

First Year Experience

SAMPLE SYLLABUS

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FYE 101: FIRST YEAR EXPERIENCE

universal course syllabus

Instructor:	Email:
Office:	WebCT: Yes / No
Office	Course 3
Hours:	Credits:
Extension:	Prerequisites: None
Website:	

Important Dates to Remember

Required Text: Gardner, J.N., Jewler, A.J. and Barefoot, B.O. (2007). Your College Experience: Strategies for Success (7th edition). Thomson Wadsworth Publishing.

Course Description: This course is an introduction to the college experience that facilitates a successful transition from high school to college. It orients students to college life by providing valuable information, skills, and strategies for success.

Student Learning Objectives: Upon the successful completion of the course, students will be able to:

1. Identify and demonstrate effective social and academic skills.
2. Describe significant events in the history and tradition of Lincoln University.
3. Explain the concept of liberal arts education.
4. Demonstrate appreciation of lectures, recitals, and convocations.
5. Conduct library research and demonstrate computer literacy.
6. Communicate effectively through writing.
7. Communicate effectively through speaking.
8. Demonstrate critical thinking and problem solving skills.

Course Grading Scale:

- Assignments = _____% of final grade
- Tests/Quizzes = _____% of final grade (Tests/Quizzes will given every 2-3 weeks on information covered during the previous weeks)
- Midterm/Final Exams = _____% of final grade (Cumulative)

Percentage	Grade	Percentage	Grade	Percentage	Grade
		100 - 93	A	92 – 90	A-
89 - 87	B+	86 - 83	B	82 – 80	B-
79 - 77	C+	76 - 73	C	72 - 70	C-
69 - 67	D+	66 - 63	D		
Below 63	F				

Proposed Course Schedule

Week	Dates	Topics	Readings	Objectives
1 & 2	8/22 – 8/31	History of Lincoln University	Historical Sketch of LU	#2
	9/3	Labor Day – No Class		
	Week 2	Test One		
3	9/4 – 9/7	Preparing to Learn and Time Mgmt.	Chapters 1 & 2	#1
4	9/10 – 9/14	Learning	Chapters 3 & 4	
	Week 4	Test Two		
5	9/17 – 9/21	Critical Thinking	Chapter 5	#8
6	9/24– 9/28	Classroom Strategies and Memory	Chapters 6 & 8	#1, 3, 8
	Week 6	Test Three		
7	10/1 – 10/5	Taking Tests	Chapter 9	#1, 8
8	10/8 – 10/10	<i>Mid-term Review</i>		#1, 2, 3, 8
	10/10- 10/12	<i>Mid-term Exam (cumulative)</i>		
9	10/15 – 10/19	Reading Strategies, Writing and Speaking	Chapters 7 & 10	#6, 7
10	10/22 – 10/26	Research and College Libraries	Chapter 11	#5, 6
	Week 10	Test Four		#5, 6, 7
11 & 12	10/29 – 11/9	Majors, Careers and Diversity International/Global Affairs and Study Abroad Programs	Chapter 12 & 14 Others (TBA)	#1, 4, 5
	Week 12	Test Five		
13	11/12 –	Relationships	Chapter 13 & 14	#1

	11/16			
14	11/19 & 11/26- 11/28	Exploring Your Values	Chapters 15 & 16	#1, 7, 8
11/21-11/25		Thanksgiving Recess		
Week 14		Test Six		
14	11/29- 11/30	<i>Review for Final Exam</i>	<i>Chapters 7 & 10- 16</i>	#1, 4, 5, 6, 7, 8
12/4-12/7		<i>Final Exam</i>		

Classroom Policies: (*italicized words are university policy*)

Attendance. *Lincoln University uses the class method of teaching, which assumes that each student has something to contribute and something to gain by attending class. It further assumes that there is much more instruction absorbed in the classroom than can be tested on examinations. Therefore, students are expected to attend all regularly scheduled class meetings and should exhibit good faith in this regard. For the control of absences, the faculty adopted the following regulations:*

