Professor: Kira Atkins--Adjunct Instructor
Office: Orient Building, 1st floor Room 112 or Academic Skills Center, 2nd floor
Phone: 548-2559/2594
E-mail: atkinsk@sunysuffolk.edu
Office Hours: Immediately after class or by appointment Monday and Wednesday

COURSE REQUIREMENTS:

Course Text: FOCUS on Community College Success
Author: Constance Staley Publisher: Cengage/Wadsworth ISBN: 978-0-495-56955-8

Other required texts/resources:
Suffolk County Community College Catalog
Notebook and Folder

COURSE DESCRIPTION:

The mission for Freshman Seminar is to facilitate a successful transition for new students to Suffolk County Community College.

Freshman Seminar is a one and half-credit course that attempts to acclimate students to the college environment. Introduce students to methods, strategies and opportunities of higher education, as well as to the skills needed to use academic resources successfully in college. Many of the topics covered in this course not only apply to your growth as a student, but also to your social and professional development.

COURSE GOALS AND OBJECTIVES:

This course will help students frame and create academic goals, career goals and a life plan.

- Increase familiarity with campus and community resources
- Enhance academic learning skills
- Promote personal growth and development

Increase their self-knowledge of effective

- Study Skills
- Note taking Skills
- Time Management Skills
- Career Objectives
- Interpersonal skills
- Test-taking Skills
- Learning Style
- College Resources/Technology
- Faculty/Administration
Students will meet the above objectives by

- Writing several journals/essays/research papers on class topics.
- Attending outside activities and writing/discussing summaries of these events.
- Preparing for class discussions through guided questions.
- Completing a project that includes an oral presentation using visual aids or technology.
- Completing in- and out-of-class assignments by due dates.
- Participating in class discussions thoughtfully and respectfully.

COURSE OUTCOMES:

Students who successfully complete this course will be able to:

- Examine the purpose of higher education and understand their place in higher education setting
- Explore personal and societal issues faced by first year students (i.e. alcohol and other drug use and abuse, sexuality, cultural diversity, etc.)
- Define short-term as well as long-term goals within the professional and educational sphere (i.e. career development and academic advisement).
- Expand their knowledge of the resources and services provided by Suffolk County Community College and the extended community.
- Understand time, stress and personal resource management.
- Acquire academic survival skills to promote active learning.
- Become proficient in mastering electronic communication skills in utilizing academic computer center.
- Acquire problem solving skills through analysis and critical thinking.
- Develop interpersonal skills through interaction in group activities.
- Become familiar with and learn to use SCCC’s library homepage and resources.
STUDENT EVALUATION:

“ALL STUDENTS IN ALL PROGRAMS MUST SUCCESSFULLY COMPLETE COL 101: FRESHMAN SEMINAR.” EACH STUDENT IS REQUIRED TO SUBMIT A PORTFOLIO**
(SCCC 2008-2010 Course Catalog p. 71)

GRADING

Your grade will be calculated on the following criteria:

- Attendance (Lateness)/Participation **: 30%
- Written Assignments: (Bio, Journals, Chapter Cases, SAIN) 30%
- Research Career Paper/ Visual Board/ Oral Presentation: 40%

**You have to be present in class in order to participate.

**Attendance (3 Lates= 1 absence) This course is only a half semester (approximately 8 weeks), if you are absent 2 times which is the equivalent to one week of class you will automatically receive a “C” for this portion of the grade; 3 times or more you will automatically receive an “F” for this portion of the grade and maybe asked to withdrawal from this course.

Evaluation will be based on students demonstrating an understanding of assignments and course content through class participation and exercise, presentations and written assignment. Be prepared to discuss reading and assignments in class.

The instructor is available to address any questions or concerns you may have regarding this course, assignments and/or SCC. If something comes up, a serious problem and/or situation occurred please contact the instructor as soon as possible.

Final grades for the course will be assigned according to the standard percentage scale above.

