

Introduction to College Life

LinC 100.2U

PPHAC 235 Tuesdays 6:45-7:55PM

Fall 2007

Instructor	Office Hours	Student Assistant
Carol Libby 213 Collier Hall of Science Office 610-861-1629 Home 610-861-5272 cblibby@cs.moravian.edu	Tues. 10:00 AM→11:00 AM Thurs. 11:00 AM→12:30 PM Fri. 11:00 AM→12:30 PM And by appointment	Kori Burke Phone 610-554-3731 stkjb03@moravian.edu

REQUIRED MATERIALS

- *The Glass Castle: A Memoir*, Jeannette Walls, Scribner (2005)
- *My Freshman Year: What a Professor Learned by Becoming a Student*, Rebekah Nathan, Penguin Books (2005)
- *Moravian College Student Handbook, 2007-2008*
- *Moravian College Catalog, 2006-2008*
- 3-ring binder or folder for storing class handouts and materials
- expandable file pocket to serve as Personal Education Folder (able to accommodate Student Handbook and Course Catalog, also have 5 pockets or be able to hold 5 folders) (not needed until mid-October)

COURSE DESCRIPTION:

The primary goals of the course are to introduce you to the intellectual life of Moravian College, promote a smooth transition to college, and help you develop a coherent plan for your education here at Moravian College and beyond. Upon completion of the course, you should have a greater understanding of yourself and your responsibilities as a student, a member of our college community, and a citizen in the larger society. You should also be developing the necessary skills for maximizing your academic performance, as well as an appreciation of the relevance and importance of a liberal arts education to helping you establish a pattern of life-long learning. This course is required for all Moravian College first year students.

COURSE POLICIES and GRADING PROCEDURES:

To ensure fairness across different sections of Introduction to College Life, grading principles are standardized for all sections of the course. The workload expectations for students will be comparable in all sections and have been carefully designed to take into account that you are probably also enrolled in four other courses this semester, as well as possibly taking Fitness and Wellness. While different professors have different expectations, Moravian College students should expect to spend at least three hours of work outside of class for each "class hour" (50 minute period spent in class). The workload for this course has been planned with this guideline in mind.

This course is graded and is weighted as a half unit course in your quality point average. *The grade is totally determined by your willingness to become actively involved in the course*, which is aimed at enhancing your college experience. Please make sure that you understand what you have to do in order to earn a satisfactory grade in the course. As long as you commit to becoming involved and meet the expectations spelled out in this syllabus, you can guarantee yourself a superior grade in at least this one course in your first semester at college. Ideally, if you maintain your involvement in the course and follow the prescribed guidelines, your instructor will be functioning much like a bookkeeper, keeping track of the points you have earned over the course of the semester, rather than grading your performance *per se*. Follow the rules and your instructor's energy can be focussed primarily on helping you get the most out of this course and getting you off to a good start in college. This should also allow you to develop a good open working relationship with your instructor who is also your new academic advisor. You should keep track of your performance over the course of the semester so that you know exactly how you are doing. The final course grade will be calculated by summing up the points at the end of the semester and comparing them to the various point values for each grade. You will earn points based on these course activities, each of which is explained later in the syllabus:

	Points
<i>Attendance and participation in scheduled classes</i>	210
<i>Completion of 6 personal reflection papers</i>	300
<i>Attendance and write-ups of 5 community events</i>	200
<i>Development of a personal education plan</i>	100
<i>Participation in a speaking assignment</i>	100
<i>Scheduling, preparing for, and attending individual meeting</i>	50
<i>Attendance at Library Orientation Session</i>	30
<i>Email sign-up assignment and Blackboard enrollment</i>	<u>10</u>

Total 1000

Point Value Conversion Chart for Final Course Grade

930+	=	A	730 – 769	=	C
900 – 929	=	A-	700 – 729	=	C-
870 – 899	=	B+	670 – 699	=	D+
830 – 869	=	B	630 – 669	=	D
800 – 829	=	B-	600 – 629	=	D-
770 – 799	=	C+	less than 600	=	F

Attendance and Participation in Scheduled Classes

This is a heavily weighted component of the course reflecting our hope that much of your learning experience comes about by active participation in the classes. Some classes will involve group activities, while others will have guest speakers sharing information and important insights about college. Unfortunately if you miss a particular class you have missed that learning experience and there really is no way to make it up.

Your class has 14 formal meeting times, one during fall orientation to discuss our common summer reading and 13 seventy-minute classes, meeting once a week throughout the semester. Your class will not meet one week during the semester. Instead you will have an individual meeting with your instructor to talk about your college experience so far, your preliminary Personal Education Plan, and plans for spring course registration.

