BU15 Freshman Seminar  
Course Syllabus

Section:  #5230  
Instructor: Prof. Mary M. Ryder  
E-mail: ryderm@sunysuffolk.edu  
Day: Monday  

Room: C-006  
Office: 631-548-2535  
Time: 4:30 pm -5:45pm

Course Purpose:  
This course is designed to expose students to the general skills needed for success in the Workplace. It will connect the college experience and its impact on the student’s skills Necessary to compete in the world of work.

Instructional Objectives:

At the completion of this course the student will be able to:

1. to develop greater insight into the students’ current academic abilities and motivation in order to determine strengths and areas that may need development.
2. to explore strategies for enhancing personal motivation, competence, and discipline.
3. to define short-term as well as long-term goals within the professional, personal and educational spheres.
4. to introduce students to the campus resources and the ways they can efficiently access those resources.
5. to understand basic time management approaches that can be useful in creating productive study and work habits.
6. an understanding of the work place skills required by industry.
7. to learn about the concepts of learning style and how to use learning style to maximize their learning efforts.
8. greater insight into diversity in the workplace.
9. an appreciation of working as a team.
10. to acquire problem solving skills by using analysis and critical thinking.
11. to refine writing skills for clear and concise communication it the business place.
12. to become familiar with issues of wellness that enhance peak performance academically and personally.
13. to gain understanding of the transitions college students experience and ways to deal with the stresses inherent in the changes and adjustments.
14. an understanding of resume creation, interviewing and letter writing needed to obtain employment.
15. to demonstrate an ability to use the college resources to advance the student career objective.
Teaching Strategies:

The objectives in this course will be achieved by: lectures, small group, individual, guest lectures, AV materials, interviews, group sharing and assignments.

Attendance Requirements:
All students are expected to attend every class session for which they are registered. Students are responsible for all that transpires in class whether or not they are in attendance. The College defines **excessive absence or lateness as more than the equivalent of one week of class meetings during the semester.** Excessive absence or lateness will lead to failure in the course or removal from the class roster. Two lates for class are equal to one absence. If you arrive late, you MUST talk to the instructor immediately upon completion of the class to receive credit for attendance.

Grading Policy:

This is a 1 ½ credit graded course. Grading policy is as stated in the college catalog. This will be discussed in class on first day.

Required Materials:

The Career Tool Kit Skills for Success, Third Edition; Ann Wolf, Carol Carter & Gary Izumo.

**GRADING PRACTICES:**

- Class participation / Chapter Discussions  40%
- Chapter Assignments  40%
- Library Unit Report  10%
- Computer Class Attendance/Assignment  10%
Weekly outline of classes

02/04/08  Introduction
02/11/08  Computer Essentials
02/18/08  No Classes
02/25/08  Chapter 1
03/03/08  Chapter 2
03/10/08  Chapter 3
03/17/08  Library Visit
03/24/08  No Classes
03/31/08  Chapter 4
04/07/08  Chapter 5
04/14/08  Chapter 6
04/21/08  No Classes
04/28/08  Chapter 7  Career Project Due
05/05/08  Chapter 8
05/12/08  Chapter 9
05/19/08  Review of Class