PARTICIPATION, ATTENDANCE, EFFORT AND ATTITUDE:

Class participation includes the student’s unique active and ongoing contributions to discussions, exercises, and response to topics and/or questions. Learning is an active process wherein every student’s role is equally important in this environment. You are expected to participate in a dynamic respectful and thoughtful manner.

In a course of this type, regular class attendance is necessary for optimum benefit to be derived from discussion and the concepts presented. Since the focus of this course is to be successful in a college environment, attendance is mandatory and is in your best interest. Punctuality is also required, so please make a concerted effort to be on time to each class. Chronic lateness will be documented and also affect your grade as well as early departure from class will also be noted.

ALL ASSIGNMENTS MUST BE HANDED-IN AND/OR PRESENTED ON THE DATE THAT IT IS DUE.

Late assignments and a “no show” on “the assignment due date” is not acceptable.

Instructor will keep a collection of the each student’s final draft of every assignment within a portfolio folder.
POLICIES AND PROCEDURES:

- **Attendance policy and participation**

  Students are expected to complete all assigned work on time, to attend class regularly, arrive at the scheduled class time and to participate in class discussions and activities.

  If you are very ill or suffering from personal problems which prohibit you from attending class, please withdraw by the college deadline.) “The college defines excessive absences or lateness as more than the equivalent of one week of class meetings during the semester. A student may be removed from the class roster by an instructor at any time when, in the judgment of the instructor, absences have been excessive or when other valid reason exist.” (SCCC 2008-2010 Course Catalog p. 68)

- **Disruptive behavior** will not be tolerated. Please be respectful to the instructor and other students. Please keep “small talk”, whispering and food eating for break and after class time. Also, arriving to class late and departing class early is disruptive and graded accordingly.

  ABSOLUTELY NO CELLULAR PHONES, BLACK BERRIES, OR ANY OTHER ELECTRONIC DEVICES ARE TO BE USED IN THE CLASSROOM. (NO TEXT MESSAGING) THESE DEVICES ARE A DISTRACTION AS WELL AS DISRUPTS THE ENTIRE LEARNING PROCESS.

  Please note: The use of any electronic devices during class time will be documented.

- **E-mail Communication**: The students and instructor shall communicate only via our SCCC e-mail addresses.

- **Academic Dishonesty**: Please review SCCC’s policy on academic integrity on page 92 of the SCCC Course Catalog or Student Handbook. All work submitted must the original work of the student in this course. **Academic dishonesty includes cheating, plagiarism, unauthorized collaboration, falsifying academic records, and any act designed to avoid participating honestly in the learning process.** Academic dishonesty of any type in college has severe consequences and also damages both your learning experience and readiness for the future demands of a work career or further academic work. **Academic dishonesty will result in a failing grade for the assignment in question and/or being reported to administration/student affairs for further actions.**
**ASSIGNMENTS FOR STUDENT PORTFOLIO**

**ALL STUDENTS ARE REQUIRED TO SUBMIT A PORTFOLIO THAT WILL INCLUDE:**

1. **Brief Autobiography (Bio)**—Students will be required to submit a 2-3 page paper (typed/ double-space/12” font /1” inch margin) to define short-term as well a long-term goals, within your professional and educational development along with interests, hobbies and other information such as high school, graduation, background, current resident, strengths, weaknesses, etc. *Instructor will provide a handout outline that will help with assignment.*

2. **Chapter Challenge Cases for Discussion**—Students will be required answer or analyze the assigned selected chapters to review important topics and information. In a few sentences discuss: Reaction-- What do you Think? (typed/ double-space/12” font /1” inch margin)

3. **Learning Journals**: A topic and activity will be discussed in class and students will write a reflection of their personal and academic growth. One complete journal entry should be one page in length (typed/ double-space/12” font /1” inch margin).