You will earn 15 points for each class up to a maximum of 210 points. The operational definition of attending is coming to class prepared (on time or early, bringing and having done the assigned reading), participating, and staying to the end of class. In other words, simply showing up is not enough effort to earn full credit. You will be awarded only a portion of the 15 points if you do not meet this expectation. If this is the case, you will receive an email notice that your participation was lacking and the number of points earned; if you don't receive such a message, you earned the full 15 points for the class.

Please note that if you miss a class the points for that class cannot be earned. The grading format has enough flexibility built into it that even if you have to miss a class you can still earn a superior grade. Attending all classes earns you 210 points [(book discussion + 13 classes) x 15 = 210].

Personal Reflection Papers

You will have six opportunities over the course of the semester to generate personal reflection papers (about 350 words, with a minimum of 250 words). Generally these will be about assigned readings, but some may be in response to class discussions or other activities. Details of these writing assignments will be announced in the class (and on Blackboard) the week before each is due. Due dates for the personal reflection papers are given in the "Class Calendar" attached to this syllabus. Each of these assignments, if deemed acceptable and handed in on time, will earn 50 points. Unacceptable or late personal reflection papers can only earn 25 points. Handing in six acceptable personal reflection papers on time will earn you 300 points [(6 papers) x 50 = 300].

Community Events

College has many opportunities for learning outside of the classroom; however, many students straight out of high school are not used to taking advantage of such opportunities. To help you develop the habit of exposing yourself to new learning experiences, this course requires you to attend five community events over the course of the semester.

The first, and only community event required of the entire freshman class, is attendance at the presentation by the author of our summer reading book, Jeannette Walls. In recognition of the significance of this particular community event, it is weighted more heavily (60 points) than the other four (35 points each). A short reaction paper (~250 words) to the event is due by noon, Tues. August 28, by email (details described on page 5 and in Course Calendar). Here is your first chance to communicate with a college professor using the written word. Make your submission something that you are proud of. It is also the first opportunity for your instructor, who is also your academic advisor, to get a feel for your writing ability and for your ability as a college student.

The second required community event is the October 23 Cohen Lecture, an annual event that features a well-known speaker on current events. This year the topic is "Global Security Challenges in the 21st Century." The third required community event, the evening of Saturday, November 17, features our student advisor Kori Burke dancing with the Moravian College BIG band. Your participation in these required community events may be assessed by your contributions in a pre- or post- event class discussion, rather than a response paper. Specifics will be provided as the event date approaches. If you have a legitimate obligation that prevents your attending either of these two required events, you will be assigned an alternate event to attend, but you *must* present your situation to your instructor more than five days ahead of time for approval.

You will choose the fourth and fifth community events to attend as an individual, *one* from two of these categories:

- A. campus theatrical event *or* musical performance on South Campus *or* gallery opening (if not required for another course and not as a performer)
- B. Moravian College athletic competition (as a spectator, not a member of the competing team) *or* an event sponsored by IMPACT or another campus organization
- C. international program: International Club activity, international film (if not required for another course), Dinner & Dialogue, lecture on foreign culture or policy (if not required for another course)
- D. scholarly lecture, for example sponsored by Arts and Lectures Committee (if not required for another course)

Within one week of attending an individual community event you will write up your own short (at least 250 words) reaction to the event. Necessarily these response papers will include some description of the event, but the primary focus should be on your reaction to the experience. Deadlines for these papers are on the Course Calendar.

Many acceptable events are listed in the *Moravian College Events Calendar*

<http://www.moravian.edu/events/calendar.pdf>. Get into the habit of reading posters and email announcements to learn of events not listed there. If you are uncertain whether an event is acceptable or what category it fits into, ask for clarification *ahead of time*, since the instructor may find the event unsuitable for credit.

Deadlines for turning in your response papers are provided on the attached Course Calendar. Of course you may attend community events and respond to them ahead of these deadlines—in fact you are encouraged to do so—but remember that the write-up must be submitted within a week of the event, unless otherwise specified. Assignments turned in late can only earn 20 points. Attending 5 community events and handing in an acceptable write-up on time, earns you 200 points [(60 + 4(35) = 200)]

Personal Education Plan (PEP)

We want your college experience to be positive. We also want you to be aware of all the different educational, personal, and social opportunities that Moravian College offers its students. One way to ensure that this happens is to ask each of you to take personal responsibility for your educational plan and to have you spend some time during your first semester in college thinking about your future. That is what this assignment is intended to do. Your instructor will provide details of how to prepare your PEP. Your PEP will be kept in a file pocket along with other important Moravian College documents. The first part of your PEP is due at your conference with the instructor during the ninth week of the semester. An updated version, reflecting your experience and growth during the last portion of the semester, is due on December 10. As long as it is handed in at the designated times and your instructor deems it of acceptable quality, you will earn 100 points for completing this component of the course. A PEP that fails to meet one deadline can earn no more than 75 points; if both deadlines are missed you will earn no more than 50 points on your PEP.

