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### AASC 100.02: Introduction to the University Experience

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# AASC 100: Introduction to the University Experience

## Spring 2016 Syllabus

**Instructor:** Sue Bradford, Ed. D.

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**Office:** Missoula College, Room HB 02

**Office Hours:** Mondays 12:00-1:00 pm; or by appointment



### **Required Text:**

- *Keys to Community College Success* (7<sup>th</sup> edition). Carter & Kravits, 2015 (NJ: Pearson Education). ISBN: 978-0-321-91853-6

**Welcome to AASC 100!** By becoming a university student, you have chosen to embark on an exciting new journey of discovery. The road ahead will be filled with challenges, choices, and opportunities. But like any journey into unfamiliar territory, there may also be unexpected surprises or obstacles along the way. Choosing majors, finding your way around campus, keeping up with assignments, learning what it takes to study effectively – all this can seem overwhelming at times. That’s why we created this course -- to help you “learn the ropes” of university life, develop effective study skills, and provide a forum where you can explore what it means to get a college education.

AASC 100 is designed to help new and non-traditional students make a successful transition to college. Students will explore the many programs and resources available at The University of Montana, develop learning strategies and study skills, read and discuss essays about the purposes of higher education, and reflect on their own goals and aspirations as college students. The course culminates with completion of a capstone project, the Discovery Paper.

### **LEARNING OBJECTIVES**

Upon successful completion of this course, students will be able to:

1. Apply study principles and techniques to educational activities
2. Understand the transition to a four-year university after completing the AA degree
3. Learn to take personal responsibility for learning strategies and outcomes
4. Identify the resources found within the higher education community
5. Understand their roles in the diversity of a four-year university
6. Identify issues that may affect college success
7. Use self-knowledge and knowledge of UM to make educational decisions
8. Practice formulating ideas and opinions and expressing them clearly
9. Identify personal learning goals and processes leading to attainment of those goals
10. Apply research and writing techniques to “discover” an area of academic study

## COURSE STRUCTURE & EXPECTATIONS

**Preparing for Class:** Plan ahead so you will arrive on time, prepared and ready to participate. Always complete readings before class and have a notebook with you to take notes and refer back to previous notes. Homework is due at the beginning of class.

**During Class:** Turn off cell phone ringers and refrain from texting or web-surfing during class. Be attentive and stay focused. Take turns speaking and listening during class discussions. Avoid distracting others with noisy snacks or side conversations. Always be respectful of one another and help make this a positive learning environment where everyone feels welcomed.

**Participation:** Participation in class activities and discussions is essential to the learning process. Getting involved will enhance your learning by making the class more relevant and interesting to you. I will often ask students to share experiences or offer perspective on class topics.

**MOODLE Online Supplement:** This course has a website in Moodle where I will post course information and materials. You can use this to look up due dates, download copies of worksheets and handouts, or even to turn in assignments online. This will also allow you to become more familiar with features of online learning. You can access Moodle from the [my.umt.edu](http://my.umt.edu) website using your NetID. (We will cover this in class 😊)

**Online Documents:** Most online course readings and other documents on our Moodle website will be in “PDF” format. You may need to install Adobe Acrobat Reader on your computer to open these. This can be downloaded for free from: <http://get.adobe.com/reader/>.

## ASSIGNMENTS & GRADING

- 1. - Attendance.** Regular attendance is one key to college success. If you must miss class, you are still expected to turn in assignments on time. Unavoidable absences may be excused by the instructor if documentation is provided (e.g., illness, family emergency). Contact me in advance or as soon as possible to request an excused absence or due date extension.
  - Students with no more than 2 unexcused absences will get a 5% bonus on final grades
- 2. - Class Participation.** Preparing for class will help you get the most out of your education. Therefore, I will award two points for each day that you come prepared and participate appropriately in class discussions. Some group activities will also be worth additional points. **Class participation is worth approximately 15% of your overall grade.**
- 3. - Weekly Reading Journals.** Journaling is an excellent way to process and reflect on new experiences and ideas. You will be asked to complete a journal assignment in response to each of our weekly readings. Guidelines and questions for each Chapter will be provided on Moodle. **Journal entries are worth approximately 25% of your overall grade.**
- 4. - Homework Assignments.** Weekly homework assignments are designed to help you extend and apply your understanding of the topics we cover in class. These will introduce a variety of resources, encourage you to practice new study skills, and help you develop your Discovery Paper. **Homework assignments are worth approximately 25% of your overall grade.**