4. **Computer Lab--SAIN Report and Course Outline (typed)** using Student Handbook and Catalog for scheduling future course requirements for your curriculum, understanding academic and student policies and procedures, etc. (*Student ID and Banner Login Password is also required to complete this assignment.*)

5. **Major of Study/Career Research Paper/Visual Board**—Students will be required to submit a (typed/ double-space/12” font /1” inch margin) researched assignment on the chosen major field of study to explore the various career options and opportunities.
   - *Instructor will provide a handout outline that will help with assignment.*
   - *(Minimum of 5 resources – at least 3 must be from published books/journals/magazine articles/career outlook handbook) The Internet is not the be-all and end-all of your research. A college-level term paper that uses only the Internet for information will probably not cover its subject adequately, and thus is unlikely to receive a high grade. Please limit internet sources to scholarly documented articles that provide adequate citations.*
   - The text of the term paper must be your own, and in your own words. To lift even a sentence -- word for word or paraphrased -- from another source constitutes plagiarism.
   - During the course the class will visit the campus library, where you can get started researching topic. Thereafter, you will independently use the campus library, campus career service centers, his/her public library as well as seek advice from college professors and/or career professionals to continue with the major/career research.
   - A **Bibliography** or **Work Cited** page to document sources will also be required. This also helps avoid plagiarism

**Visual Board**—Students will put together (2) 8 ½ x11 page or (1) 11x17 of pictures, drawings, writings, etc. of things that you want to have manifest in your life. This visual board will serve as a powerful motivational tool. When you are visualizing these things, you are putting positive thoughts in your mind. These thoughts lead to action, action gets results.
## COURSE CALENDAR

**COURSE CALENDAR** (Suggested Assignment, topics, handouts, projects, websites, readings, etc.)

### CLASS TOPIC and ASSIGNMENTS:

*BIO and Research Paper are due on the date listed. Journals and Chapter case studies are due the next class.*

<table>
<thead>
<tr>
<th>DATE</th>
<th>CLASS TOPIC and ASSIGNMENTS:</th>
<th>DUE</th>
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<tbody>
<tr>
<td>Mon. Aug 30</td>
<td>Get Acquainted Activity — Hand Out Review Course Syllabus and Assignments</td>
<td>□ Textbook: FOCUS</td>
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<td>□ Student Login/Password for Banner</td>
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<td>□ Email your Instructor — Name and course section in Subject</td>
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<tr>
<td>Wed. Sept 1</td>
<td>Review SCCC Course Catalog / Handbook and Banner System</td>
<td>Journal: Definition of Success/ Successful</td>
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<td>Mon. Sept 6</td>
<td><strong>No Class — Labor Day</strong></td>
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<td>Wed. Sept 8</td>
<td><strong>Discussion: Define Success/Successful</strong> Exercise on Transitioning to College</td>
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<td>Chapter 1: Getting the Right Start BIO --Handout</td>
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<td>Mon. Sept 13</td>
<td><strong>Discussion: Note Taking</strong> Chapter 7: Engaging, Listening and Note taking in Class</td>
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<td>Chapter 8: Developing Your Memory</td>
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<td>Wed. Sept 15</td>
<td><strong>Chapter 2: Building Dreams and Setting Goals</strong></td>
<td><strong>BIO Due</strong></td>
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<td>Exercise on Self Motivation, Values, Goal Setting</td>
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<tr>
<td>Mon. Sept 20</td>
<td>Chapter 9: Reading and Studying Chapter 10: Taking Tests</td>
<td>Journal: Values/Goal Setting</td>
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<td>Mon. Sept 27</td>
<td>Chapter 4: Managing Your Time and Energy Time and Money Management Career Research Paper—Handout</td>
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<td>Wed. Sept 29</td>
<td>Library Orientation</td>
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<td>Wed. Oct 6</td>
<td><strong>Banner System Training — Computer Lab</strong></td>
<td>SAIN Report/Course Outline</td>
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<td>Wed. Oct 13</td>
<td>Chapter 6: Developing Technology – Research and Information Skills</td>
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<td>Wed. Oct 20</td>
<td><strong>Last Day of Class</strong></td>
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<td></td>
<td>Career Research—Oral Presentations</td>
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**All of these assignments and requirements will be discussed in detail. Please feel free to address any questions or concerns about the assignment or portfolio. Some of these assignments can be re-submitted with corrections before final portfolio review. Grading will be based on research skills, writing skills, effort, presentation and the integrity shown.**