

Instructor Carol Libby 213 Collier Hall of Science Office 610-861-1629 Home 610-861-5272 cblibby@cs.moravian.edu	Office Hours Mon. 10:00AM -> 11:00 AM Wed. 12:30PM -> 1:30 PM Th. 11:00AM -> 12:30 PM And by appointment	Student Assistant Samantha Milita Phone 908-399-3315 stsam08@moravian.edu
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REQUIRED MATERIALS

- *The Spirit Catches You and You Fall Down*, Anne Fadiman (1997)
- *Moravian College Student Handbook, 2008-2009*
- *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 GOALS

Prepare for College Life at Moravian College. Upon completion of the course, students will:

- be familiar with college policies related to their role as students and members of the Moravian College community.
- understand the expectations and responsibilities of being a college student and a member of the Moravian College community.

Introduction to Liberal Education. Upon completion of the course, students will:

- identify and understand the general goals and purposes of the liberal arts and sciences tradition for individuals and within society.
- articulate the value of liberal learning for their personal and professional success.

Individual Planning for Education at Moravian College and Beyond. Upon completion of the course, students will:

- articulate their specific goals, objectives, and plans for their personal education.
- execute strategies and tools to help them renew and revise these plans in the future.

Academic Survival Skills. Upon completion of the course, students will:

- demonstrate intellectual skills that should result in greater personal, professional, and academic success; including, but not confined to: effective study skills, time management, & goal setting.
- pursue their educational goals with greater confidence and efficacy.

Personal Coping Skills. Upon completion of the course, students will:

- identify and understand aspects of themselves (learning styles, communication styles, coping styles, personal values, cultural values) that will affect personal well being and academic success.
- engage in a variety of coping skills that work best for them in challenging situations.
- pursue their personal goals and handle the challenges of adjustment to college with greater confidence and efficacy.

MESSAGE FROM STUDENT ADVISOR SAMANTHA MILITA

As your student advisor I am here to be your insight on other aspects of Moravian besides just on an academic level. I am here to help you through the difficult transition from high school student to college student. I can be here to answer any questions you have about classes, dorms, roommates, clubs, sports or any other things that will possibly pop up over the next semester and year.

COURSE POLICIES and GRADING PROCEDURES

Grading policies and workload expectations are standardized across ICL sections in order to ensure fairness. While we recognize that you are taking this course on top of four (or 4.5) other full-unit classes, it is important that you take your coursework here seriously. While different professors have different expectations, Moravian College students should expect to spend at two to 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. By college policy, students may not withdraw from ICL unless they are withdrawing from all classes in the term; that means you could earn an F in a course, which should easily be "passable." It is not possible to pass the class simply by showing up. You must attend, and be an active participant in, all classes and other required events.

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. If you do so, your instructor's energy can be focused 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:

	<i>Points</i>
<i>Attendance and participation in scheduled classes</i>	210
<i>Completion of 6 personal reflection papers</i>	300
<i>Attendance and write-ups of 2 community events</i>	80
<i>Active participation and writing related to service learning project</i>	120
<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 Exploring Reeves Library session</i>	30
<i>Email sign-up assignment and Blackboard enrollment</i>	<u>10</u>
	<i>Total 1000</i>

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.

Topics for some of the class sessions are listed in the attached “Class Calendar.” Planned classes, whose dates are not yet certain, include: What is a “liberal arts” education, how does high school differ from college?, and getting involved at M. C.

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

Six personal reflection papers (about 350 words, with a minimum of 300 words) over the course of the semester. These will be in response to assigned readings, class discussions, or other learning experiences. Details of these writing assignments will be announced in the class (and on Blackboard) the week before each is due. 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

Our 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, you are required to attend two 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, Anne Fadiman. Your reflection paper about the event is due by noon, Tues. August 26, by email (details described on pages 4-6 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.

You must choose another community event to attend from the list below. No double-dipping; events you are required to attend or for which you earn credit in another course can not be used as your LINC 100 community event. *Within one week of attending your individual community event* you will submit a reflection paper about the experience. Specifics (date, time, place) of these events will be publicized around campus and on AMOS. You are responsible for learning these details and finding an event on the list that fits your interests and schedule. You must complete this assignment by December 10 (Dec. 15 if you attend the 12/12-14 Vespers).

