

University Foundations

(CRN 88074)

Monday/Wednesday: 3:00-3:50pm, UC-262

Instructor: Prof. Christopher Raridan

Office: UC-419

Office Hours: Mon/Wed: 6:15-7:30pm

Tue/Thur: 3-4pm

(also by appointment)

Phone: (678) 466-4423

E-Mail: ChristopherRaridan@clayton.edu

Web Page: <http://cims.clayton.edu/craridan/>

NOTE: Text items in [blue](#) are clickable hyperlinks.

Prerequisites

Only freshmen are allowed to take CSU 1022-08A.

Basic computer skills such as file management and using e-mail are necessary to succeed in CSU 1022, however these skills will **not** be taught in CSU 1022. If help is needed in these areas, please use the services that are offered through [the HUB](#). Other computer skill prerequisites include:

- Using the Windows™ operating system, including Word™, Excel™, and PowerPoint™.
- Accessing and navigating instructor approved web sites.
- Sending and receiving e-mail using your campus e-mail account via Outlook™ or Outlook Express™.
- Attaching and retrieving files via e-mail or from the instructor's web site.

Course Description

CSU 1022 (2-0-2) is a two (2) semester credit hour course that helps new students make a successful transition to Clayton State University and prepares them to meet the challenges of higher level learning and the demands of their chosen field. The course connects students and faculty who share a common interest by building a community of learners committed to achieving excellence.

University Foundations refines academic goals, encourages a greater sense of personal responsibility, creates intentional learners, and provides the information and support that students need to earn a college degree. This discussion-based seminar

helps students to learn how to improve their basic skills in areas such as written communication, oral communication and critical thinking. (Institutional credit only; counts in GPA.)

Course Materials

The following materials are *required* and should be brought to every class meeting.

- **TEXTBOOK.** The **required** textbook for this course is *University Foundations for Clayton State University*, by Gordan and Minnick. The ISBN is 1-111-51767-3.
- **COMPUTER.** A notebook computer is required for CSU 1022. Students will use the computer during class sessions and on assignments. Clayton State University **requires** that each student has ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. Full details of this university policy can be found on the [ITP Choice Web Page](#).
- **OTHER TOOLS.** The instructor strongly encourages the student to seek out all available tools and technologies. Students are asked to inform the instructor about any tools or technologies found that they believe are beneficial to the course.

Course Theme

DEALING WITH REAL PROBLEMS: UNDERSTANDING THE PROBLEMS WE FACE IN OUR DAILY LIVES. CSU 1022-08A will examine the real problems that students face as they begin their college careers. In doing so, CSU 1022-08A will allow students the opportunity to discover various solutions that might bring resolution to these problems. CSU 1022-08A will examine one idea in particular: learning how to balance personal desires with the desires of friends, family, co-workers, and instructors.

Course Objectives

After successful completion of CSU 1022, the student will be able to:

- Show greater proficiency in oral and written communication.
- Demonstrate an improved ability to think critically.
- Use basic communication and instructional technologies.

- Develop learning-centered relationships with fellow students, advisors, and instructors.
- Set priorities, establish short and long term goals, and effectively manage time.
- Identify campus resources that serve various academic, psychological, and social needs.
- Conduct basic research and find needed research materials online and at the library.
- Apply knowledge of learning styles to educational tasks.
- Use learning strategies, such as reading techniques, note-taking methods, memory strategies, and test-taking strategies, effectively.
- Understand their majors and identify careers that suit their interests and abilities.
- Develop habits and strategies that promote fiscal responsibility, healthy lifestyles, stress management, and effective interactions with diverse groups of people.

Course Outcomes

The general learning outcomes of CSU 1022 and the learning community program include:

- Strengthening students' abilities to read, write, and speak effectively.
- Improving students' abilities to analyze, interpret, and communicate information in a systematic way.
- Developing students' knowledge of their goals, abilities, and interests in conjunction with practices that contribute to success in college and in their chosen field.
- Building connections between students with similar interests and between students, faculty and the university.

Grading Policy

No student will be excused from completing any assignment, and only under exceptional circumstances will a student be allowed to turn in an assignment late.

Because of the concentrated nature of the course, and the inherent difficulties surrounding "make-up" work, students will **not** be allowed to turn in any assignment

late unless the instructor is contacted **prior** to the assignment due date and is provided a legitimate, verifiable reason. In such a case, the student will be allowed to “make-up” the assignment. The student is responsible for contacting the instructor to make arrangements for the “make-up”, and must provide documentation of the reason for the missed work.