Speaking Assignment

The college has mandated a Speaking Across the Curriculum component in our Learning in Common Curriculum. In our LinC course you will have the opportunity to do this by speaking to the class for five-minutes on a topic of your choice. The goal of your talk is to teach the class something new. You can use a note card or a prop or two, but you may not read a script or use Power Point. The total point value that can be earned for this component of the course is 100 points, distributed as follows:

10 points for getting your subject approved a week before your scheduled talk

70 points for your talk

10 points for asking at least two questions about classmates' talks over the course of the semester

10 points for completing four written mini-reviews of classmates' talks

Possible dates are any listed on the Class Calendar that have an asterisk * beside the class in the "Week" column. Early in the second week of classes, you will receive an email asking you to respond with your choice of speaking dates, which will then be assigned.

Scheduling, Preparing for, and Attending Individual Meeting

You will have a private conference with the instructor during the ninth week of class. There are several reasons for this requirement. One is to talk to your advisor one-on-one about your successes and challenges in adapting to the Moravian College community. Another is to present your PEP to your advisor. A third important reason for meeting is to prepare for spring term registration. To prepare for the conference you must review the LinC curriculum requirements, check the college catalog for specific requirements for any fields that you are considering majoring in, and consult the registration materials to tentatively identify six courses to take spring semester. The

reason for requiring you to choose six courses is to ensure that you select an optimal schedule even if one or two of the courses that you have selected are closed by the time you actually register. You must bring your PEP, Spring registration materials, and "Checklist for Requirements for Learning in Common" to the meeting. This planning is so crucial to your college success that you earn 50 points for scheduling, preparing, and attending your "individual meeting."

Communication: Email Sign-up Assignment and Blackboard Enrollment

Communication by email is the norm at Moravian College. In this course, your Personal Reflection and Community Events assignments will be submitted by email. In our class, course documents and weekly assignments will be posted to our course Blackboard, software designed to promote class communication. For these reasons it is imperative that you figure out how to effectively use computers on campus as soon as possible. Therefore you are required to email an assignment, to be described below, to the instructor and enroll in our class Blackboard by 10:00 PM Monday August 27.

This assignment must be completed using the email address you anticipate using for the semester. If you change the email address that you routinely use during the course of the semester, you must notify the instructor and change it in Blackboard. You will receive email feed-back from the instructor about your submitted Personal Reflection and Community Events within a week of their due date. If you do not, you are responsible for verifying that the assignment was received. You will be alerted to any updates of class assignments and posted announcements by emails from Blackboard; you are responsible for knowing about these course updates.

For this course *all* email communications to the instructor *must* have your last name as the 1st word in the "Subject" line of the email header. After your last name type a dash (-) and indicate the specific assignment that is being sent or the subject of the email communication. Include your name at the end of the body of the email message too. *If you do not follow this format, your email will be returned unread.*

The specific content for this Email sign-up part of the assignment is a response to the class policies and procedures described in this syllabus. Specifically you must ask at least 2 questions about information in the syllabus that you don't understand or want further clarified. These questions will be answered in class on August 28. If you don't have any questions, state that you understand the class policies and comment on at least two aspects of the course.

Your Email Sign-up Assignment should look something like this:

To: cblibby@cs.moravian.edu
 From: stras72@moravian.edu
 Subject: Smith-Email Sign Up
 Cc:
 Bcc:
 X-Attachments:

Email Sign-up Assignment

1. I don't understand the mini-reviews part of the speaking assignment.
2. Can I count going to my high school homecoming football game as a community event?

Ron Smith

To complete the Blackboard sign-up part of the assignment, go to <http://blackboard.moravian.edu/> and follow the instruction to students for enrolling in LINC100.2U. The enrollment code is lovechem.

If your email assignment and Blackboard enrollment are completed on time and contain the required information, you will earn 10 points. If you are unable to access your CIT account by August 27, your 10 points will be awarded as soon as you sign up for Blackboard and establish email contact, as long as the following is turned into the instructor's mailbox (201 Collier Hall of Science) by Tues. 8/28, 12:00 noon: a description of the problem you encountered activating your CIT account, how you tried to get it fixed, when you anticipate getting your CIT account activated, and the information that would have been in the body of your email sign-up assignment described above. You must also turn in a hard copy your community event response paper along with the above if you are unable to use campus email and have no other email account.

