

## SPSU 1001 / 009 – Hitch-Hikers Guide to SPSU – Fall 2014

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**Office Hours:** 10:00-11:00 MTWHF or by appointment

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**Location:** Q 106

**Meeting times:** T 5:00-5:50 pm

**Pre-requisites:** none

**Textbook:** none

**Topics Covered Include:**

- Welcome
- Differences between high school to SPSU
- Learning styles (four axes)
- Test taking techniques
- Stress management
- Reading syllabi
- Time management
- Financial aid
- Goal setting
- Academic Honor Code
- Advising and DegreeWorks
- 2-Year Plan
- Pre-registration
- Campus offices
- Paying fees
- Online course options
- The SPSU library
- SPSU resources
- Organizations and co-curricular transcripts
- Communications
- Relationships and diversity
- Co-op opportunities
- Internships

**Learning Outcomes:**

- 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
- Demonstrate a knowledge of his/her learning style and explain how it fits with other learning styles
- Describe techniques and knowledge of study skills, test taking, library skills, time management and campus resources
- Demonstrate knowledge of key individuals and locations on and near campus.

**Academic Misconduct**

At SPSU, academic misconduct is defined as “any act that could have resulted in unearned advantage or that interferes with the appropriate academic progress of others”. All acts of academic misconduct will be reported to the Honor Council. For more information see [www.spsu.edu/honorcode](http://www.spsu.edu/honorcode). The easiest way to avoid academic misconduct issues is to always do your own work; it’s as simple as that.

**Disability Statement**

If you have a documented disability as described by the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) that may require you to need assistance attaining accessibility to instructional content to meet course requirements, please contact the ATTIC at 678-915-7361 as soon as possible. It is then your responsibility to contact and meet with the instructor. The ATTIC can assist you and the instructor in formulating a reasonable accommodation plan and provide support for your disability. Course requirements will not be waived but accommodations will be made, when appropriate, to assist you to meet the requirements.

**Communication**

Course material will be disseminated in D2L. All official course announcements, including instructions when class may be cancelled, will be posted in the D2L course news or announced in class. Students are responsible for all announcements and assignments made in class. Be sure to check D2L regularly. Do **not** use the internal email system in D2L. The instructor will only respond to email sent to [kmcfall@spsu.edu](mailto:kmcfall@spsu.edu).

**Grading plan**

Assignments and class discussions will be the basis for all grading. Each student is evaluated on class attendance and participation (40%) and assignments (60%). There is no midterm or final exam in this course. The grading scale is as follows

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

**Class attendance and participation (40%)**

Typically, attendance is not taken in my classes. College is supposed to be filled with adults acting like adults. However, to get you in the habit of acting responsibly, 40 points of the final grade will be based on attendance and participation in class. Part of this grade will be based on actively participating in class; avoid sleeping, texting, and surfing the internet while offering your own experiences and opinions related to the class topics.

## Assignments (60%)

An assignment will be due every week. Most will be submitted in dropboxes on D2L on the due date while a few will be completed directly on D2L as quizzes. Those assignments involving writing will be graded with 8 points for content and 2 points for the writing, i.e. spelling, grammar, punctuation, etc. In general, late assignments are not accepted. Extenuating circumstances can result in exceptions to this rule, but agreement must be reached with the instructor in advance of the assignment or class that will be missed.

A01 This week we will be learning about our own learning style. Go to the following web address and take the learning style survey. Write down your learning style and read about your particular style from the information listed at the website <http://www.engr.ncsu.edu/learningstyles/ilsweb.html>. Write a minimum 250 word description of your learning style and how you think it describes how you learn. Be sure to discuss your score on all 4 axes.

A02 Identify at least two things that are currently causing stress in your life. For each one, identify at least two techniques for coping with that stress. The response must be at least 250 words. **NOTE: the due dates for modules 2 and 3 are switched.**

A03 For an entire week, document what you spend your time doing every hour of every day by filling in the template appearing in D2L Module 3. At the end of the week, total your amount of time in the following categories

- Class time and studying
- Working
- Preparing and eating meals
- Chores like cleaning, running errands, etc.
- Commuting and other unproductive time
- Free time like hanging out with friends, screen time, sports, etc.

Bring the completed template to class and submit it in the dropbox on D2L. **NOTE: the due dates for modules 2 and 3 are switched.**

A04 Visit the rec center and participate in a fitness/wellness/sport activity of your choice. Have the attendant at the front desk sign their business card as proof of your visit. Write your name on the front of the card and upload a scanned copy to the dropbox.

A05 Enter your 2-Year plan in DegreeWorks, and get it approved by your advisor. Upload a screenshot of your approved plan to the dropbox in D2L.

A06 Take the campus procedures quiz on D2L.

A07 Log in to Banner and identify your midterm grades (S or U) for each course. Review your syllabi, talk to your instructors, and develop a plan for the remainder of the semester. Write a 250 word reflection of your plan.

A08 Take the scavenger hunt quiz on D2L.

A09 Register for next term and submit a screenshot of the registration.

A10 Choose any topic interesting to you and use library resources to locate three scholarly articles (journals or conference proceedings, not newspapers nor popular magazines) about the topic. Write a 250 word paragraph summarizing the abstracts of the articles and write the reference list for the articles in IEEE style.

A11 Open the diversity quiz PDF (not the one with the answers!) and make your best guess at the correct answers. Then, open the PDF with the answer key and compare with your selections. Write a 250 word paragraph describing anything that surprised you.

A12 Visit <http://freecommunicationquiz.com/free-communication-quiz/>. Take the quiz, and write a 250 word paragraph reflection of how your communication style might conflict with one of the other style colors. **NOTE: The assignment dropbox is found under Module 11.**

A13 Create an OrgSync account (<https://orgsync.com/login/southern-polytechnic-state-university>) or log in with your Facebook account. Attend an event or student organization meeting that you would not normally consider. The idea here is to expand your horizons and not just do something comfortable. Write a 250 word paragraph explaining your choice, if the event/meeting was what you expected, and at least one positive thing about the experience.

**Course schedule**

Day	Topic	Assignment due
Jan 07	M01 Learning styles	
Jan 14	M02 Tests and stress	A01 Learning style survey
Jan 21	M03 Time management and honor code	A03 Time management*
Jan 28	M04 Goals and student organizations	A02 Stress
Feb 04	Day at the rec center	A04 Fitness visit*
Feb 11	M05 Advising	
Feb18	M06 Campus offices	A05 2-year plan*
Feb 25	M07 Midterm	A06 Campus procedures quiz
Mar 11	M08 Online courses and campus resources	A07 Midterm
Mar 18	M09 Scheduling	A08 Scavenger hunt quiz
Mar 25	M10 Library	A09 Registration
Apr 01	M12 Financial aid	A10 Library research
Apr 08	M11 Relationships and diversity	A11 Diversity quiz
Apr 15	M13 Co-ops and professors	A11 Communication styles
Apr 22	M14 Recap	A13 Visit organization*

\* These assignments require significant lead time to complete; do not procrastinate to start them.