Without prior notice and valid documentation, the student will be issued a grade of zero (0) on assignments which are not submitted as stipulated and no “make-up” will be offered. If the student fails to schedule and complete the “make-up” work in a *timely manner*, that is, before the student attends the next class meeting, then the student will receive a grade of zero (0) on the missed assignment. Failure to take the final exam will result in a grade of “F” for the semester.

Grades in CSU 1022-08A will be determined via

- **CAS WORKSHOPS.** Students are required to attend at least two (2) workshops offered by the Center for Academic Success. A schedule of these workshops can be found on the [CAS Web Site](#). Each CAS Workshop is worth 25 points, for a total of 50 points out of 550 total course points.
- **CAREER SERVICES WORKSHOPS.** Students are required to attend at least two (2) workshops offered by Career Services. A schedule of these workshops can be found on the [Career Services Web Site](#). Each Career Services Workshop is worth 25 points, for a total of 50 points out of 550 total course points.
- **LIBRARY INSTRUCTION DAY.** Students are required to attend Library Instruction Day on Monday, September 13, during the regularly scheduled class time, in University Commons room L-200. Attending Library Instruction Day is worth 20 points out of 550 total course points.
- **SAC STUDENT COMPETITION.** Students are encouraged to attend and participate in the Student Activities Center Student Competition on Wednesday, September 29, from 3:00pm to 5:00pm. Any student wishing not to attend or not to participate will have an alternate assignment due on that day. The alternate assignment will be a three (3) page research paper concerning the importance of being and staying fit. The paper should be typed, double-spaced, in 12 point Calibri font, must use at least three (3) book or article sources, and the exact topic must be cleared with the instructor at least two (2) weeks in advance of the due date. Attending and participating in the SAC Student Competition or completing the alternate writing assignment, is worth 50 points out of 550 total course points.
- **E-JOURNAL ENTRIES.** Students will express their thoughts on various topics through short writing assignments (300-500 words) in the form of E-Journal Entries. There will be 13 E-Journal Entries, each worth up to 10 points, which will account for up to 130 points out of 550 total course points.

- **PAIRED PRESENTATION.** Students will discuss a problem that they find or have found challenging through a Paired Presentation using PowerPoint™. Students will work in groups with two, possibly three, members. Each Paired Presentation should last no more than ten (10) minutes and will account for up to 100 points out of 550 total course points.
- **FINAL EXAM.** The Final Exam will be an essay that allows the student to reflect on the course. It will contain direct questions concerning the course reading assignments and open-ended questions addressing the student’s attitudes or feelings about the course. The Final Exam will be administered in UC-262 on Monday, December 6, from 2:45pm to 4:45pm. The Final Exam will be worth up to 150 points out of 550 total course points.

The following table summarizes the grading policy for CSU 1022-08A:

Assessment	Points	Percentages
2 CAS Workshops	50	$A \geq 90\%$
2 Career Services Workshops	50	$80\% \leq B < 90\%$
Library Instruction Day	20	$70\% \leq C < 80\%$
SAC Student Competition	50	$60\% \leq D < 70\%$
13 E-Journal Entries	130	$F < 60\%$
Paired Presentation	100	
Final Exam	150	
Total Points	550	

Course Outline

Day	Date	Topic	What’s Due?
M	8/16	CSU 1022-08A Meet and Greet, Schedule, How to Write a Journal	HW: Think about how you will make E-J your “own”.
W	8/18	Visit Center for Academic Success	Unit 1, fill in schedule
M	8/23	Partner Pairings	Create a cover for your journal that expresses you and your ideas about college.

Day	Date	Topic	What's Due?
W	8/25	Dr. Angelyn Hayes, Career Services	E-J #1: Write about 3 people you've met in CSU 1022-08A.
M	8/30	College Student Inventory and personality tests	HW: Complete online personality tests.
W	9/1	Visit Student Activities Center	E-J #2: Write about results of your personality tests.
M	9/6	LABOR DAY	NO CLASSES
W	9/8	Discuss results of CSI and personality tests	Unit 2, E-J #3: How important is being and staying fit?
M	9/13	Library Instruction Day	E-J #4: Why did you choose CSU?
W	9/15	Intro to Paired Presentation	Unit 3
M	9/20	Discuss Units 1-3	E-J #5: Outline your presentation.
W	9/22	Discuss Units 1-3	
M	9/27	Discuss Unit 4	Unit 4
W	9/29	SAC Student Competition	
M	10/4	Paired Presentations	Be Ready! Random Drawing!
W	10/6	Paired Presentations	Be Ready! Random Drawing!
M	10/11	Paired Presentations	Be Ready! Random Drawing!
W	10/13	Class discussion of Paired Presentations	E-J #6: Do you have what it takes to succeed at CSU?
M	10/18	Discuss Units 4 & 5	Unit 5
W	10/20	Learning: What does it mean to you?	E-J #7: What are your thoughts on the Paired Presentations?
M	10/25	Visit CIMS Gaming Lab	E-J #8: Write about 5 things you've learned so far about yourself or CSU.
W	10/27	Dr. Joe Bowler, CIMS advisor	

