



HC 200: First Year Experience Course Syllabus Fall 2017

Instructor: Dr. Ray Green
Time and Location: F 1-1:50 P.M. Prairie Crossing Media Room (2nd Floor)
Office Location: Prairie Crossing
Office Hours: By Appointment
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COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

There are no required textbooks for this class. However, students will be given appropriate handouts and articles as needed.

COURSE REQUIREMENTS

Instructional Methods, Activities, and Assessments

Instructional Methods

The plan is to run this class as a seminar class. By this I mean that I do not view my role as that of lecturer. Rather, the plan is to be a facilitator of discussion and analysis. The rationale for this format is the following: I do not believe that this is the type of information that you benefit from through memorization. Although behavioral science focuses (more often than not) on normative behaviors, what is important in this class are the experiences unique to you. Thus, I don't really care what the concerns are of a typical college student – I want to know what you are worried about. Thus, I need to hear your voice.

Assignments

Class Participation and Attendance

As you read above, this course relies upon your participation. Thus, a portion of your grade will rely upon your participation in discussions. There are numerous elements that go into class participation: (1) Good attendance (according to University rules, students may be dropped from the class for excessive unexcused absences). If you miss a class, you will lose 10 points toward this grade; (2) Frequent, and preferably intelligent, contributions to class discussion; (3) Active participation in group exercises; (4) Polite and civil interactions with all members of the class ["All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." (See Student's Guide Handbook, Policies and Procedures, Conduct)]. **Points: 125**

Event Papers

All students will be required to attend at least 3 university/campus activities/events and write a 1-page critical thinking paper on each explaining how attending that event contributes to their being a more successful college student. One (1) event should be a “cultural event” (art show, concert, play, etc.); One (1) should be a “university-wide event” (guest speaker, colloquium, convocation, etc.); and one (1) should be an athletic event (varsity sport or intramural sport). *Neither Orientation nor the HC Carnival can count for this assignment.* Due dates for the papers are included in the Course Outline at the end of the syllabus, but students may submit papers at any time prior to the due dates. Please place your section on your paper. **Points: 25 each paper; 75 Total**

Administrative Paperwork Items

Transcript #1: As a matter of law, all students attending a university in Texas must submit a final high school transcript that displays a “date of graduation.” To that end, students should request an official high school transcript be sent to the Office of Undergraduate Admissions. Students who think they have already sent an official transcript to TAMUC should go to the Office of Undergraduate Admissions in the One Stop Shop to inquire. When requesting a transcript, please do not have it sent to the Honors College office. **Points: 20 (Due week of Sept. 11)**

Transcript #2: Students who attended a two-year institution prior to graduating from high school must also submit a transcript to TAMUC, and the transcript should show all courses completed at that institution. Students can check with the Office of Undergraduate Admissions if they think they have sent a final official copy, including Spring 2017 and Summer 2017 courses. Again, please do not send transcripts to the Honors office. **Points: 20 (Due week of Sept. 11)**

To-Do List

Most freshmen college students struggle with time management, working on assignments a few days before the due date rather than structuring their homework schedule at the beginning of a semester. Thus, we suggest that all students keep a weekly (or daily) to-do list. Your assignment is to turn in your to-do list for the week of September 18th, showcasing the strategies you’ve learned from your Mentor House discussion. Indicate which items you completed and which you did not. On a separate sheet, discuss the reasons for failing to achieve some of your goals and what you could do to increase the likelihood of completing them in the future. “I will try harder” is not a satisfactory answer – think about concrete improvements that you can make to your time management skills. Please place your section on your paper. **Points: 50 (Due week of Sept. 25)**

Note-Taking Exercise

Photocopy your notes from one day of class—any class, but make sure it is a class where you actually had to take notes!—before the week of September 25th, which is the due date for this assignment. Please bring two copies of your notes to class. One you will turn in; one you will use for our group discussion/activity. Also, on a separate sheet, discuss the strengths of your note taking. Also, what are some of the weaknesses – what **specifically**, can **you** do to take better notes. Please place your section on your paper. **Points: 50 (Due week of Sept. 25)**

MyPlan Career Assessment

MyPlan is the assessment tool Career Development utilizes to help students understand their major/minor and career options. You will complete the assessment online, print your results, and bring them to class for discussion. **Points: 10 (Due week of Oct. 23)**

Resume

Construct a 1-page resume and a cover letter in response to a job posting found in a newspaper or online (include job posting with your assignment). You will also be required to update/create a LinkedIn Profile and ePortfolio. Please place your section on your paper. **Points: 75 (Due week of Dec. 4)**

Grading

A total of 425 points is available this semester. Final grades are based on the total number of points earned during the term in accordance, generally, with the following levels of proficiency:

A = 425-381
B = 380-339
C = 338-296
D = 295-253
F = 252 and below

TECHNOLOGY REQUIREMENTS, ACCESS AND NAVIGATION

Students will need access to a word processor and printer to prepare all assignments in the course.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

(1) ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: Rebecca.Tuerk@tamuc.edu

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)
<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

(2) Statement on Nondiscrimination:

A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

(3) "All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." (See Student's Guide Handbook, Policies and Procedures, Conduct). **Turn off all cell phones. Texting during class is forbidden.**

Further, students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

- (4)** Texas Senate Bill – 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

(5) Attendance:

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

COURSE OUTLINE / CALENDAR

<u>Week</u>	<u>Topic</u>	<u>Activities and Due Dates</u>
Aug. 28 th	Introductions	
Sept. 4 th	One Week In: Now what?	Event Paper #1 Due
Sept. 11 th	Seeking Help <i>Guest Speaker</i>	Transcripts Must Be Turned into Admissions
Sept. 18 th	Positioning Yourself for Your Future Career	Begin To-Do List Exercise; Due Week of September 25th
Sept. 25 th	Note-Taking	To-Do List Exercise Due Note-Taking Assignment Due
Oct. 2 nd	Studying for Tests	
Oct. 9 th	Group Dynamics	Event Paper #2 Due

Oct. 16 th	International Studies <i>Guest Speakers</i>	
Oct. 23 rd	Choosing a Major	MyPlan Career Assessment Due
Oct. 30 th	What about Honors?	
Nov. 6 th	What's Next?	Event Paper #3 Due

Please Note: Resume Homework Due by Dec. 4th