edu/ol/>

- Go to <https://canton.open.suny.edu> or click on 
Log on to Blackboard with your NetID and Password

- If you have any questions or issues with your username or password, please contact the **SUNY Canton Help Desk**

- Phone- 1-315-386-7448
- Email Help Desk: helpdesk@canton.edu

OTHER REQUIRED STUDENT MATERIALS:

- Folder for various hand-outs
- Lined paper and pen for notes. This is a college course. You should be taking notes.

COURSE REQUIREMENTS/EVALUATION CRITERIA:

GRADING METHOD: A-F

Grade	%
A	90 - 100
B+	85- 89
B	80 - 84
C+	75 - 79
C	70 - 74
D+	65 - 69
D	60 - 64
F	Below 60, failing

MEASUREMENT CRITERIA/METHODS:

- Class Participation: Includes Active In-Class Participation & Contributions, 3 One-Minute In-Class Papers (handwritten) & 3 Event Reflection Papers (word-processed) = 70%
- Group Proposal and Group Presentation = 30%

Breakdown of course grade:

Assignment	Due Date	Percentage of Final Grade
Active Class Participation	<i>Continuous</i>	10%
3 One-Minute Papers (in class)	Assigned randomly throughout the semester	30%
3 Campus Event Reflections (homework)	Enter date	30%
Group Research Proposal	Enter date	10%
Group *Presentations/Video/Service Project *Each student will receive an individual grade for presentation	Enter date	20%
Final Evaluation	Enter date	Required

CLASSROOM CONDUCT:

Students are expected to comply with all academic and behavioral standards established in the SUNY Canton Code of Student Conduct, Rights & Responsibilities (Code). The Code is published in the [Student Handbook \(https://www.canton.edu/student_affairs/pdf/handbook.pdf\)](https://www.canton.edu/student_affairs/pdf/handbook.pdf). The SUNY Canton Code of Conduct was reviewed by you in UCanWeb before you were allowed to begin classes. You can review it there or here: http://www.canton.edu/student_affairs/code.html.

FYEP Policies

ATTENDANCE POLICY:

Take your college studies seriously and make attendance a priority. Attendance and active participation are vital to student success in the FYE Program and course. In some degree programs, FYEP 101 is a required course for graduation; therefore **attendance is mandatory**. **If a student misses three class sessions, they will be excused from the course with a final grade of F.**

If you know you are too sick to attend class you **MUST** contact your instructor **PRIOR** to the start of the class you are missing. Then you must contact the instructor with any make-up work and due date for this work. It is **NOT** your instructor's responsibility to follow up on your absence from class, it is **YOURS!**

Please note that only certain kinds of absences will be excused by the Dean of Student's office. The current policy states, "*Acceptable documentation for an excused absence must be presented to the Office of Student Affairs within 5 days of return to campus.*" For questions regarding excused absences contact the Dean of Students, ext. 7120.

PARTICIPATION:

FYEP 101 is designed as a seminar. Students are expected to attend and **actively participate** in class discussions and activities; therefore, absences and late arrivals will reduce your participation grade. It is expected that you notify the instructor if you will be absent or late, prior to the start of class. If an unforeseen circumstance prevents you from attending class, follow-up communication with the instructor in a timely manner is necessary. An instructor may assign a makeup assignment for absences due to extenuating circumstances* only.

CELL PHONE POLICY:

Instructor insert policy

Attendance Policy for Extenuating Circumstances*

In the event of emergency or unexpected circumstances that hinder a student's ability to attend a class meeting, the FYE committee has adopted the following policy regarding missed classes:

Absence	Student Must Complete:	Instructor "To Do"
1	Complete 1 Module <i>or</i> Optional Assignment (assigned by FYEP Instructor)	Send MTS with Attendance Warning
2	Complete Research Paper or Optional Assignment (assigned by FYEP Instructor)	Send MTS with Failure Warning
3	Student can fail course	Failure notice issued via MTS on UCanWeb

Note: Extenuating circumstances and the option of make-up work as described above is the sole decision of the instructor. Makeup work will be issued by the instructor with an agreed

upon due date for such assignments. Failure to submit makeup work by the designated due date will result in a grade of 0% for participation for the missed class. **The instructor has the right to accept or deny a student's absence from class.**

ACADEMIC INTEGRITY: It is fine to use ideas, words, and short passages from the writing of others in your writing, as long as you acknowledge the source. When you quote passages from the readings in this course, cite those passages correctly! Failure to acknowledge the contribution of others is considered plagiarism, a serious academic offense.