Day	Date	Topic	What's Due?
M	11/1	Discuss Unit 6	Unit 6
W	11/3	Discuss Unit 6	E-J #9: Do you love what you're doing?
M	11/8	Discuss Unit 9	Unit 9
W	11/10	Discuss Unit 9	E-J #10: Have you ever cheated on a test or stolen someone else's ideas?
M	11/15	Discuss Unit 8	Unit 8
W	11/17	Discuss Unit 7, Rev. Dr. Martin Luther King's "I Have a Dream" speech	Unit 7, E-J #11: Are you managing your money appropriately?
M	11/22	Discuss Unit 7	E-J #12: Write your own "I Have a Dream" speech.
W	11/24	THANKSGIVING	NO CLASSES
M	11/29	Discuss Unit 10	Unit 10
W	12/1	Discuss Unit 10	E-J #13: Have you ever had your heart broken? Have you ever broken anyone's heart?
M	12/6	Final Exam	2:45-4:45pm

Student Resources

- INSTRUCTOR OFFICE HOURS.** I hold regular office hours and am eager to help you when you ask. A list of my office hours for FALL 2010 is given on the first page of this syllabus. My office hours are also posted outside my office door (UC-419) and on [my Web Page](#). Students may [make an appointment](#) to see me individually.
- TEXTBOOK.** The textbook is *very expensive*, and you have many assignments from it, so make sure to read it! The text is well-written and straightforward, but if you have questions about its content, please discuss them with the instructor.
- CENTER FOR ACADEMIC SUCCESS.** The CAS is located on the lower level of the Library. The CAS offers free tutoring in a number of subjects for students at Clayton State University. A complete description of CAS services can be found on the [CAS Web Site](#).
- CAREER SERVICES.** Career Services is located in the (old) Student Center,

Upper Level, Suite 250. Career Services offers help with writing resumes, as well as help finding jobs or internships. More information about Career Services be found on the [Career Services Web Site](#).

Course Policies

- **CLASS ATTENDANCE.** Attendance is expected for all class periods and roll will be taken at the **beginning** of every class meeting. Unless prior approval has been obtained, students who arrive after their name is called or leave before the instructor dismisses class will be issued an unexcused absence. Any absence that is not accompanied by a written excuse from a doctor or other competent authority will be considered unexcused. Whether excused or unexcused, “excessive absences” occur when a student misses more than 20% of the scheduled class meetings, which amounts to six (6) class meetings. When this threshold has been exceeded, students are subject to administrative withdrawal as per university regulations.
- **BONUS WORK.** At the discretion of the instructor, various other rewards may be given to students who regularly participate in classroom discussions. In addition, students who join at least one (1) student organization or club and provide proof that they are regularly attending meetings and participating in the organization or club’s endeavors will receive a 30 point bonus to their final point total. More information about student organizations and clubs can be found on the [Campus Life Web Site](#).
- **TECHNOLOGY ETIQUETTE.** The computer is used extensively in CSU 1022. Upon entering class, students should should turn on the computer and be prepared to use it appropriately. The volume should be muted. During class do not play computer games, play music on the computer, surf the Internet, pass e-mail “notes”, use computer headphones, or use the computer in any way that is distracting to the instructor or any other student. The only web sites that should be visited are those that the instructor allows.
- **E-MAIL ETIQUETTE.** Outside of class, any e-mail sent to the instructor should include your first and last name and identify the class you are taking in the subject heading. Remember to act professionally when sending e-mail to your instructor. Do not use the class list e-mail address for personal correspondence.
- **ELECTRONIC MESSAGES.**
 - The instructor will send e-mail with information vital to your success in the course. Check your e-mail often, at least once a day.
 - The instructor will not send you an e-mail or telephone you to tell you everything you missed in class if you did not attend that day.

