I. IDENTIFYING INFORMATION

Course: FYE 101
Course Title: First Year Experience
CRN: 22220509
Term: Fall I
Location: Online
Course Dates: 8/27, 10/19/2012
Course Days and Times: 
Prerequisites: None.

Blackboard
Blackboard is a web-based learning management system licensed by CMU. Within Blackboard, a course website, also known as a shell, is automatically created for every CMU course. Face-to-face courses may or may not incorporate Blackboard, whereas Blackboard course shells are always used for online courses and will be available to you prior to the course start date. Seeing the course shell listed in Blackboard with unavailable adjacent to its title is an indication that your instructor has not made it available and is in no way indicative of registration status. To access Blackboard, open a web browser and enter http://blackboard.cmich.edu. After the site loads, enter your CMU Global ID and password in the respective spaces provided. Click the "login" button to enter Blackboard and then the link to the appropriate course to enter the course’s Blackboard shell. If you need assistance, contact the IT Helpdesk at 989-774-3662 / 800-950-1144 x. 3662. Self-guided student tutorial resources are also available at http://www.cmich.edu/blackboard.

Instructor: Jackie Davis
Primary Phone Number: 989-774-4395
E-Mail Address: davis1jk@cmich.edu
Availability: 8am to 5pm
Academic Biography:
I am a full time Academic Advisor at CMU’s Global Campus for Graduate level students. I have been teaching FYE 101 for the last three years on campus. I have a Bachelor of Science in Business Administration and a Master of Science in Administration from CMU.

II. TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Textbooks and Course Materials:
Title: Live, Learn, Connect: A Resource for first-year students (available in Blackboard)
Author: CMU
Edition: 5th
ISBN: NA
Publisher: CMU
Required: Yes

Order books from MBS at: http://bookstore.mbsdirect.net/cmu.htm

III. COURSE DESCRIPTION

Provides an understanding of the university environment, value of learning, career guidance and student responsibilities.

IV. COURSE GOALS AND OBJECTIVES

After completion of this course:

1. Students will be able to state why they are in college and be able to articulate their college goals.
2. Students will be able to explain the value of a liberal arts foundation for their education, the general education requirements that exist at CMU, and the value of these requirements.
3. Students will be able to describe individual, cultural, and ethnic differences and describe positive consequences of these differences.
4. Students will exhibit higher levels of academic skills to increase their success at CMU such as time management and accessing information from the web and library.
5. Students will be able to express what is expected of students to be successful at CMU.
6. Students will be able to identify problem behaviors that interfere with student success and be less likely to engage in these activities; and develop habits that lead to success.
7. Students will have greater knowledge of a specific university faculty or staff.
8. Students will know about the range of university events that are available to students.

V. METHODOLOGY
Your participation and contribution is not only requested, but necessary for you to be successful. A variety of course methods such as online discussions, videos, quizzes, assignments, reflections, and student research and presentations will be used. Assignments will include individual work, as well as group work. The course is offered in an online format. An online format allows for accessibility to instruction at anytime from anywhere. My role in an online course is of a facilitator who facilitates your learning experiences but you will be responsible for your individual learning. My philosophy is to be “a guide on the side, not a sage on the stage”.

VI. COURSE OUTLINE/ASSIGNMENTS

Pre-Class Assignment:

Review the Syllabus and Blackboard Tutorials.

1. Run the system requirement test.
2. Read or watch the Blackboard tutorials.
3. Study the course syllabus
4. Complete the syllabus quiz.
5. Read and download the Goal Setting Worksheet.
6. Post your self introduction to the discussion forum.
7. Run Wimba setup wizard.

Course Outline:

Week 1
• Read Chapter 1.
• Review the Goal Setting Worksheet in Week 0 folder.
• Respond to Week 1 discussion board.
• Complete and submit the Goals/Time Management paper.
• Participate in Wimba chat session (TBA).

