

ANSI 1111 ANSI/FDSC Experience

Fall 2008

Tuesday/Thursday 8:00 – 8:50 a.m.

Rm 101 AGH

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COURSE SYLLABUS

Office Hours

Open door policy – Visit ANSI 104

OR by appointment – Call 744-7442, E-mail, or Facebook

S.A.M.

Name:

Phone:

Email:

*Small Group Meeting Place:

Course Description

Emphasis on career development through connections among the student's major curriculum, general education courses, career goals and goal setting, and eventual careers. Introduction to the developmental advising process, campus involvement, professionalism, and leadership.

Course Objectives

- Develop and enhance skills and abilities for being an intentional learner ~ that is a learner who is informed, responsible, and empowered.
- Understand and practice critical thinking and creativity.
- Identify strategies for improving oneself in the quest to be successful academically and professionally.
- Engage in team activities, adopting effective and efficient strategies for collaboration and problem solving.
- Generate an academic plan of action, a résumé and cover letter.
- Participate in activities that facilitate career exploration, preparation, and professional development, including but not limited to:
 - Establish academic, professional and personal goals.
 - Connect with student and professional organizations that support success.
 - Thoughtfully reflect on strengths, weaknesses, opportunities and threats to your success in your college to career.
- Have fun and enjoy the class ☺

Supplies

- Departmental Undergraduate Student Manual
- Notebook Paper

Course Requirements

All students will:

- Complete all assignments, both individual and team focused.
- Actively and thoughtfully participate.
- Come to class prepared and on time.

Classroom Etiquette and Expectations

In an effort to ensure that the classroom provides an effective and suitable learning environment for all students enrolled, the following expectations have been established relative to classroom etiquette:

1. **Arrive Early.** Students should arrive early enough to check in with their SAM, sign the attendance sheet, and to unpack materials and take out necessary supplies. Students who arrive late distract other class members and disrupt classroom activities.
2. **Hats off, Cowboys!** All students (men and women) are asked to remove their hats/caps while in the classroom.
3. **Establish personal and study times outside of the classroom.** Students are highly encouraged to study for quizzes and exams, read the school newspaper, and socialize. The classroom, however, is not the place to accomplish those tasks. “Multi-tasking” during lecture demonstrates disrespect for the instructor, the SAM, and for fellow class members.
4. **Remember your etiquette.** Eating and drinking in class can distract other students; be courteous and considerate. Also, please abstain from using the chairs as a foot rest because they were not designed as such. ☺
5. **Tend to your housekeeping responsibilities.** Clean up your workspace before leaving the classroom. Leaving behind trash and debris is unpleasant to students in subsequent classes and shows a lack of respect to those who work hard to keep the classroom clean.

University Policy Regarding Academic Dishonesty

Academic dishonesty or misconduct is not condoned or tolerated at OSU. *Academic dishonesty* is behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. *Academic misconduct* is behavior that results in advantage obtained by violating specific directions, rules, or accepted academic standards, but without deliberate intent or use of fraudulent means (Oklahoma State University Academic Regulation 6.12).

The instructor will not hesitate to enforce the OSU policy regarding academic dishonesty and misconduct at any time dishonest behavior is observed. No allowance will be made if a student chooses to violate the policy. *A grade of zero (0) will be earned by any student who practices dishonesty in the process of completing an assignment, quiz, or exam; appropriate actions will also be initiated at the department, college, and university levels.*

On days when a quiz, exam, or other in-class assignment is completed for a grade, students will be required to exhibit behavior that leaves no questions about their desire/intent to be honest. For example, no cell phones, books, papers or other items will be allowed at student’s desks during a class session when a test is administered. Students will be expected to keep their test answers covered so that other students are not able to view their work. Students will be asked to remove hats or caps that cover/hide their eyes to ensure that there is no appearance of cheating.

Special Needs

Any student with a condition, such as a physical or learning disability, which makes it difficult to carry out the work outlined or which requires academic accommodations should notify the Office of Student Disability Services, 326 Student Union.

Class Assignments & Learning Opportunities

Because in-class activities often stem from team or large group discussions, **in-class activities cannot be made-up**. A similar environment cannot be created for a student to complete the in-class activities in the instructor's office or elsewhere outside of class. The instructor will absolutely not allow make-up work for any verbal excuse presented (*Ex: "I didn't feel well," "I worked late last night and was tired," "I had a cold," "I didn't know," or "I forgot"*).

CASNR has two computer labs for general use (AGH 005 and AGH 266) and Animal Science has a computer lab in 126 ANSI bldg. There are also various computer labs all over campus, thus there is no excuse for not typing, or completing homework assignments.

Turning-in assignments

All assignments must be completed and submitted on-time. Unless otherwise noted on the class schedule, all assignments are due by class time on they're due date. **NO assignment will be accepted if submitted after class time on the day that it is due**. Students unable to attend a class period when an assignment is due should submit their work to the instructor or your SAM **prior to class time** or should make arrangements with another class member to submit the work at the **beginning** of class.

Grading Guidelines

ANSI 1111 is a graded course; it is NOT pass/fail. Final grades for ANSI 1111 are assigned based upon the cumulative earning of points from attendance, in-class participation, out-of-class assignments, and a final exam. The focus of the first year freshman experience course is holistic, meaning it focuses beyond your first semester in the Department of Animal Science. As such, the diverse array of assignments and activities are to serve as starting points on a path of intentional learning leading to professional, academic, and personal success.