- Voice-mail or e-mail messages to the instructor are usually returned within two (2) business days.
- Do not send time-sensitive information via e-mail, rather speak to the instructor in person. A delivered e-mail does not relieve you of the responsibility of informing the instructor in person about some concern.

University Policies

For more details on the following policies, see the up-to-date [Academic Catalog](#).

- **ATTENDANCE POLICY.** Attendance is required for **all** class periods. The instructor has the right to determine specific attendance policies, as outlined in the Course Attendance Policy. Clayton State University reserves the right to determine that excessive absences, whether excused or unexcused, are sufficient cause for institutional withdrawal or failing grades.
- **EXCUSED ABSENCES.** The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. Among the reasons absences are considered excused by the university are the following:
 - Participation in an activity appearing on the university’s authorized activity list.
 - Death or major illness in a student’s immediate family, which may include: parents, siblings, children, grandparents, grandchildren, spouse, spouse’s children, spouse’s parents, spouse’s grandparents, step-parents, step-siblings, step-grandparents, step-grandchildren, legal guardians, and others as deemed appropriate by the instructor or student’s academic dean.
 - Illness of a dependent family member.
 - Participation in legal proceedings or administrative procedures that require a student’s presence.
 - Injury or illness that is too severe or contagious for the student to attend class. The student should obtain a medical confirmation note, which contains the date and time of the illness and the medical professional’s confirmation of needed absence. An absence for a non-acute medical service does not constitute an excused absence.
 - Required participation in military duties.
- **“NO SHOWS.”** Any paid student who has failed to attend a class by the final payment deadline for the term will be identified as a “no show.” The “no show” student will be administratively withdrawn from the class and a grade of “W” will be posted. Any appeals on the decision must be made to the Dean of the student’s college.

- **“THREE-STRIKES.”** A student who has withdrawn or earned a less-than-satisfactory grade (D, F, U, W, WF) a total of three (3) times in a course at CSU *will not be allowed to take the course again*. Any appeals on the decision must be made to the Dean.
- **MIDTERM GRADES.** The midterm grade for CSU 1022, which will be issued by Tuesday, October 5, reflects approximately 30% of the final course grade. Based on this grade, a student may choose to withdraw from the course and receive a grade of “W.” Any student who wishes to pursue this option must fill out an official withdrawal form (available in the Office of the Registrar) no later than Friday, October 8. Please review the [Withdrawal Information](#) provided by the registrar.
- **STUDENT CONDUCT.** For the health, safety, and general well-being of all students, faculty, and staff, students must abide by the policies set forth in both the [Clayton State University Handbook](#) and the [Basic Undergraduate Student Responsibilities](#).
- **ACADEMIC DISHONESTY.** Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. **All** instances of academic dishonesty will result in a grade of zero (0) for the work involved and the student will be reported to the [Office of Student Conduct](#).
- **DISRUPTIVE BEHAVIOR.** Behavior which disrupts the teaching-learning process during class activities will not be tolerated. Conditions attributed to physical or psychological disabilities are not considered as a legitimate excuse for disruptive behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior or behavior while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of “WF” (withdrawal-failing) regardless of the current grade in the class. Examples of disruptive behavior and the appeal procedure are provided at the [Disruptive Classroom Behavior Web Page](#).
- **DISTRACTIONS.** The use of pagers, cellular phones, or music players in class is **strictly prohibited** and constitutes disruptive behavior. Out of courtesy and respect for the learning environment, turn these devices off and put them away during class.
- **VISITORS.** It is against university policy to allow any person not registered for a course to attend a class meeting. In particular, it is not reasonable to expect children to be able to sit quietly throughout a class meeting or testing period.

Important Information

This syllabus is a tentative overview of the course and its policies. The instructor reserves the right to amend this document as needed. The instructor will not change any policies without first discussing the changes with the class.

Important information concerning CSU 1022 during FALL 2010 is available on the [CSU 1022 Web Page](#). The current [Academic Calendar](#) provides important dates (tentative) concerning the FALL 2010 semester.

Students with disabilities who require reasonable accommodations need to register with [Disability Resource Center](#) (DRC) in order to obtain these accommodations. The DRC staff can be contacted by phone at (678) 466-5445 or via e-mail at disabilityservices@clayton.edu. Students already registered with the DRC who are seeking accommodations for this course should make an appointment with the instructor early in the semester to discuss specific accommodations. The instructor will need a copy of the accommodations letter provided by the DRC.

The content of this course syllabus correlates to education standards established by national and state education governing agencies, accrediting agencies, and learned society/professional education associations. Correlation matrices can be found at [Professional Standards and Program Outcomes](#).