**FYEX** **Course Syllabus**

**ACE FYEX 1000**

**Instructor:** Miss Sarah McDivitt

**Contact Information:**

* **Weebly:** http://missmcdivitt.weebly.com/contact-me.html
* **Edmodo**
* **Sycamore**
* **School Email:** [smcdivitt@twintiersca.org](mailto:smcdivitt@twintiersca.org)
* **Cell Phone:** 607-215-2651- Please do not call or text after 9 PM or before 7 AM.
* **Classroom Number:** 607-739-3619 ext. 231

**This syllabus is your contract for the course. You need to be cognizant of the policies set forth in this document. It should be in your possession throughout the semester.**

**Course Description:** Designed to assist first-year college students in adjusting to the college environment as well as becoming familiar with strategies for success. A general orientation to the resources of the college, essential academic success skills to better understand the learning process, and career exploration will be covered. *(3 credit hours) Lecture/discussion/activities*.

**Course Objectives:**

1. Demonstrate knowledge of college policies/procedures and the available resources on campus.
2. Demonstrate knowledge and skill in balancing freedom with responsibility and control.
3. Utilize specific learning skills, techniques, and strategies which include learning styles, memory strategies, note-taking skills, active reading, test-taking strategies, and critical thinking.
4. Demonstrate impact of time management skills upon academic success by planning ahead and determining time constraints.
5. Assess and articulate personal strengths through such methods as setting goals, values clarification, and applying personal expectations.
6. Recognize the impact of physical/emotional health upon academic success.
7. Exhibit competence in career exploration and selection.
8. Examine job search strategies such as resume writing and interviewing skills.

**Methods:**

* Textbook readings
* Journal writing
* Projects
* Class activities
* Discussions
* Group exercises
* Assessments
* Tours
* Guest speakers
* Assignments
* Quizzes and tests
* This is an interactive hands-on class. Assigned chapters must be read prior to class. Questions, observations, or comments regarding the material should be shared in class discussions and group work.

**Required Texts:**

Staley, Constance. *Focus on Community College Success*, 3rd ed. Boston: Wadsworth Cengage Learning, 2014.

Online course management software (Blackboard).

**Policies:**

**Attendance-** You are expected to attend all classes and to be on time. **Students lose points for missed classes, regardless of the reason for the absence. Students who have been absent for three or more consecutive classes may be dropped from the course.**

**Students who arrive to class late (after the last bell has rung) will receive *half* of the day’s attendance points.** Extenuating circumstances may be considered.

If for any reason a student must **withdraw from this course,** it is the student’s responsibility to do so by submitting an online drop form through MyCCC. A grade of “W” will be assigned if the withdrawal occurs before the **official drop date for this course**, and a grade of “F” thereafter. If a student simply stops attending rather than officially withdrawing, he or she will receive a grade of “F” for the course. The instructor may drop a student for non-attendance.

**Grading:**

* **Late Homework:** A homework assignment is considered late when it is not handed in at the beginning of the class hour or when requested on the day it is due. Sometimes homework will be due on-line by midnight. The assignment will be late if not turned in when requested.
  + Thirty percent (30%) will be deducted for **any** late assignment, meaning your highest grade for the assignment could only be a 70%.
  + If the work is not completed within one week of the due date, the student will receive no credit.
  + Students are responsible to keep track of any missing assignments. Please do not ask me for a list as you should be keeping track of this in your agenda.
  + When handing in late work, stamp the date you turned the assignment in on the paper and submit the assignment into the homework folder on my desk.
* **Absences:** In an effort to teach you responsibility and accountability for your own learning, you are responsible to check **missmcdivitt.weebly.com** for any work, handouts, and assignments we covered that day. Failure to do so rests on your shoulders. Homework assignments will also be available on Sycamore.
  + Students have as many days as they were absent to make up missed work. Please talk to me in advance about any issues when making up work.
  + If an assignment is due on the day you were absent, it is due on the day you return. If it is not turned in at the beginning of class, it will be considered late.
  + If an assignment was due on-line on a day you were absent, the assignment will be considered late if not uploaded on time. Absence is not an excuse for work being late on-line.
  + If the absence is planned, please collect your work before leaving. All homework is due the day the student returns to school unless we have discussed alternate arrangements. Students are responsible to collect any notes or complete any missing activities that are a result of their absence.
* **Bonus Bucks:** I will be giving out bonus bucks this year and treating all homework passes given out by the school as bonus bucks. Homework passes do not excuse you from any homework in my class.
* With bonus bucks, bonus points on a test, project, quiz, or homework assignment. You may only use up to five (5) bonus bucks (5 points) on any grade.
* To earn bonus bucks, work your hardest and participate in class. Bonus bucks will be given when Miss McDivitt believes a student has earned them.