- October 23 Cohen Lecture, an annual event that features a well-known speaker on current events http://www.moravian.edu/news/inCommon2/08_07_22/ (ticket, free but required)
- One of the four events in the Arts and Lectures Series on the intersections between Art, Nature and the Sciences, with a focus on the environment. See http://www.moravian.edu/news/inCommon2/08_07_22/
- Moravian College Vespers (ticket required, free but order early!)
- Shakespeare Behind Bars, movie (7:00 PM, Prosser) and following discussion (8:30, Snyder Room) October 8. See <http://www.shakespearebehindbars.com/>
- An event on South Campus. Many are listed here: <http://www.moravian.edu/events/concertSchedule/flash/MusicMoravian.pdf>

Your community event reflection papers should be about 300 words long (250 minimum). Necessarily they will include some description of the event, but the primary focus should be on your reaction to the experience. Your submission must include a reference Moravian College’s Mission, Vision, or Shared Values, reflecting on how the community event reflects/promotes/enhances these guideposts for both you personally and the institution. The Mission and Vision can be found at <http://www.moravian.edu/about/mission.htm> and the Shared Values on p. 3 of the College Catalog or <http://www.moravian.edu/catalog/catalog.pdf>.

Assignments turned in late can only earn 20 points. Attending the 2 community events and handing in an acceptable write-up on time, earns you 80 points [2(40) = 200]

Service Learning Project

Because Moravian College values leadership and public service, our class will plan and execute a service learning project. The entire class will plan this activity, guided by your student advisor. While being of service to others in the Lehigh Valley community, you will also learn important leadership skills. You will also write two reflection papers about the Service Learning Project, one just before the event and one after. Your submissions must include a reference to one or more of Moravian College's "Shared Values, which are on page 3 of the Moravian College Catalog.

You will earn 120 points for full participation in the service learning project (40 for the planning+40(2) for reflection papers=120).

Personal Education Plan (PEP)

We want your college experience to be positive. 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 PEP will be kept in a file pocket along with other important Moravian College documents. Specific details of how to prepare your PEP will be provided later in the semester. The first part of your PEP is due at your conference with the instructor during the tenth 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 (5 minutes, not more than a minute too short or long)
- 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 tenth 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." Only 35 points can be earned if you are not prepared or miss your meeting time.

Communication: Email Sign-up Assignment and Blackboard Enrollment

Communication by email is the norm at Moravian College. In this course, your Personal Reflection, Service Learning 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 25. This assignment must be completed using your campus email address.

You will receive email feed-back from the instructor about your email submissions 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 29. 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 playing in Homecoming football game as a community event? Ron Smith
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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.

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 25, 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. 8/26, 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 of your response paper to Ann Fadiman's presentation, 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 Tuesday, August 26th at 6:00 PM and stay for the hour-long orientation session and you earn 30 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 and the service learning project 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, Service Learning, 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, on the next line provide the title and date, for example:
 Individual Community Event
 "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 Sam on Cc: line of header (stsam08@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 (top of next page):

To: cblibby@cs.moravian.edu
From: stras72@moravian.edu
Subject: Smith-Individual Community Event
Date: September 11, 2008
Cc: stsam08@moravian.edu

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

I'm glad this talk was an option. The poster for it really made me want to attend. I always felt stifled in high school, so the "free minds" in the title 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.....

323 words
Ron Smith

NOTES

Students who wish to request accommodations in this class for a disability should contact Joseph E. Kempfer, M.Ed., Assistant Director for Disability Support, jkempfer@moravian.edu. Accommodations cannot be provided until authorization is received from the appropriate disability support provider on campus.

It is within the instructor's purview to apply qualitative judgment in determining grades for any assignments and for the course final grade.

While I will try to hold to the material in this syllabus it is subject to change over the course of the semester. Changes will be posted on the class Blackboard.