Attendance & Participation

All students are expected to attend each class and required activities. All students are also expected to come to class prepared to actively and intelligently participate. Class participation is an important part of learning. Studies show that when students become actively involved, both retention of course material and learning are enhanced. In this course, students will be asked to participate in various activities and/or to arrive at class with specific materials. Those who completely engage themselves with the course content and follow through with the recommended exercises will receive the greatest benefit. The *assignments, team activities, and individual exercises are designed to provide a path for success beyond the second eight weeks of ANSI 1111*; therefore, students who take the time to prepare, experience, and reflect on class discussions can then successfully apply the ideas throughout their remaining semesters as well as into their post-graduation professional development.

Each student should report to their assigned Student Academic Mentor (SAM) prior to the start of each class to sign the attendance sheet. **Failure to sign the attendance sheet will result in being counted absent for the class**. Students are expected to arrive on time and to remain until the class period concludes.

If a student is absent from class, a *valid written excuse must be provided* to the professor in order for an absence to be considered excused from class. A valid excuse includes a planned excused absence, such as a legitimate academic, campus conflict (*Ex: a field trip for which a note/letter has been submitted from a field trip sponsor/instructor prior to the absence*) or an unplanned excused absence (*Ex: a serious illness for which a physician's note is presented*). The instructor will

absolutely not permit an excused absence based only on a verbal statement (Ex: “I didn’t feel well,” “I worked late last night and was tired,” “I had a cold,” “I didn’t know,” or “I forgot”).

Final assignment of points for attendance will be based upon a proportion of required events attended (e.g., class meetings). For example, if a student attends 50% of the required events, then s/he has earned 50% of the total points possible. Timeliness also factors into the attendance grade, as being late slows class progress and is rude to guest speakers, peer mentors, and the instructor.

Participation covers all class-related activities as well as following procedures for assignments, in-class exercises, team activities, etc. Examples of participation activities include, but are not limited to:

- ◆ Paying attention and coming to class prepared
- ◆ Asking questions, especially of guest speakers
- ◆ Dressing appropriately for class events
- ◆ Following procedures and completing necessary materials in a timely manner
- ◆ Exhibiting and maintaining a positive attitude
- ◆ Actively engaging in developmental advising

Below is a breakdown of points by major category.

	<u>Points</u>	<u>% of total</u>
Attendance and participation	150 pts	25 %
• Class Attendance:	75 pts	12.5%
• Participation: (See Characteristics of Participation)	75 pts	12.5%
Assignments	400 pts	67 %
• Dream Job Research	100 pts	17%
• Internship Worksheet	60 pts	10%
• Plan of Action	100 pts	17%
• HIRE System Account	20 pts	3%
• Résumé	60 pts	10%
• Cover Letter	60 pts	10%
Final exam	50 pts	8 %
TOTAL POINTS	600 pts	(100%)

The following scale will be used to assign final letter grades:	A ~ 90.0%+	540.0+ pts
	B ~ 80.0-89.9%	480.0 – 539.9 pts
	C ~ 70.0-79.9%	420.0 – 479.9 pts
	D ~ 60.0-69.9%	360.0 – 419.9 pts
	F ~ <60.0%	<360.0 pts

Course Outline

Dates	Topics/Activities for class	Assignments...Notes...Events Come to class prepared.
Oct. 14	*Introduction to the Syllabus *Introduction of SAM's *Team Assignments *Small group activity	
Oct. 16	*Dream Job Research	<i>Assignment:</i> Dream Job Research - www.bls.gov/oco/
Oct. 21	Meet in Small Groups *Campus Involvement *Networking	
Oct. 23	*Alumni Spotlight	
Oct. 28	*Finding the Right Option *Professional Schools *Fitting in Requirements *Minors *Studying Abroad	Assignment Due TODAY: Dream Job Research <i>Assignment:</i> Plan of Action
Oct. 30	*Internship Panel	<i>Assignment:</i> Internship Worksheet
Nov. 4	*The HIRE System	Assignment Due TODAY: Internship Worksheet <i>Assignment:</i> Create a HIRE System Account
Nov. 6	Meet in Small Groups *Plan of Action Workshop	*Bring your Plan of Action draft and all supplemental materials
Nov. 11	*Résumés	Assignments Due TODAY: Plan of Action Hire System Account Page <i>Assignment:</i> Create a Résumé
Nov. 13	Meet in Small Groups *Résumé Workshop	
Nov. 18	*Interviewing 101	Assignment Due TODAY: Résumé
Nov. 20	*Role playing...Q's and A's	Extra Credit: Business Professional Dress
Nov. 25	*Cover Letters	<i>Assignment:</i> Create a Cover Letter for an Internship
Nov. 27	HOLIDAY-NO CLASSES	HAPPY THANKSGIVING!!!
Dec. 2	*Professionalism	Assignment Due TODAY: Cover Letter
Dec. 4	Meet in Small Groups *Leadership	
Dec. 9	FINAL EXAM	Tuesday, 8:00-9:50 a.m., AGH 101

**“Meet in Small Groups” denotes meeting in your small group location that day for class that day.