Course Title: Freshman Seminar  
Instructor: Joanne Palisi  
Course No.: COL101 – 321  
E-mail: palisij@sunysuffolk.edu  
Times & Location: TR 4:30-5:30  
Office Hours: by appointment  
Orient 136  
Class Begins: September 1, 2010  
Last Day of Class: October 20, 2010

TEXTBOOK AND OTHER MATERIALS REQUIRED:

1. Text/Digital: Focus on Community College Success  
   Author: Staley
2. Notebook: Spiral or small looseleaf binder
3. Calendar/Agenda Book
5. College Catalog Online: http://www3.sunysuffolk.edu/Catalog/

COURSE DESCRIPTION

The purpose of this course is to create a college environment and assist students with the changes they will experience in the first year and beyond. It will also assist students in improving their academic performance, to help determine their strengths and goals, and to encourage students to implement strategies to enhance their personal, academic, and career success. Specific topics include college procedures and resources, academic advisement, time management, goal-setting, test and note taking, health issues and other areas related to student success in college. Students are expected to enroll in this class in their first semester.

COURSE OBJECTIVES

1. Research college resources and academic advisement
2. Examine study skills for academic survival and to promote active learning
3. Communicate more effectively with faculty and classmates
4. Identify and utilize campus and community resources that can improve your college experience
5. Locate and utilize the library services and resource materials
6. Describe and discuss procedures for improved time and financial management
7. Examine the purposes of higher education and understand their place in a higher education setting
8. Examine procedures used for setting goals and determining priorities
9. Identify and utilize effective academic planning techniques
10. Examine personal ideas and decisions facing college students regarding issues of health and fitness, relationships & career planning
11. Become proficient in mastering electronic communication skills in utilizing the academic computing center.
ATTENDANCE POLICY

Students are expected to complete all assigned work on time, to attend class regularly, and to participate in class discussions and activities. Excessive absence is defined by the college as more than one class meeting. Excessive absence or lateness, whether excused or unexcused may result in a grade penalty and/or removal from the class roster.

WRITTEN ASSIGNMENTS

Resume: Students are required to create and submit a resume based on prior educational and work experience.

Campus Activity Report: The Campus Activity report is a one-page typed report of a scheduled campus event, which students will e-mail to the instructor.

Library Research Project: Students will use the SCCC library home page to locate sources to be integrated with a class project. This Project will be done as a group with the Research Librarian.

Major/Career Paper: This assignment will ask students to explore the various job opportunities available through their major.

Academic Computing Essentials: Students are required to attend at the Academic Computing Essential for instruction in using the Student Banner and complete the Computer Literacy Assignment

STUDENTS ARE REQUIRED TO ATTEND:

One campus activity event of the student’s choice-ANY CAMPUS-Visit the Student Activities Office for activities happening on Campus.

Library Orientation – Sept. 20 @ 4:30-5:45: In the Research Library (upstairs Peconic)

Academic Computing Center Orientation – In class

GRADING SYSTEM

Final grades will be determined using the following formula:

Required Components………………………………………………………………………………60%
Evaluation of in-class work, reading assignments, active participation,……..40%

The final grade will be computed from these weighted grades, and converted to letter grades as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B+</td>
<td>85-89</td>
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<tr>
<td>B</td>
<td>80-84</td>
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<tr>
<td>C+</td>
<td>75-79</td>
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<td>C</td>
<td>70-74</td>
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<tr>
<td>D+</td>
<td>65-69</td>
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<tr>
<td>D</td>
<td>60-64</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 59</td>
</tr>
</tbody>
</table>

This course is a 1.5 credit letter grade course.
GENERAL INFORMATION AND CLASS POLICIES:

1. *Originality of student work*: Cheating, plagiarism, falsification of records, and other violations of the student code constitute violation of this provision. Academic misconduct will be directed to the appropriate office for resolution.

2. *Late Work*: All assignments are due on the date assigned.

3. *Writing Quality*: All writing should reflect college-level composition. Excessive errors will result in the assignment being returned un-graded. The assignment must then be corrected and resubmitted to receive credit.

4. *Typing*: All assignments and outlines must be type-written and double-spaced or 1.5 spacing. If using a printer, please use a legible font of at least near-letter quality.

6. *Participation*: There are participation points assigned to each class. Contributions made in class add to your total. Non-contribution, distractions (and absences) subtract from the total. Just being present is not participation. Participation will also be based on the student’s demonstration of having read the assigned reading(s) prior to class, tardiness, and classroom assignments.

6. *Classroom Decorum*: It is disruptive when people come in late. Respect others. Please respect others as they participate and voice their opinions. Discuss others’ ideas without attacking their character or integrity.