Plagiarism is the representation of another's work as your own, for example: (a) submitting as one's own any material that is copied from published or unpublished sources such as the Internet, print, computer files, audio disks, video programs or musical scores without proper acknowledgement that it is someone else's; (b) paraphrasing another's views, opinions or insights without proper acknowledgement or copying of any source in whole or in part with only minor changes in wording or syntax even with acknowledgement; (c) submitting as one's own work a report, examination, paper, computer file, lab report or other assignment which has been prepared by someone else. (Self-plagiarism)

If you are unsure about what constitutes unauthorized help on an exam or assignment, or what information requires citation and/or attribution, please ask your instructor or visit the tutors in the Writing Center. **Violations may result in the failure of the assignment, failure of the course, and/or additional disciplinary actions. (This statement is modified from the DePaul University Academic Integrity web pages.)**

Enrollment / Financial Aid

Please note: FYEP 101 First Year Experience may be a required course depending on your major and your participation in certain programs (EOP, TRiO, G2S). Dismissal or withdrawal from FYEP 101 can impact your eligibility to continue in those programs. It is imperative that you attend, participate, and successfully complete this course and receive a passing grade.

FYEP 101: Fall 2017 Student Weekly Schedule

Order may vary depending on guest speaker availability

Class meeting	Dates	Topic	Notes
1	8/28-9/1	<p>Welcome Introductions <i>Explore:</i> Course Overview, What is FYEP and what is its value to students. General Education courses and their value to students and employers.</p>	Course Syllabus and Blackboard Course shell
2		<p>Campus Services Introduction <i>Explore:</i> Your Purpose in Attending College Setting Short – Long Term Goals Introduce the student handbook: http://www.canton.edu/student_affairs/pdf/handbook.pdf</p>	Review Student Success Resource Booklet Accessible online http://www.canton.edu/fye/documents/StudentResourceHandbook.pdf
3	9/4-9/8	<p>Time Management & Scheduling <i>Explore:</i> Time & Money Planning, setting up a study schedule, Smart Track</p>	SUNY Smart Track website https://www.suny.edu/smarttrack/
4		<p>Methods: College Academic Skills <i>Explore:</i> Discovering How You Learn Working with College Instructors Tutoring & Asking for Help</p>	
5	9/11-9/15	<p>Information: Library Resources How to access information Introduce Turn-It-In <i>Explore:</i> Proposal Format Overview Select Presentation Groups</p>	Campus Library: http://www.canton.edu/library/
6		<p>Your Academic Success I <i>Explore:</i> Listening, Note taking, Participating & Communicating</p>	Campus Event # 1 Reflection Due
7	9/18-9/22	<p>Your Academic Success II <i>Explore:</i> Reading & Remembering Exams & Tests</p>	
		Group Meeting- work with group on proposal and presentation.	
8	9/25-9/29	<p>Staying Healthy in College & Life <i>Explore:</i> Wellness & Stress Management Davis Health Center Overview Avoiding the mid-term slump</p>	Proposals are Due!
9	10/2-10/6	<p>Majors & Careers <i>Explore:</i> Your Interests Career Services Overview</p>	Career Services: http://www.canton.edu/career_services/

Class Meeting	Dates	Topic	Notes
10	10/9-10/13	Developing Values <i>Explore:</i> Types of Values Appreciating Diversity <i>Explore:</i> The Importance of Understanding	
11	10/16-10/20	Group Presentation Preparation (in class) Planning / Assistance if needed OR Money/Smart Track here, or build in an additional guest speaker (s): Chief of Police, study abroad, student guest lecturer, etc.	Event # 2 Reflection Due
12	10/23-10/27	Course scheduling & Degree Planning <i>Explore:</i> Course selection, procedures Understanding GER courses Graduation requirements, role of your advisor	Advising for Spring 2018 begins on 10/30
13 Advising Period Begins	10/30-11/3	Group Presentations	Peer Reviews, in-class
14	11/6-11/10	Group Presentations	Peer Reviews, in-class
15 Course scheduling begins	11/13-11/17	FINAL EVALUATION - No final grade will be given until student has completed	Event # 3 Reflection Due

THE INSTRUCTOR HAS THE RIGHT TO MODIFY ANY SECTION OF THE SYLLABUS.
EACH STUDENT IS RESPONSIBLE TO READ AND UNDERSTAND THE SYLLABUS