

**SOUTHERN POLYTECHNIC STATE UNIVERSITY
DEPARTMENT OF SYSTEMS AND MECHANICAL ENGINEERING
COURSE SYLLABUS**

HITCHHIKER'S GUIDE TO SPSU

Semester: Fall 2013

Instructor: Dr. M. Loraine Lowder

Course number: SPSU 1001

Course registration number: 21780

Course Start Date: Monday, Aug. 19th

Room Number: Q314

Meeting Days: M

Meeting Times: 12:00 PM – 12:50 PM

Instructor Contact Information:

Office: G171

Telephone: TBA

Email: llowder@spsu.edu

Office Hours:

Monday: 2:30 PM – 5:30 PM

Tuesday: 10:45 AM – 11:45 AM

Thursday: 10:45 AM – 11:45 AM

(Additional Office Hours are Available by Appointment)

Credit Hours: 1

Required Textbooks

Textbook: None; Reading Materials Provide through Desire2Learn

Course Description

This course is designed to provide entering students an introduction to SPSU.

Learning 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.

Course Topics:

- Welcome
- Differences: High school versus SPSU
- Learning styles (four axes)
- Test taking techniques
- Stress management
- Reading syllabi
- Time management
- Financial aid
- Goal setting
- Academic Honor Code
- Advising
- DegreeWorks
- 2-Year Plan
- Pre-registration
- Campus Offices
- Paying Fees
- It's Midterm - Where Do You Stand???
- Online Course Options
- Creating Your Schedule for Next Term
- The SPSU Library
- SPSU Resources
- Organizations and Co-curricular Transcripts
- Communications
- Relationships and Diversity
- Co-op Opportunities
- Internships and What Your Professor Wish You Knew
- Recap of the semester

Important Dates

Holidays: Monday, September 2nd

Last Day to Withdraw: Thursday, October 3rd

Last Day of Classes: Monday, December 2nd

Senior Grades Posted: Wednesday, December 11th

Commencement: Saturday, December 14th

ADA Compliance 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, we recommend that you contact the ATTIC at (678)915-7361 as soon as possible. It is then your responsibility to contact and meet with your instructor. The ATTIC can assist you and the instructor in formulating a reasonable accommodation plan and provide support in developing appropriate accommodations for your disability. Course requirements will not be waived but accommodations will be made, when appropriate, to assist you to meet the requirements.

Course Delivery Method

This course will use a variety of instructional strategies and techniques including, but not limited to, face-to-face lectures, demonstrations, problem solving sessions, and small group discussions.

Class Policies:

Attendance Policy:

- Students are expected to attend every class and be on time. Students are responsible for material covered in class, as well as all assignments, even if they are absent or tardy. Tardiness to (or leaving early from) two classes is considered one unexcused absence. Five unexcused absences may result in a student's final course grade being lowered by one full letter grade.
- Excused absences require documentation:

Reason	Required Documentation
Illness	Original hard copy of doctor's excuse on letterhead
Death in the family	Obituary or death certificate
Sponsored SPSU event	Program with student's name printed on it

Make-up Policy:

- Late assignments will **not** be accepted except in the case of an excused absence.

Emergency Policies:

- In the event of an emergency that forces the college to close for an extended period, students must contact the instructor of this class within 48 hours using the contact information (e.g., email address, or Desire2Learn) on the syllabus to obtain directions for continuing the course. The instructor will provide directions for the transmission and submission of course assignments and course assessments, including due dates.
- If the instructor for the course cannot be reached within the specified period of time (within 2 business days), the chair of the department responsible for the course can be reached at the email address posted on the university's website.

Academic Honesty:

- Consistent with the university's policy, cheating of any kind on **any** assignment will not be tolerated and will be punished by academic and/or disciplinary sanctions. Cheating will result in severe penalties including a zero for the assignment, failure in the course, and/or expulsion.

Honor Code information and provisions are available at:

<http://www.spsu.edu/honorcode/>

Methods of Assessment:

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

Evaluation:

Your grade will be assigned on the following basis of an overall score, derived as follows:

Class Participation (Discussion):	40%
Assignments:	60%

Letter grades will be awarded using the following guidelines:

A	90 – 100%	D	60 – 69%
B	80 – 89%	F	59% or below
C	70 – 79%		

Problems related to grading should be first brought to the attention of the professor for the course. However, a resolution of unsettled problems or concerns may be pursued by following the procedures outlined in the SPSU Catalog.