- *Four absences may result in an automatic failure in the course.*
- *Three tardy arrivals may be counted as one absence.*
- *Absences will be counted starting with whatever day is specified by the instructor but not later than the deadline for adding or dropping courses.*
- *In case of illness, death in the family, or other extenuating circumstances, the student must present documented evidence of inability to attend classes to the Vice President for Student Affairs and Enrollment Management. However, in such cases the student is responsible for all work missed during those absences.*
- *Students representing the University in athletic events or other University sanctioned activities will be excused from class(es) with the responsibility of making up all work and examinations. The Registrar will issue the excused format to the faculty member in charge of the off- or on-campus activity for delivery by the student(s) to their instructors.*

Missed Information:

Assignments:

Academic Integrity:

Students are responsible for proper conduct and integrity in all of their scholastic work. They must follow a professor's instructions when completing tests, homework, and laboratory reports, and must ask for clarification if the instructions are not clear. In general, students should not give or receive aid when taking exams, or exceed the time limitations specified by the professor. In seeking the truth, in learning to think critically, and in preparing for a life of constructive service, honesty is imperative. Honesty in the classroom and in the preparation of papers is therefore expected of all students. Each

student has the responsibility to submit work that is uniquely his or her own. All of this work must be done in accordance with established principles of academic integrity.

Acts of Academic Dishonesty (Cheating)

Specific violations of this responsibility include, but are not limited to, the following:

- *Copying, offering and/or receiving unauthorized assistance or information in examinations, tests, quizzes; in the writing of reports, assigned papers, or special assignments, as in computer programming; and in the preparation of creative works (i.e. music, studio work, art).*
- *The fabrication or falsification of data, results, or sources for papers or reports.*
- *The use of unauthorized materials and/or persons during testing.*
- *The unauthorized possession of tests or examinations.*
- *The physical theft, duplication, unauthorized distribution, use or sale of tests, examinations, papers, or computer programs.*
- *Any action that destroys or alters the work of another student.*
- *Tampering with grades, grade books or otherwise attempting to alter grades assigned by the instructor.*
- *The multiple submission of the same paper or report for assignments in more than one course without the prior written permission of each instructor.*

Plagiarism:

If a student represents “another person's ideas or scholarship as his/her own,” that student is committing an act of plagiarism. The most common form of plagiarism among college students is the unintentional use of others' published ideas in their own work, and representing these ideas as their own by neglecting to acknowledge the sources of such materials. Students are expected to cite all sources used in the preparation of written work, including examinations. It is each student's responsibility to find out exactly what each of his/her professors expects in terms of acknowledging sources of information on papers, exams, and assignments. It is the responsibility of each faculty person to state clearly in the syllabus for the course all expectations pertaining to academic integrity and plagiarism. Sanctions peculiar to the course should also be explained in the syllabus.
Sanctions

- *A: Warning - A written notice that repetitions of misconduct will result in more severe disciplinary action. The warning becomes part of the student's file in the Office of the Registrar and, if there is no other example of misconduct, is removed at the time of graduation.*
- *B: Failure for project (exam, paper, experiment).*
- *C: Failure of course.*
- *For serious and repeat offenses, the University reserves the right to suspend or expel.*

Imposition of Sanctions:

- *First Offense - A and/or B*

- *Second and Subsequent offenses - B or C*
- *Expectations and sanctions will be explained in every syllabus. Students failing a course because of an instance of academic dishonesty may not drop the course. The student may appeal a charge of academic dishonesty within ten days of receiving notice of same. The appeal will be heard by an Academic Hearing Board (AHB) consisting of the chairs of each division of study (or their designees). Files on violations of this academic integrity code will be kept in the Office of the Registrar.*

Tests/Exams:

Wireless Devices:

Use of wireless devices is not permitted in the classroom or during instructional time. Students must keep such equipment turned off or in a silent mode during class time. Cell phones that ring and/or answered during classroom instruction are subject to confiscation by the professor. Confiscated cell phones will be turned over to the Dean of Students.