Library Orientation Session

You are required to attend the “Exploring Reeves Library” session described in your orientation booklet. Specifically, report to Reeves Library on Monday, August 27th at 6:00 PM and stay for the hour-long orientation session and you earn 40 points.

ACADEMIC HONESTY

Cheating and plagiarism will not be tolerated. Plagiarism is the misrepresentation of someone else's work as your own. This includes such instances as quoting directly from a published work without giving the author credit (i.e. proper citation), inserting the author's words as your own, using or "borrowing" another student's work, etc. It is your responsibility to be familiar with what constitutes plagiarism (see the *Moravian College Student Handbook*) and, in the event of uncertainty, to seek clarification from the instructor. In this course you should also keep all notes and drafts of assignments until given a final grade for the course. Evidence of plagiarism and cheating will be dealt with in accordance with the college policy on academic honesty found in the *Student Handbook*. In the event of a suspected infraction--in fairness to your peers and the standards of the college--the materials in question will be sent to the Dean's Office at which time you will be given the chance to provide your perspective on the matter.

PROCEDURE FOR SUBMITTING ACCEPTABLE ASSIGNMENTS

Your personal reflection papers and write-ups of community events must be submitted as the text of an email message, i. e. not an attachment. If you do not follow the format specified below, expect your submission to be returned, unread and without credit.

An acceptable assignment will demonstrate that you have reflected on the reading or event you are writing about. Use a style that is direct, but not overly formal. This link may be helpful: <http://www.metrostate.edu/writingcenter/clues/response.html>. While these write-ups are not graded *per se* and there are no “correct” answers, it is expected that you will make them high quality submissions, typical of what one could expect from a successful college student. If the content of your work does not convey that you have tried to do a good job on the assignment, your instructor may return the submission as unacceptable and require you to submit a revision before full credit is awarded.

Steps for submitting an acceptable assignment:

- Compose and edit the assignment in a word processor, e. g. Microsoft Word. Use a standard font, such as Times, in black and a normal size.
- Begin your essay with the type of assignment (Personal Reflection Paper or Community Event).
- On the next line give the topic if it's a personal reflection paper, for example:
 Personal Reflection Paper
 What a Liberal Arts Education Means to Me
 Or if it's a community event, give the category and on the next line the title and date, for example:
 Community Event 4, Category D
 “Free Minds, Free People: Teaching and Learning in a New Age” by Peace and Justice Scholar Bill Ayers, Sept. 6
- Write your essay, organizing your sentences into coherent paragraphs.
- Perform a spell- and grammar -check.
- Determine the word count and write this number on a new line at the end of your assignment (in Microsoft Word, pull down “Tools” menu bar and choose “Word Count”).
- Write your name as the last line.
- Paste the entire assignment into an email message to the instructor.
- Prepare the Subject line in the header as specified in the Email Sign-Up Assignment section above.
- Copy student assistant Kori on Cc: line of header (stkjb03@moravian.edu).
- Unless another time of day is specified, send your email by 11:59 on the assignment due date. Early submission is welcome.
- Include only the assignment in the email. If you have other information or questions for the instructor, send a separate email message.

Here is what an acceptable assignment might look like:

To: cblibby@cs.moravian.edu
From: stras72@moravian.edu
Subject: Smith-4th -Community Event
Date: September 11, 2007
Cc: stkjb03@moravian.edu

Community Event 4, Category D

"Free Minds, Free People: Teaching and Learning in a New Age" by Peace and Justice Scholar Bill Ayers, Sept. 6

I always felt stifled in high school, so the poster for this talk about "free minds" caught my eye. And "New Age" sounded sort of hippie-ish, so I thought I'd take a chance and make this the first intellectual lecture I ever chose to attend.

While I thought the talk would be about things that teachers might do to "free" up students' minds, it was more general, explaining how good education is necessary for a free society, like our democracy.....

Finally, I learned that I was correct about the hippie impression. Professor Ayers looks pretty traditional now, but he did tell some stories of his younger days when he was a flower child.....

242 words
Ron Smith

SUPPORT FOR STUDENTS WITH DISABILITIES

Students who wish to request accommodations in this class for support of learning disabilities and/or ADHD, should contact Mrs. Laurie Roth, Director of Learning Services, 1307 Main Street (extension 1510). Accommodations cannot be provided until authorization is received from the appropriate disability support provider on campus.

Course Calendar

Firm due dates for personal reflection papers and community events are listed in bold below. Reading assignments and other details may be modified. Consult weekly assignment sheets and Blackboard for specifics and updates. Other required activities are also listed in bold.

