

**CU 101, University Success Skills (Freshman Seminar)
Syllabus and Guidelines
Fall 2009 – Section #
Meeting Times and Location**

Instructor:

Office:

Phone:

E-mail:

Office Hours:

Text/Required Materials for ESP and PRTM (sections 1,2,6,7,8)

Cornerstone – Discovering Your Potential, Learning Actively, and Living Well, Concise Fifth Edition; Sherfield, Montgomery and Moody; Pearson, ISBN 978-0-536-69294-8
(NOTE: DO NOT PURCHASE A USED TEXT; Textbooks may not be resold).

Text/Required Materials for Nursing (sections 3 & 4)

Keys to Nursing Success, Revised Edition, 3/E; Katz, Carter, Kravits, Bishop and Block; Pearson, ISBN 978-0-137-03684-4 (NOTE: DO NOT PURCHASE A USED TEXT; Textbooks may not be resold).

Important Dates

August 19, W

August 25, T

September 1, T

TBA

***September 11, F**

TBA

October 2, F

***October 7, W**

October 9, F

October 12-13, M-T

October 19, M

October 21, W

November 2, M

***November 9, M**

TBA

November 25-27, W-F

December 3-4, TH-F

***TBA (December 7-11, M-F)**

Classes begin; late enrollment fee applies

Last day register or add a class

Last day to drop without a W grade

“Build Your ePortfolio” (laptop required)

Dr. Gail Ring, ePortfolio Director

ePortfolio location

Test #1 (Chapters 1-2)

“Oh, the Places You’ll Go!”

(Michelin Career Center, Hendrix Suite 316)

Last day for instructor to issue mid-term grades

Test #2 (Chapters 3-4)

Last day to drop without a final grade

Fall Break

“Sleep Matters” – PRTM majors

Dr. June Pilcher

“Sleep Matters” – ESP students

Dr. June Pilcher

Registration for spring semester begins

Test #3 (Chapters 5-7)

“Tag Your ePortfolio Artifacts” (laptop required)

Dr. Gail Ring, ePortfolio Director

ePortfolio location

Thanksgiving Holiday

Classes meet; exams permitted in labs only

Exams Test #4 (Chapters 8-10)

*Test dates are tentative. Final dates will be announced by your instructor at least one week in advance.

Course Description

University Success Skills is about tools and techniques for success. It's about you learning to be successful in studies and in other significant areas of your life. A variety of topics critical to your success as a student will be introduced. Topics include time management, goal setting, test taking, campus resources and policies, critical thinking and diversity. You will be given opportunity to discover and practice many procedures, techniques and tips; you are encouraged to give each an honest trial period, carefully weighing possibilities for yourself. As with any new skill, practice makes the new skill easier to perform and more comfortable.

Course Mission and Objectives: Students are expected to approach CU 101 with the intention of developing skills as a learner and becoming an active participant in an academic community. This class will provide you with information and tools to be successful. Through the use of interactive exercises and assignments, the objectives of CU 101 are:

1. To introduce you to the academic culture of Clemson University: to recognize and appreciate Clemson's uniqueness.
2. To develop an understanding of the complex issues and choices confronting you as a college student as you make a successful transition from high school to university learning.
3. To help you clarify why you are in college and set realistic goals for your experience here.
4. To recognize and use the resources available to you to support your goals.
5. To provide an opportunity to develop skills and expertise that will lead to your success academically and in other areas of your life, including decision-making, academic skills development, communication, and time management.
6. To encourage individual growth by increasing awareness of human diversity, cultures, values and beliefs.
7. To develop an ePortfolio in Blackboard and share the ePortfolio with your CU 101 instructor for review.

Evaluation

Grading is based upon the following student performances:

- 3 Tests and Final Exam (on last 3 chapters) (each=15%)..... 60%
- Exercises (class work and homework)..... 25%
 - In addition to class time, you will be required to attend evening lectures or presentations. Any reports for these will be included in your exercise grades.
- Eportfolio Requirement.....10%.
- Participation/Sharing..... 5%
- **Failure to successfully complete and share the ePortfolio will result in failure (F) of CU 101**

Tests

The tests and final exam will consist of any combination of multiple choice, fill-in-the-blanks, matching, short answer, true/false or discussion.

Grading Scale

A	90 - 100
B	80 - 89.9
C	70 - 79.9
D	60 - 69.9
F.....	59.9 or less

Late Papers and Missed Tests

All work is due at the time indicated on the assignment syllabus or discussed in class. Homework will be collected at the beginning of class. **NO late work will be accepted**; this includes work that is late due to unexcused absence. Papers should be typed and double-spaced. There will be no make-up tests for absences that are unexcused.

Classroom Policies

The University Attendance Policy appears on pages 26-27 of the 2009-2010 Undergraduate Announcements. Students are expected to be present and to actively participate in each class meeting.

CU 101 policies:

- 1) Students are dismissed if the instructor fails to show by 15 minutes past the designated class start time.
- 2) Anticipated, necessary absences should be cleared with the instructor **before** the absence (see information below on use of Notification of Absence in MyCLE.)
- 3) In any event, excused absences still require that missed work be completed satisfactorily.
- 4) **Unexcused absences numbering more than two are considered excessive.** Students exceeding this limit will have their final grade lowered by one (or more) letter grade or may be dropped from the class.
- 5) For an absence to be considered excused, you must present a documented medical excuse or signed official university excuse. For others (e.g., death in the family, hospitalization of close family members), please present appropriate documentation to your instructor.
- 6) Please be on time and do not leave class early so that you will realize the full benefit of the course. **Important information!** Three tardies or early departures may equal 1 absence.
- 7) It is expected that you will turn off your cell phones during class time.

Accommodations for Students with Disabilities

Students with disabilities who need accommodations should make an appointment with Dr. Arlene Stewart, Director of Disability Services, to discuss specific needs within the first month of classes. Students should present a Faculty Accommodation Letter from Student Disability Services when they meet with their instructors. Student Disability Services is located in G-20 Redfern (656-6848;sds-l@clemson.edu). Please be aware that accommodations are not retroactive and new Faculty Accommodation Letters must be presented each semester.

Notification of Absence in MyCLE

The Notification of Absence module, available in MyCLE on the MyCLEmson tab and on the student tab, is designed to allow students to notify professors of an absence in the following categories: court attendance, death of family member, illness, illness of family member, injury, military duty, religious observance, scheduled surgery, university function, unscheduled hospitalization, other anticipated absence or other unanticipated absence. The notification requires a brief explanation, date and times. **This does not serve as an “excuse” from class**, and students are encouraged to discuss the absence with their professors, as the professor is the only person who can excuse an absence. If a student is unable to report the absence by computer, he/she may call the Dean of Students Office for assistance.

Academic Honesty

You are expected to be on your honor not to cheat and to report cheating if you are aware of it. The university policy on academic dishonesty is outlined in the student handbook. Please read this section and know that I uphold the university policy and that cheating (including giving or receiving information on tests, homework, plagiarism, lying about absences, homework, etc.) can result in an “F” in this course and a mark on your permanent record.

Statement of Academic Integrity

As members of the Clemson University community, we have inherited Thomas Green Clemson's vision of this institution as a “high seminary of learning.” Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form.