Week 2
• Read Chapters 2 and 3.
• Watch Week 2 Overview.
• Take the Learning Style Assessment online.
• Start working on the group project.
• Participate in Wimba chat session (TBA)

Week 3
Read Chapters 4 and 7.
• Watch Week 3 Overview.
• Complete MAP Works Survey.
• Respond to Week 3 discussion board.
• Participate in "Group Presentation I" in Wimba chat session (TBA)

Week 4
• Complete the Journal entry.
• Participate in "Group Presentation II" in Wimba chat session (TBA)

Week 5
• Watch Week 5 Overview.
• Complete and submit the Budget Worksheet.
• Complete and submit the Financial Management Paper.
• Participate in "Group Presentation III" in Wimba chat session (TBA)

Week 6
• Read Chapter 5.
• Watch Week 6 Overview.
• Watch "Did You Know?" video.
• Take the Multicultural Quiz.
• Complete the Journal entry.
• Complete and submit the Academic Plan.
• Participate in Wimba chat session (TBA).

Week 7
• Read Chapter 6.
• Watch Week 7 Overview.
• Watch "Lost Generation" video.
• Watch "Dr. Sarah Yonder" video.
• Submit your resume
• Respond to discussion board
• Participate in Wimba chat session (TBA)

Week 8
• Read Chapter 8.
• Watch Week 8 Overview.
• Complete and submit the Final Reflection Paper
• Complete your Final Portfolio at http://portfolios.cmich.edu/
• Participate in Wimba chat session (TBA)

Assignment Due Dates:
All assignments are due by Sunday at midnight, with the exception of Discussion Board postings which are due by Wednesday at noon to allow for commenting on others posts.

Post-Class Assignment:
Complete your Final Portfolio at http://portfolios.cmich.edu/

Student Involvement Hours:
Participation and attendance are keys to your success in this (and all) courses. Therefore, it is imperative that you are here and participate with your fellow classmates. All assignments are due by the stated day and time. There will be a 20% reduction in grade for late assignments.
VII. CRITERIA FOR EVALUATION

Evaluation Criteria:

Syllabus Quiz 5
Week 0 – Disc Board 2
Goals/Time Mgmt. Paper 50
First Year Experience Scavenger Hunt 20
MAP-Works Survey 75
Group Presentation 50
(25 points for presentation, 25 points based on peer review)
Journal Entries 75
(3 @ 25 points each)
Budget Worksheet 25
Financial Management Paper 50
Academic Plan/Map 50
Resume 50
Discussion Board Postings 75
(3 @ 25 points each)
Final Reflection Paper 50
e-Portfolio: Reflection and Final Analysis 100
Attendance/Participation 50
(displayed through interactions in Journals and Discussion Boards.
i.e. comments on classmates posts)
WIMBA Sessions (3 required) – 2 pts per week

Grading Scale:
A 93% Superior B- 80% D+ 67%
A- 90% C+ 77% D 63% Below Average
B+ 87% C 73% Average D- 60%
B 83% Above Average C- 70% E 59%- Failing

Late Assignments:
There will be a 20% reduction in grade for late assignments.

Make-ups and Rewrites:
Academic honesty is an absolute expectation. Any student that appears to be guilty of violating academic standards related to cheating or plagiarism will be required to meet with the instructor. Students found guilty of academic dishonesty will receive a penalty in the course (from E on the assignment to an E for course) and will be reported to the Office of Student Life. All work completed for this class must be your own original work. Dishonesty about activities completed, using materials from a previous semester, or inappropriate use of words on papers without quotation marks or citations are all examples of academic dishonesty. All students are encouraged to read the CMU “Academic Integrity Policy” as Appendix II in the CMU Undergraduate Bulletin or on the web at:
http://academicsenate.cmich.edu/NonCad/ACADEMIC_INTEGRITY_POLICY.pdf

VIII. EXPECTATIONS

Attendance and Participation:
Participation and attendance are keys to your success in this (and all) courses. Therefore, it is imperative that you are here and participate with your fellow classmates. All assignments are due by the stated day and time.

Academic Integrity:
Because academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited. A breakdown of behaviors that constitute academic dishonesty is presented in the CMU Bulletin (https://Bulletins.cmich.edu/).