*Possible student speaking assignment days

Fresh = My Freshman Year: What a Professor Learns

Week	Day	Activity	Reading and Other details
-	8/26 Sun. 10:30 AM 1:30 PM	<ul style="list-style-type: none"> • Introductions-to the course and each other • Discussion of <i>The Glass Castle</i> Community Event featuring Jeannette Walls	
	8/27 Mon. 6:00 PM 10:00 PM	Exploring Reeves Library Email sign-up assignment and Blackboard enrollment due	Required. Meet at Reeves Library See syllabus p. 4 for specifics
1	8/28 Tues. noon class	Response paper to Community Event 1 due: lecture by Jeannette Walls, author of <i>The Glass Castle</i> <ul style="list-style-type: none"> • What is this course about? Your questions about the syllabus • Puzzled? Your questions about M.C. life after 1 week • Kelly 	See assignment sheet for content. See syllabus p. 2 and p. 5-6 for format. Read the 3 items in the <i>Kelly</i> folder of the Course Documents on our Blackboard.
2	9/4 noon class	Personal Reflection Paper 1 due. Using the M. C. Computer Network Effectively Session with CIT support specialist	<i>Fresh:</i> Preface Chapter 1 “Welcome to “Any U” Bring your questions about campus computing.
3*	9/11 class	Personal Reflection Paper 2 (by 11:59 night before class) Tips from a Learning Services specialist: Time Management Session with Angela Lutzi (Assistant Director of Counseling and Learning Services)	<i>Fresh:</i> Chapter 2 “Life in the Dorms”
4*	9/18 class	Personal Reflection Paper 3 (by 11:59 night before class) My Freshman Year, so far..... Rebekah Nathan’s freshman year.....	<i>Fresh:</i> Chapter 3, pp. 41-58 “Community....”
5*	9/25	College Rules-Games! Prizes! Refreshments! A competition based on the Moravian College Student Handbook.	<i>Moravian College Student Handbook</i>

6*	10/2 class	Personal Reflection Paper 4 (by 11:59 night before class) Community: M. C. and AnyU Discussion with President Thomforde	<i>Fresh:</i> Chapter 3, pp. 58-66
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Week	Day	Activity	Reading and Other details
	10/10	Final day for response paper to Individual Community Event 4	Must be written up within 1 week of event.
7*	10/16	"Comenius and the Liberal Arts" A discussion with Dean Skalnick	http://www.moravian.edu/about/buildings/comenius.htm <i>Fresh:</i> Chapter 5
8*	10/23 class 8:00 PM	Who is Michael Gordon? Preparing for the Cohen Lecture Required Community Event 2 Cohen Lecture "Global Security Challenges in the 21 st Century"	Johnston Hall, 8:00 PM
9	(10/30)	Individual Conferences 10/29-11/2 (no class meeting)	Will be scheduled Prepare for registration Bring Personal Education Plan to conference
10*	11/6 6:00 PM class	Personal Reflection Paper 5 (by 11:59 night before class) Drop in to classroom early for last minute advising advice. Opportunities to Study Abroad: Dr. Jennifer Creamer, Director of International Studies	<i>Fresh:</i> Chapter 4
11*	11/13	Academic Integrity: Presentation and discussion with Beth Fuchs, Reference and Electronic Resources Librarian	<ul style="list-style-type: none"> • <i>Moravian College Student Handbook</i> section on Academic Honesty • <i>Fresh:</i> Chapter 6
	11/17 Sat. 7:30 PM	Required Community Event 3 Collaboration: A Jazz Ballet Foy Concert Hall – Hurd Campus	Save the date! Enjoy the M. C. Dancers, including Kori, in this jazz ballet premier performance with the M. C. BIG Band.
12*	11/20	Exploring Career Choices-Amy Saul, Director of Career Development	Special Assignment, to be part of PEP
13	11/27 class	Personal Reflection Paper 6 (by 11:59 night before class) How Did You Get from Your Freshman Year to Where You Are Today? A panel discussion with Moravian College Alumni	<i>Fresh:</i> Chapter 7, pp. 132-146 Meet in Dana Lecture Hall at 6:45 PM
14*	12/4	Final Class Celebration - What will finals be like? What have we learned this semester? What's the best advice for first year students? Where are we headed next?	<i>Fresh:</i> Chapter 7 and Afterword, pp. 146-168
	12/8 Sat.	Final day for response paper to Individual Community Event 5	Must be written up within 1 week of event. Deadline will be extended to 12/10 if your event is

			the 12/1-2 Vespers
	12/10 Mon. 4:00PM	Complete and Updated Personal Education Plan due	