

# Corning Community College

## First Year Experience (FYEX) 1000-Y05

Course #49030

Course Syllabus/Expectations and Standards

Fall 2019/Spring 2020

Prattsburgh Central School

Mr. Haydon – Room 203

Period 8 (1:23 – 2:04)

Available Periods: 3, 4, 6

Email: [haydont@prattsburghcsd.org](mailto:haydont@prattsburghcsd.org)

**This syllabus is your contract for the course. You need to be cognizant of the policies set forth in this document and it should be in your possession throughout the course.**

### Course Description

This course facilitates intellectual and social integration of first year students into the academic community. The course provides specific methods and strategies which students may adopt to promote personal growth and success both in the college environment and throughout life. (3 credit hours)

### Textbook

Staley, Constance. *Focus on Community College Success*. Second Edition. Boston: Wadsworth Cengage Learning, 2011. ISBN 978-0-495-90643-3

### Course Objectives

1. Demonstrate knowledge of college policies/procedures and the available resources on campus.
2. Demonstrate knowledge and skill in balancing freedom with responsibility and control.
3. Utilize specific learning skills, techniques, and strategies which include learning styles, memory strategies, note-taking skills, active reading, test-taking strategies, and critical thinking.
4. Demonstrate the impact of time management skills upon academic success by planning ahead and determining time constraints.
5. Assess and articulate personal strengths through such methods as setting goals, values clarification, and applying personal expectations.
6. Recognize the impact of physical/emotional health upon academic success.
7. Exhibit competence in career exploration and selection.
8. Examine job search strategies such as resume writing and interviewing skills.

## Methods

The course methods will include lectures, class discussion, handouts, journaling, readings, and exercises (inside and outside the classroom).

## Required Course Materials

Students will be required to use the Microsoft Teams/One Note program to access materials, complete assignments, take notes, and submit completed work.

1. School-issued laptop – Most assignments/work will require Microsoft Teams/OneNote for completion. Notes should be taken using this method.
2. Notebook – Even with a transition to paperless, we will still need paper for a few activities.
3. Folder – to organize the few papers we have.
4. Blue or Black Pens – no colored pens (unless specified).
5. Positive Attitude – leave the poor attitude and facial expressions at home. Remember, HOW you say something is as important as WHAT you say.

Only FYEX course materials should be brought to class. All other work will be confiscated until the next class meeting. No warnings.

Being unprepared will result in an adverse effect on your average (loss of 2 points each time).

## Attendance

Attendance is imperative. This class is based on participating in discussion and classroom activities. These activities cannot be made up. Since this is not a correspondence course, being in attendance is a prerequisite for your success. Therefore, non-school related and sanctioned absences will result in the following penalty to your average per marking period:

2 = 3 points

4 = 7 points

6 or more = 20 points

3 = 5 points

5 = 10 points

Examples of school related/sanctioned absences: band lessons, field trips, etc.

Examples of non-school related/sanctioned absences: sickness, appointments, suspensions, etc.

Any non-school related or sanctioned absence beyond the second per marking period will result in no participation points being awarded.

Any tardy after the first one will be treated as an absence and graded as such.

## Participation

Active participation during class is expected. This includes being enthusiastic, actively engaging in partner/group activities, asking questions, and volunteering. To earn points, you must show regular initiative during classroom activities and participation must be memorable. A student can earn up to 10 points or lose up to 10 points on his/her marking period.

## Grading Policy

1. Graded homework and quizzes (announced or unannounced) count once.
2. Journals and unit tests count twice (unless otherwise stated).
3. Projects will be announced.
4. Non-graded homework will be checked in class. A loss of 3 points from your average will result if an assignment is not complete.

The final Journal Project will be due on June 11<sup>th</sup> by 3:00 p.m. Failure to submit an acceptable project by that time may result in loss of course credit.

All submissions are final. No second opportunities will be given.

CCC Conversion Chart:

|    |   |
|----|---|
| A  | 93-100 (comprehensive knowledge, understanding)           |
| A- | 90-92 (marked perception, originality)                    |
| B+ | 86-89 (moderately broad knowledge, understanding)         |
| B  | 81-85 (noticeable perception)                             |
| B- | 78-80 (originality)                                       |
| C+ | 74-77 (reasonable knowledge, understanding)               |
| C  | 71-75 (some perception, originality)                      |
| C- | 66-70 (little perception)                                 |
| D  | 56-65 (limited perception, minimum knowledge/originality) |
| F  | 0-55 (unacceptable knowledge/understanding, failing work) |

## Late Assignments

Late assignments can earn a maximum grade of 50%. After two school days, the assignment will not be accepted and scored a zero. If submitting late work via OneNote, you are responsible for emailing me a notification of the submission. I will not be constantly checking for late submissions.