Student Rights and Responsibilities:
Each member of the Central Michigan University community assumes an obligation regarding self conduct to act in a manner consistent with a respect for the rights of others and with the University's function as an educational institution. As guides for individual and group actions within this community, the University affirms the general principles of conduct described in the Code of Student Rights, Responsibilities and Disciplinary Procedures at https://www.cmich.edu/about/leadership/office_provost/dean/Pages/Code-of-Student-Rights.aspx.

IX. SUPPORT SERVICES AND OTHER REQUIREMENTS

Global Campus Library Services (GCLS)

CMU offers you a full suite of library services through its Global Campus Library Services (GCLS) department. Reference librarians will assist you in using research tools and locating information related to your research topic. The library’s Documents on Demand office will help you obtain copies of the books and journal articles you need. Check out the GCLS website at http://ocls.cmich.edu for more information.

Reference librarian contact information:
1. By phone: (800) 544-1452.
2. By email: oclsref@cmich.edu
3. By online form: http://ocls.cmich.edu/reference/index.html#form

Documents on Demand office contact information:
1. By phone: (800) 274-3838
2. By email: docreq@cmich.edu
3. By fax: (877) 329-6257

Writing Center

The CMU Writing Center is a free online service for all CMU students, providing help with grammar, citations, bibliographies, drafts, and editing of academic papers. Suggestions and feedback are typically provided within two business days. For additional information and to submit work, visit http://webs.cmich.edu/writingcenter/

ADA

CMU provides individuals with disabilities reasonable accommodations to participate in educational programs, activities and services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements should contact Susie Rood, Director of Student Disability Services at (800) 950-1144, extension 3018 or email her at sds@cmich.edu, at least 4 weeks prior to registering for class. Students may find additional ADA information and forms at http://go.cmich.edu/support_services/academic/StudentDisabilityServices/Pages/default.aspx

Note to faculty: CMU Administration will notify you if applicable; otherwise, the student will provide a "Notification Letter to the Instructor" outlining the accommodations the student is approved to receive.

X. BIBLIOGRAPHY

Library References can be found at http://libguides.ocls.cmich.edu/FYE101
Center Information

Student & Enrollment Services for CMU Online Courses
(800) 688-4268 or (989) 774-1129 or cmuonline@cmich.edu

Drop & Withdrawal Policy for Online Courses
http://global.cmich.edu/courses/drop-withdraw.aspx

Academic Calendar and
Credit/No Credit Deadlines for Online Courses
https://www.cmich.edu/global/calendar/Pages/default.aspx

Office of Information Technology Help Desk
https://www.cmich.edu/office_provost/OIT/help/help_desk/Pages/default.aspx

Pre-Class Checklist for Online Courses
http://www.global.cmich.edu/cmuonline/checklist.aspx

Online Learning Resource Center
http://www.global.cmich.edu/cmuonline/about/

Certified Testing Center & Proctoring Information
https://www.cmich.edu/global/cmuonline/proctoring/Pages/default.aspx

Harassment and discrimination: You have a right to feel safe and supported while pursuing your degree at CMU. If any professor, student, or staff member makes you feel that you have been discriminated against, disrespected or stuck in a hostile environment, the Office of Civil Rights and Institutional Equity (OCRIE) is here to help: Bovee UC 306, (989) 774-3253. For resources and more information, please see https://www.cmich.edu/office_president/OCRIE/

Sexual misconduct policy: With the exception of the confidential resources named explicitly within the Sexual Misconduct Policy, all CMU staff and faculty are responsible employees and are required to report any information they know about possible sexual misconduct to the Title IX Coordinator in OCRIE at (989) 774-3253. This means that any information you may divulge about such an incident in the classroom or with a faculty member cannot be confidential. Reports to OCRIE are intended to provide options and resources to survivors. Please keep these reporting obligations in mind as you seek support from staff and faculty you trust, and know that there are also support centers on campus that will maintain confidentiality, which include Sexual Aggression Peer Advocates (989-774-2255) and the CMU Counseling Center (989-774-3381). For resources and more information, please see https://www.cmich.edu/office_president/OCRIE/