**Classroom:**

* **Cell Phones:** All cell phones need to be placed in the basket on your desk at the beginning of each class. You may only touch them when I ask you to touch them or when the bell rings. No cell phone may be used without specific instruction. This applies to study halls too.

**Class Conduct:**

**A professional student will:**

* Arrive on time and stay for the entire class unless previously discussed with instructor.
* Take notes and complete assignments on time.
* Refrain from *all* disruptive behavior (see below).
* Silence cell phone and place in basket on your desk.
* Use laptop *only* if authorized by instructor.

**The following disruptive behavior will not be tolerated:**

* Talking during a lecture or when others are speaking
* Mocking, disrespecting or making fun of fellow students
* Shouting out answers and interrupting discussions
* Negativity, sarcasm and overall rude conduct
* Sleeping or giving the appearance of sleeping

Uncivil behavior sends a negative message to the entire class and hinders the learning environment—creating stress.

**Any student who is not interested in conducting themselves in a professional manner will be directed to leave the class for the day (losing attendance points) and could be dropped from the course, if the behavior continues. Failure to comply with such a directive could result in suspension or dismissal from the College after an appropriate hearing.**

**Academic Honesty:** The principles of integrity, respect, and ethical behavior are long standing traditions at CCC. It is expected that all students will recognize these values and adhere to all aspects of student conduct and academic honesty inside and outside the classroom. The act of academic dishonesty is one in which a student is trying to gain an unfair academic advantage or is avoiding actions required by a course, which have been designated to improve some aspect of the student’s education. Knowingly and willfully aiding or collaborating with a student in the violation of an Academic Honesty policy, even if not personally committing any violation is considered academic dishonesty.

Plagiarism occurs when a person presents another’s ideas, information, words, artwork, films, music, graphs, data or statistics as if they were his or her own creation. Plagiarism is a form of theft and is cheating. When a person copies material from a published source, such as a periodical, encyclopedia, or book, or downloads a passage from an internet source and presents that information without proper documentation (reference or quotation) in a paper or project, then that person has committed plagiarism. Even if the content or wording is slightly changed, a little plagiarism is still plagiarism.

If a violation of this policy has occurred, the instructor will conduct an investigation. The result of this investigation may be a failing grade on the assignment, failing grade for the course, or expulsion from the class and/or college.

Please review your student handbook for specific questions regarding rules and consequences for class conduct and academic dishonesty. If you have a concern or problem, please address the issue with the instructor as soon as possible. Thank you for your participated cooperation!

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**Please do not cut. Keep this syllabus in your binder all year.**

I have read and understand all the information on this syllabus, and I pledge to do my best to fulfill all requirements mentioned here. I will keep this syllabus, replacing it if I lose it (via missmcdivitt.weebly.com), and use it as a reference should I forget any requirements.

**Student Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Along with my student, I have read and understand all the information on this syllabus, and I pledge to do my best to help my student to fulfill all requirements mentioned here. I will make sure my student keeps this syllabus, replacing it if he/she loses it (via missmcdivitt.weebly.com), and use it as a reference should we forget any requirements.

**Parent Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_