

Freshman Year Experience

FYE 1012

Syllabus

Semester: Fall 2016
Day/Time: Mondays and Wednesdays, 10:00-10:50 am
Course Name/Number: Freshman Year Experience – FYE 1012
Mode of Delivery: Face-to-Face Classroom Setting
Instructor: Odin Norseman
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Office: Library Administration, Room 001

MISSION STATEMENT

Northeastern Oklahoma A&M College is dedicated to providing opportunities that promote excellence in learning, service and leadership in a global society.

[NEO's Mission Statement is provided to help you understand the goals of the college.](#)

COURSE DESCRIPTION

Orients students to college life while supporting the student's transition to become successful and engaged in all segments of the college's programs and college mission. Introduces proper use of and development of study habits, note taking skills, time management, and technology. This course promotes an understanding of the impact of goal development and time management technique implementation on becoming a successful student.

[The course description is provided to give you a brief summary of the purpose and nature of the course.](#)

REQUIRED COURSE MATERIALS

Textbook Title: Freshman Year Experience (Textbook is for sale at the NEO Bookstore; it is not sold online or by other retailers.)
Textbook Title (2): Thriving in the Community College & Beyond
Textbook Author: J. Cuseo, A. Thompson, J. McLaughlin, & S. Moono
Textbook Edition: Second Edition
Textbook ISBN: 978-1-4652-1314-3
Required Materials: Three-ring binder, notebook, and pen/pencil

[If you have access to the syllabus before class starts, you will want to review the required materials in order to be prepared on the first day! For example, this course requires two textbooks. You'll want to make sure you have both!](#)

COURSE OBJECTIVES

Upon successful completion of this course, student should be able to:

- Understand the history and traditions of NEO and community, including:
 - College history
 - Ways to promote student connection with clubs and organizations
 - Understand Student Body Government
 - Become aware of campus safety measures
- Understand that college mission statement, identify opportunities for service and leadership and demonstrate an understanding of globalization and diversity
- Understand and explain proper protocol and classroom etiquette for college
- Identify and demonstrate use of the following systems:
 - Learning Management System (D2L)
 - Student E-Mail
 - Web Product
- Identify and understand the importance of key campus offices and personnel, including:
 - Administrators
 - Admissions office
 - Financial Aid office
 - Business office
 - Student Support Services
 - CASA
 - AICE
- Identify advisor, office location, and contact information, develop a four semester plan with advisor, and establish meeting schedule with advisor for academic consultation
- Identify and demonstrate personal management and goals development skills, including:
 - Personal and academic goal development
 - Time management skills
 - Study and note taking skills
 - Academic integrity/ misconduct
 - Money management
 - Personal learning style and ways to use it effectively in class and during study time
- Identify and use critical thinking skills.
- Understand and explain the importance of working harmoniously with people of diverse backgrounds.
- Identify important campus dates, identify key concepts in online enrollment, and be able to locate the Student Handbook.
- Identify and explain the impact of personal health and wellness on one's experience as a college student and desire methods to improve one's own health.

The course objectives are provided in the syllabus to show you what you accomplish over the course of the semester.

COURSE MEASUREMENTS

Attendance & Participation	400 points
Assignments & Quizzes	300 points
Autobiography	125 points
4 Semester Degree Plan	250 points
Final Examination	100 points
Total Points	1175 points

GRADING SCALE

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

Look for these two tables on your syllabus in order to know how many points your assignments are worth and the percentage ranges of grades.

ATTENDANCE & PARTICIPATION

- Attendance and participation are extremely important for any college course.
- Student participation in class activities is what makes the class a fun and productive learning experience.
- ***No extra work may be turned in to make up for an absence and/or in-class assignment.***
- Students are responsible for contacting classmates to get notes and information that they miss.
- Assignments that are due on the day of an absence may be emailed or placed in the instructor's mailbox before the start of class.
- ***Students will be allowed five (5) absences throughout the duration of the 16 weeks – each absence will be recorded in a deduction of points. The 6th absence will constitute an F in the course regardless of the amount of progress and participation up to that point.***
- Students who stop coming to class and do not officially withdraw from the course will receive an “F” at the end of the semester.

ATTENDANCE GRADING SCALE (BASE = 400 POINTS)

Perfect Attendance	400 points
1 Absence	375 points
2 Absences	345 points
3 Absences	300 points
4 Absences	250 points
5 Absences	175 points
6 Absences	AUTOMATIC FAILURE OF COURSE

Do not neglect to review the attendance and participation portion of your syllabus! Each instructor weighs attendance and participation differently.

TARDY POLICY

- ***Two tardies will count as an absence.***
- Students are considered tardy once attendance has been taken. They are also considered tardy if they leave class early.
- Students who are not present when attendance is taken are responsible for seeing the instructor AFTER class to avoid being counted absent.

It is good practice for the professional world to be on time. If you are running late, make sure you are familiar with your instructor's tardy policy!

LATE ASSIGNMENTS

This will be at the discretion of EACH instructor. Examples provided below.

Assignments may be turned in up to two weeks late ***with a 50% penalty.***

No late assignments will be accepted

Assignment may be turned in late within one week of due date ***with a 25% penalty.***

As stated above, each instructor's policy regarding late assignments is different. It is important that you are familiar with the policies for all of your courses.