### **Tentative List of Assignments\*:**

1. UM Connect email (10 pts)
2. UM Resources Scavenger Hunt (10 pts)
3. Moodle 101 Tutorial (10 pts)
4. Self-Assessments (10 pts)
5. Weekly Study Schedule (10 pts)
6. Academic Problem Solving (10 pts)
7. Cornell Note-Taking (10 pts)
8. Degree Planning & Advising (10 pts)
9. Library Research Activity (10 pts)
10. Article Citation & Summary (10 pts)
11. Discovery Paper Outline (10 pts)
12. Rough Draft for Workshop (10 pts)

*\*Actual assignments may vary. These will be announced in class and posted on Moodle.*

**5. - Midterm Reflection.** Our Midterm assessment will review key topics covered during the first half of the course. This will consist of several reflective writing questions. **The Midterm is worth approximately 10% of your overall grade.**

**6. - Discovery Paper.** The Discovery Paper is a 5-7 page research paper on a topic that relates to your individual interests. This project will be developed in stages as you complete a series of related homework assignments that will help you select a topic, find scholarly research articles, review sources, cite sources, and develop an outline for your paper. The finished product will be your semester capstone, an important accomplishment for you as a student. **The Discovery Paper is worth approximately 15% of your overall grade.**

**7. - Final Reflection.** Our Final assessment will review the main topics of the course, with emphasis on topics covered during the second eight weeks. This will include several reflective writing questions and a group activity component. **The Final is worth approximately 10% of your overall grade.**

**Late Work Policy:** Completing assignments on time is an important element of college success. Please be aware that some instructors will refuse to accept late work. In this class, late work will be penalized by a deduction of points for each day an assignment is late. Please contact me if you need to request an extension or begin falling behind. I will work with you to develop a recovery plan and timeline for making up assignments to avoid a failing grade.

**Grading:** Assignments will be scored and awarded points based on completion, evidence of effort, accuracy and quality of work. Every student has unique strengths and weaknesses, so I will be looking for a solid effort to improve your skills over the course of the semester.

**Final Grades:** Traditional letter grades (A-F) will be awarded based on each student's earned percentage of the total points possible. The approximate breakdown of overall points from graded work and the traditional letter grade percentages are shown in the following tables:

Course Component	Points
Participation/Attendance	60 points
Journal Entries	100 points
Homework	120 points
Midterm	40 points
Final	40 points
Discovery Paper	50 points
TOTAL = 400 points	

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

### ADDITIONAL INFORMATION & RESOURCES

- **Getting Help:** Please let me know if you have questions or concerns about the course, or if you have special needs or circumstances that affect your performance in class. I have regular Office Hours each week or we can make an appointment for an alternate time. The best way to contact me is by email, but I also have a mailbox in HB 02.
- **Missoula College Learning Center:** The Learning Center is located in Room AD 06 in the Missoula College Administration Building. This is a good place to go for help and tutoring. You can also go there for placement tests, make-up tests, or just to study.
- **Missoula College Library:** The Library is located near the center of the AD Building next to the Dining Area. The librarians can help you find all kinds of information. The library also has computers and study rooms, as well as a number of course textbooks, calculators and laptops available for short-term check-out.
- **Writing Center:** The Writing Center offers free tutoring to help students become better writers. Weekly drop-in hours are offered in the Learning Center (room AD 06) at Missoula College, or visit this website for more options: <http://www.umt.edu/writingcenter/>.
- **Special Accommodations:** Students with disabilities will receive reasonable accommodations in this course. To request course modifications, please contact me as soon as possible. I will work with you and Disability Services (DSS) in the accommodation process. For more information, you can contact Disability Services at (406) 243-2243 or visit the [DSS website: http://www.umt.edu/dss/](http://www.umt.edu/dss/)
- **UM Drop Policy:** Please be aware that you must follow the proper procedures to drop a course without receiving a failing grade. Official semester deadlines, policies and procedures are published in the [University Catalog](#).
- **Student Conduct Code:** Please conduct yourself in a way that promotes learning for all students in the classroom (i.e., avoid offensive language, respect personal privacy, turn off cell phones, and take turns in class discussions). Plagiarism and cheating are not tolerated at UM and will be handled in accordance with the University of Montana Student Conduct Code: [http://life.umt.edu/vpsa/student\\_conduct.php](http://life.umt.edu/vpsa/student_conduct.php)