

Course Syllabus
UCC 101– First Year Seminar
Section I
Fall 2017
Dr. John Peter
Utica College

Course Description: First Year Seminar is a course intended to provide students with the foundational skills necessary for academic success and social integration into the Utica College community.

Course Learning Goals:

- Students will acquire and demonstrate time and stress management skills.
- Students will articulate the differences between being a high school student and a college student in terms of classroom behavior and responsibility.
- Students will assume the responsibilities expected of college students including academic and personal integrity.
- Students will be exposed to a variety of academic disciplines and cultural experiences in order to help them appreciate the learning experience.
- Students will be able to locate, access, and evaluate resources for academic, personal, and career decisions.
- Students will demonstrate an understanding of course registration policies and procedures at Utica College.

Course Webpage: https://www.utica.edu/faculty_staff/jpeter/ucc101f17.cfm

Course Materials: Distributed each class period by instructor.

Class Meetings: Mondays from 12:30pm to 1:20pm in 102 Faculty Center

Contacting me: EMAIL: jwpeter@utica.edu (The best way to contact me)
OFFICE PHONE: 315-792-3730

Office/Hours: Room 257 White Hall

Monday, Tuesday, Thursday, Friday from 11:30AM to 12:30PM
or By Appointment (made either in person or by email)

Coursework/Weights:

Assessment	% of Final Grade
Journals	30%
In-Class Assignments	30%
Extra Curricular Activities	30%
Majors, Minors, and Programs Fair	10%

Grading: The grading scale will be *no worse* than:

90 – 100% = A/A- 70 – 79% = C+/C/C- Below 60% = F
80 – 89% = B+/B/B- 60 – 69% = D+/D

Journals: Throughout the semester I will assign a journal entry each week at the end of class (starting on our second class period). The entries will be based roughly on the topics in our text. They will be due at the beginning of class the following week. They should be written on paper that is hole-punched or that can be inserted in a binder in some way. Your entries should give insight into the topic of the week by discussing the assigned reading or whatever that week's topic may be. I will respond to your entries and return them at the following class period. Take this journal as an opportunity to ask for help with a problem or maybe to ask a question that you don't want to share with the rest of the class. Your entries will be totally confidential.

Extra Curricular Activities: You are required to attend and/or participate in at least 3 cultural activities during the semester and write a 1-2 page evaluation of your experience. Please try to choose activities that are new to you. In your evaluation you must include:

1. Something about the nature of your participation (even if you just attended some event)
2. Why you chose this experience
3. What your experience was like
4. Did you like or dislike the activity? Why?

I will distribute a list of approved activities in class, but there are many other options. You are welcome to ask me about some event that isn't on the list. I'm pretty open to your suggestions.

In-Class Assignments: During most class periods, there will be some sort of short assignment for you to complete by the end of class. I'll collect these assignments and

grade them. They will typically be on the topic of the week, but I may have some fun with these if time and schedule permit.

Majors, Minors, and Programs Fair: You are required to attend this fair and write a description of your experience. The fair takes place on Wednesday, October 18th, from 3:00pm to 4:00pm in the Library Concourse. This is your opportunity to speak with people from the majors, minors and academic programs at Utica College. Representatives will be available to answer questions about the academic as well as the social side of most programs on campus. In your essay you should include at least one program you wish to get more information about, or which major/minor you are enrolled in and why.

Attendance: It is mandatory that I keep track of your attendance. An attendance sheet will be available for you to sign at the beginning of each class. **YOU ARE EXPECTED TO ATTEND EVERY CLASS PERIOD.** In the event that you miss class (or are mentally absent from class!) it is your responsibility to keep up with all announcements, syllabus adjustments, and/or policy changes made during scheduled class time and/or sent to you via your Utica College email. Please make sure that your Utica College email is functioning properly, and make every effort to contact me using your Utica College email address (that is, be sure to use the address ending in “@utica.edu”) to avoid confusion. If class must be canceled for some reason, you will be notified as early as possible via your Utica College email.

Classroom Etiquette: Always keep in mind that you are in a college classroom. You and all of the people around you have paid to be here. By simply showing up for class, you are demonstrating that you take very seriously the opportunity to pursue the best learning experience possible. You are expected to treat all people in the classroom with respect, and to come to class prepared to learn. **Disruptive behavior, including (but not limited to) talking, whispering, texting, eating loudly, etc. will negatively impact EVERYONE’S experience and will not be tolerated.**

Academic Honesty: Academic honesty is necessary for the free exchange of ideas. Utica College expects academic honesty from all students and Utica College faculty are authorized to assign a wide range of academic penalties for incidents of academic dishonesty. Academic dishonesty includes both cheating and plagiarism. Plagiarism is the intentional or unintentional use of other people’s ideas, words, and/or factual information as your own and without crediting the source. It doesn’t matter if the words come from a book, journal article, web site, or personal letter; if somebody else originally wrote them you may not use them without attributing them to that individual by appropriately citing the source. Plagiarism also refers to self-plagiarism, or re-purposing material that you’ve already completed for another course or assignment. Cheating refers to giving and/or receiving unauthorized assistance in taking

examinations or creating assigned and/or graded class work. Students who assist other students in, or contribute to, acts of academic dishonesty are subject to the appropriate penalties.

As mentioned above, Utica College faculty are authorized to assign a wide range of academic penalties for incidents of academic dishonesty. Depending on the nature of the offense, the penalty may include a reduced grade or grade of zero for the particular assignment, a grade of F for the course, or the grade of “F for cheating” in the course. Incidents of academic dishonesty are reported to the Vice President for Academic Affairs who will refer any repeat offense, or any particularly egregious first offense, to the Academic Standards Committee which may recommend a more severe penalty than that imposed by the faculty member.

Disability Disclosure: Any student who has need of special accommodations in this class due to a documented disability should speak with me as soon as possible, preferably within the first two weeks of class. You should also contact Kateri Henkel, Director of Learning Services in the Academic Support Services Center (315-792-3032 or khenkel@utica.edu) in order to determine eligibility for services and to receive an accommodation letter. We will work with you to help you in your efforts to master the course content in an effective and appropriate way.

Writing Proficiency: Students are expected to possess and use adequate writing skills. All written assignments should be well-written and free of grammar, punctuation, and spelling errors. Help is available in the Writing Center located in the library.

Math and Science Center: Peer tutors are available in the Math and Science Center located on the first floor of the library. These services are typically available beginning in the second week of a Fall/Spring semester.

Tentative Course Schedule

8/30: Introduce Syllabus/ Introduce Each Other
9/6: Topic: Attending Classes
9/13: Topic: Keeping Organized / Journal 1 Due
9/20: Topic: Managing Your Time
9/27: Topic: Class Participation / Journal 2 Due
10/4: Library Presentation
10/11: Topic: Taking Notes / Journal 3 Due
10/18: Majors Fair

10/25: Topic: Reading Effectively
11/1: Counseling Services Presentation
11/8: Topic: Studying Effectively / Journal 4 Due
11/15: Topic: Testing Effectively/Test Anxiety
11/22: Career Services Presentation / Journal 5 Due
11/39: Study abroad presentation.
12/6: Last Day of Class / Semester Summary

Important Dates

- 9/1/17: Last day to drop a class.
- 11/3/17: Last Day to Withdraw From a Class.
- **10/18/17: Majors, Minors, and Programs Fair**

The author of this syllabus reserves the right to change it at any time during the semester.