## Completing Missed Work

- If you are not in school the entire day (sickness or appointment), you are responsible for making up all missed work the next class. I will not come to you if you are absent. **It is YOUR responsibility to see me immediately upon your return** (before class begins).  
Ask, "What did I miss?"
- If you have a field trip, class meeting, band lesson, appointment, etc. you are responsible for obtaining missed assignments and making up tests just as if you were in class. That means all work from the class you missed is due the day after your absence.
- Upon returning from an absence, you are required to turn in the work due the day(s) of your absence. Failure to do so at the beginning of class will result in the homework being considered incomplete.
- Quizzes and tests will be made up the next class day. See me upon entering the classroom and ask to take the missed test. The instructor reserves the right to record a zero grade if you do not ask at that time.
- An intentional skip (as viewed by the instructor) will result in a zero for all assignments and tests that day.

## Disciplinary Actions/Parental Contacts

Disruptions in the classroom for any reason will be dealt with as necessary. A deduction of three points from a student's average will be assessed if it is deemed necessary to remove the student from the classroom. Parental contact will be made if a student is removed from the classroom.

## Student Withdrawal Policy/Last Day to Drop

If for any reason a student must withdraw from this course, it is the student's responsibility to do so by submitting an online drop form through MyCCC. A grade of "W" will be assigned if the withdrawal occurs before the official drop date for this course listed in the CCC handbook, and a grade of "F" thereafter. If a student simply stops attending rather than officially withdrawing, he or she will receive a grade of "F" for the course. The instructor may drop a student for non-attendance.

## Communication

Students are expected to maintain a certain level of grammatical correctness and professionalism when writing or emailing the instructor.

If you have a problem, you should make an appointment to discuss it. As a college student, you will be responsible for all communications. Pursuant to Federal Law (The Family Educational Rights and Privacy Act), your parents will not be allowed to communicate with instructors.

- For those students who have not reached the age of 18, parents may communicate with the instructor only after the student and instructor have had a face to face meeting.

## Technology

### Technology (Laptop)

Check your school email regularly. The same goes for any postings on Microsoft OneNote/Notebook. You are responsible to be aware of any postings/messages.

Any misuse of your school laptop will result in it being confiscated. (Ex: checking email, surfing web, listening to music, etc.).

I need to have visual access to your screen. Do NOT turn your screen away from me. It makes you look guilty, and I reserve the right to check what you are doing (including your browsing history).

Consequences for misuse:

- A deduction of 2 points from your marking period average for each/any incident.
- Confiscation of your laptop.

Each day, laptops must be (1) brought to class, (2) charged, and (3) turned on and ready for class before we begin. This means opening OneNote upon entering the class.

- A two-point deduction will be taken from your marking period average each day your laptop is not here/charged.

### Personal Devices

Must be invisible and switched off – or it will be confiscated. Everything you need is on your laptop. If you are in doubt, don't take it out. (In rare circumstances, you can ask permission to use your phone for academic use – be ready to prove why you need it.)

- Keep your phone on silent/off.
- Simply checking your phone will result in its confiscation.
- Do not take pictures, videos, or audio recordings.

- No listening to music during group work.
- If you are given time to work and allowed to listen to music:
  - Pick one playlist. No searching for songs every few minutes.
  - Be sure you can hear when the instructor speaks.
  - No texting, email, or other communications (close the Outlook program).
  - No checking social media.

Note that these rules apply to all devices, including Smart Watches. If you are tempted to look at your Smart Watch when a message is received, take off your watch and put it away.

This is your warning. Any misuse of a device will result in immediate loss of electronic device privileges for any amount of time deemed appropriate by the instructor. In addition, **three points** will be deducted from your marking period average.

Keep in mind that if the rules are abused, the entire class may lose all phone privileges.

### Turn It In

Major writing assignments will be submitted through the Turn It In program (unless otherwise specified). No submission will be accepted without using it.

### Technology Hints

- Open your local email frequently. Otherwise, emails will remain in your outbox.
- Open your local OneNote to sync with the online version.
- Use Google Chrome when you have problems opening programs with Explorer.