COURSE SCHEDULE

WEEK	REQUIRED READING		TOPICS	ASSIGNMENTS & QUIZZES
	NEO Book	Thriving in the CC & Beyond Book		
Week 1 August 18	Section 1		Syllabus The Art of Being a Successful Student	Autobiography (125) Syllabus Scavenger Hunt (15) Smarter Measure (40)
Week 2 August 25	Section 2	CH. 1	NEO History Campus Programs Clubs & Organizations Campus Safety	NEO History Quiz (10) Student Clubs & Organizations Activity (10) Learning, Leadership & Service Opportunities Assignment (10)
Week 3 September 1 <i>No school on 9/1 Labor Day Holiday</i>	Section 3	CH. 1	Gold Key, NEO Email, D2L, & Web Product Netiquette	
Week 4 September 8	Re-visit Section 2	CH. 8	Spectrum of Diversity Diversity & The College Experience Globalization	Globalization & Diversity Discussion Board Assignment (15)
Week 5 September 15	Section 4	CH. 2	Key Offices & Personnel Important Dates/Deadlines	Administration Quiz (10)
Week 6 September 22	Section 4	CH. 2	Key Offices & Personnel Student Resources	
Week 7 September 29	Section 6 Note-Taking Only	CH. 6	Lecture Listening Strategies Note-Taking Strategies Reading/Retention Strategies Study Strategies	CH. 6 Journal Entry 6.3: page 135 (5) CH 6. Reflection: page 160 (15)
Week 8 October 6 Midterm Week		CH. 7	Test Anxiety Online Testing Essay & M/C Tests	CH. 7 Journal Entry 7.7: page 174 (5) CH. 7 Exercise 7.1: page 181 (15)
Week 9 October 13 Fall Break 10/16-10/17	Section 5	CH. 12	Academic Relations Major/Area of Study	Advising Appointment Worksheet (20) 4 Semester Plan (250)
Week 10 October 20	Section 5	CH. 12	Career Exploration	GPA Calculations (20)
Week 11 October 27	Section 6	CH. 4	Time Management Preventing Procrastination	Time Log (20)
Week 12 November 3	Section 6	CH. 4 CH. 3	Time Management Personal Management	Time Log Reflection (10) Reasons Why You Came to College (10)

WEEK	REQUIRED READING		TOPICS	ASSIGNMENTS & QUIZZES
	NEO Book	Thriving in the CC & Beyond Book		
Week 13 November 10	Section 6	CH. 3	Goal Development	
Week 14 November 17		CH. 10	Interpersonal Relationships Interpersonal Conflict Stress & Anxiety	CH. 10 Journal Entry 10.1: page 245 (5) CH. 10 Exercise 10.2: page 280 (15)
Week 15 November 24 Thanksgiving Holiday 11/26 - 11/28		CH. 11	Nutrition Exercise & Fitness Rest & Sleep Alcohol, Drugs, & Risky Behaviors	CH. 11 Journal Entry 11.2: page 290 (5) CH. 11 Exercise 11.1: page 322 (15)
Week 16 December 1	Re-visit Section 4	CH. 9	Student Loans Credit Cards FAFSA	CH. 9 Journal Entry 9.3: page 223 (5) CH. 9 Exercise 9.1: page 239 (15)
December 8 Finals Week			Student Handbook	Final Examination (100)

Use the course schedule as your guide throughout the semester. Look at it often to see what readings are required, when assignments are due, when your exams will be held, and what topics you will be covering week to week. Consider making an extra copy of your schedule to post in your room or copy down important dates in a planner!

NEO A&M COLLEGE POLICIES:

Americans with Disabilities Act (ADA) Policy Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the ADA Coordinator at (918) 540-6236.

Academic Misconduct (Page 41, Student Handbook):

Academic misconduct includes, but is not limited to, the following actions:

- Plagiarism or the representation of previously written, published material as your own. Paraphrased materials must be acknowledged in the same manner as material that is used verbatim.
- Collaborating with another person without authorization on projects, exams or other academic work or representing work as solely one's own when it is a result of an unauthorized joint effort.
- Cheating on examinations or preparation of the academic work by copying from another student's test, report, files, data or programs or using unauthorized notes or other unauthorized aids.
- Knowingly and without authorization using, buying, selling, stealing, soliciting, copying or possessing, in whole or in part, the contents of an unadministered exam.

- Substituting for another student or permitting another student to substitute for oneself in taking an exam or preparing other academic work.
- Knowingly cooperating with another person in an academically dishonest undertaking.
- Any student who is found guilty of an act of academic misconduct will be subject to disciplinary action. The disciplinary action may include reduction of the student's grade for the examination, assignment, or course to the grade of "F."

Tobacco-Free Policy Statement

In compliance with Governor Fallin's Executive Order 2013-43, the use of tobacco products of any nature and the use of e-cigarettes and other vapor products are banned on all state property. This order includes any property owned and/or operated by Northeastern Oklahoma A&M College. Further information about the tobacco-free policy can be viewed on the NEO website at www.neo.edu/StudentLife/TobaccoPolicy/. If you have additional questions, please contact the Vice President for Student Affairs and Enrollment Management at (918) 540-6212.

As a student, it is very important that you are familiar with NEO's policies regarding the Americans with Disabilities Act, Academic Misconduct, and tobacco use.

The instructor reserves the right to change this document based on experiences and needs of the students involved.

If your instructor finds a need to make changes to their syllabus, the above statement ensures that they can make any changes at any period during the semester. Always be aware of any changes that are made to your syllabi.