Southern Polytechnic State University
Civil and Construction Engineering Department

SPSU 1001 – Hitchhiker’s Guide to SPSU – Fall 2012

Course Syllabus

Instructor:

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Assistant Professor
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Office Hours: Monday: 11:00 am – 12:00 pm
Wednesday: 10:00 am – 12:00 pm
Thursday: 3:00 pm – 5:00 pm
Other times (By appointment – Walk in - Email me)

Required textbooks: none

Suggested reference material: You will be given some links during the term

Course calendar:

WEEK ASSIGNMENTS TOPICS
Aug 15 Welcome
Aug 20 Assignment 1 Differences High School to SPSU, Learning Styles
Aug 26 Assignment 1 DUE
Aug 27 Assignment 2 Test Taking & Stress Mgt
Sept 2 Assignment 2 DUE
Sept. 3 Discussion 1 Time management, Financial Aid
Sept 5 ENGAGEMENT REPORTS DUE
Sept 9 Discussion 1 DUE
Sept 10 Assignment 3 Goal-setting, Academic Honor Code
Sept 16 Assignment 3 DUE
Sept 17  Assignment 4  Advising, Degree Works, 2-Year Plan
Sept 23  Assignment 4 DUE
Sept 24  Assignment 5  Pre-registration, Camus Offices, Paying Fees
Sept 30  Assignment 5 DUE
Oct 1   Assignment 6  It’s Midterm where Do you Stand?
Oct 4   WITHDRAWAL DATE
Oct 7   Assignment 6 DUE
Oct 8   Discussion 2  Online Course Options
Oct 14  Discussion 2 DUE
Oct 15  Assignment 7  Creating Schedule for Next Term
Oct 21  Assignment 7 DUE
Oct 22  Discussion 3  SPSU Library
Oct 28  Discussion 3 DUE
Oct 29  Assignment 8  SPSU Resources, Organizations & Co-curricular
Nov 4   Assignment 8 DUE
Nov 5   Assignment 9  Communications, Relationships & Diversity
Nov 11  Assignment 9 DUE
Nov 12  Discussion 4  Co-op Opportunities, Internships, Professor Info
Nov 18  Discussion 4 DUE
Nov 19  THANKSGIVING WEEK NO ASSIGNMENTS OR MODULES
Nov 26  Assignment 10  Recap the semester
Dec 2   Assignment 10 DUE
Course outcomes:

Students will be able to:

1. demonstrate the knowledge of the advising and registration process and academic policies at SPSU, including the creation of a plan of study leading to graduation;
2. demonstrate a knowledge of his/her learning style and explain how it fits with other learning styles;
3. describe techniques and knowledge of study skills, test taking, library skills, time management and campus resources;
4. demonstrate knowledge of key individuals and locations on and near campus.

Academic conduct:

Alternate test schedules will be arranged only when the absence from the test is cleared with me in advance and for a valid reason. Not following this policy will lead to a "0" on the test given.

All work submitted for credit is expected to be the work of the individual student. Group discussion is allowed for the understanding and studying of a project or assignment, but the actual preparation of the assignment should only be done by the individual student. If you have any questions about this policy, please let me know. Work which was not done only by the student will result in possible "0" grades, or disciplinary action. (See Student Handbook for such policies.)

For questions about your schedule or other advising questions, please call the Student Services office located in J393 or call 770+528-7406 or 770+528-4292 and ask for an appointment. You can also see your assigned advisor.

All current Southern Polytechnic State University policies will apply.

Assignments and labs: go to the link listed above for the labs and assignments

Grading plan:

Assignments and class discussions will be the basis for all grading. There is no midterm or final exam in this course.

Your grading scale will be as follows:

- 90 and above – “A”
- 80 - 89 – “B”
- 70 - 79 – “C”
- 60-69 – “D”
- Below 60 – “F”

Class participation (discussion): 40% of grade
Assignments: 60% of grade
**Class attendance policy:**

Students are responsible for all announcements and assignments made in class. I do not take attendance, but notes from a missed lecture need to be gotten from another student.

**Preparation of work for this course:**  there is no additional work needed for this course

**Students with disabilities:** Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the disabilities office at (678) 915-7244 as soon as possible the better to ensure that such accommodations are implemented in a timely fashion.