## General Rules

1. Be prepared for class.
2. Raise your hand to speak during class discussion.
3. Be on time and sit promptly in your seat.
4. Leave the room the way you found it.
5. Keep your hands off anything that is not yours.
6. Do not pack up your belongings until you are told to do so.
7. Be respectful to both teacher and students.
8. If you must whisper it, keep it to yourself.
9. No food or drink. Exception: water is acceptable.
10. Push in your chairs before leaving.
11. If you make your problem my problem, that's a problem.
12. Use common sense.
13. Have a POSITIVE attitude.

## Bathroom Privileges

Leaving class for the bathroom, drink, locker, or other reason is a privilege not a right.

After 3 times per marking period leaving the classroom, these privileges will be revoked for the remainder of the marking period.

- This includes arriving late to class from the bathroom, locker, drink, etc.

After permission is granted:

- Bring the Tralfamadorian with you (your bathroom pass).
- Leave your Smart Watch and Cell Phone in place of the Tralfamadorian.

The instructor reserves the right to deny any student bathroom access/exiting privileges for any reason.

## Academic Honesty Policy

The principles of integrity, respect and ethical behavior are long standing traditions at CCC. It is expected that all students will recognize these values and adhere to all aspects of student conduct and academic honesty inside and outside of the classroom. The act of academic dishonesty is one in which a student is trying to gain an unfair advantage or is avoiding actions required by the course, which have been designated to improve some aspect of the student's education. Knowingly and willfully aiding or collaborating with a student in the violation of an Academic Honesty policy, even if not personally committing any violation, is considered academic dishonesty.

Plagiarism occurs when a person presents another's ideas, information, words, artwork, films, music, graphs, data or statistics as if they were his or her own creation. Plagiarism is a form of theft and is cheating. When a person copies material from a published source, such as a periodical, encyclopedia, or book, or download a passage from an Internet source and presents that information without proper documentation (reference or quotation) in a paper or project, then that person has committed plagiarism. Even if the content or wording is slightly changed, a little plagiarism is still plagiarism.

If a violation of this policy has occurred, the instructor will conduct an investigation. The result of this investigation may be a failing grade on the assignment, a failing grade for the course, or expulsion from the College.

## ***FYEX Weekly Syllabus***

- This syllabus may be adapted to fit time limits, school functions, or other unforeseen circumstances.

|         |  |
|---------|--|
| Week 1  | Course Introduction  |
| Week 2  | Chapter 1 – Getting the Right Start  |
| Week 3  | Personal Responsibility  |
| Week 4  | Continue Personal Responsibility   |
| Week 5  | Chapter 2 – Building Dreams, Setting Goals                                   |
| Week 6  | Continue Chapter 2   |
| Week 7  | Continue Chapter 2   |
| Week 8  | Chapter 3 – Learning About Learning  |
| Week 9  | Continue Chapter 3   |
| Week 10 | Continue Chapter 3   |
| Week 11 | Chapter 4 – Managing Your Time, Energy, and Money                            |
| Week 12 | Continue Chapter 4   |
| Week 13 | Continue Chapter 4   |
| Week 14 | Chapter 5 – Thinking Critically and Creatively                               |
| Week 15 | Continue Chapter 5   |
| Week 16 | Chapter 6 – Developing Technology, Research, and Information Literacy Skills |
| Week 17 | Chapter 7 – Engaging, Listening, and Note-Taking in Class                    |
| Week 18 | Continue Chapter 7   |
| Week 19 | Chapter 8 – Developing Your Memory   |
| Week 20 | Continue Chapter 8   |
| Week 21 | Chapter 9 – Reading and Studying   |
| Week 22 | Continue Chapter 9   |
| Week 23 | Chapter 10 – Taking Tests  |
| Week 24 | Continue Chapter 10  |
| Week 25 | Self-Awareness   |
| Week 26 | Continue Self-Awareness  |
| Week 27 | Chapter 11 – Building Relationships, Valuing Diversity                       |
| Week 28 | Continue Chapter 11  |
| Week 29 | Chapter 12 – Choosing a College Major and Career                             |
| Week 30 | Continue Chapter 12  |
| Week 31 | Continue Chapter 12  |
| Week 32 | Chapter 13 – Creating Your Future  |
| Week 33 | Continue Chapter 13  |
| Week 34 | Surviving College Life   |
| Week 35 | Final Journal Project  |
| Week 36 | Course Wrap-Up   |