

Introduction to College Life
LinC 100.2M **REEVES 212** **Thursdays 10:20-11:30AM** **Fall 2010**

Instructor	Office Hours	Student Assistant
Carol Libby 213 Collier Hall of Science Office 610-861-1629 Home 610-861-5272 cblibby@cs.moravian.edu	Mon. 12:45PM -> 1:45PM Wed. 10:30AM -> 11:30 AM Th. 11:45AM -> 12:45 PM And by appointment	Hazar Bitar Phone 484-547-7925 sthgb01@moravian.edu

REQUIRED MATERIALS

- *Colors of the Mountain*, Da Chen (1999)
- *Moravian College Student Handbook, 2010-2011* at <http://www.moravian.edu/studentLife/handbook/>
- *Moravian College Catalog, 2008-2010* at <http://www.moravian.edu/default.aspx?pageid=2991>
- 3-ring binder or folder for storing class handouts and materials

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. Coarse Goals are listed at the end of this document.

MESSAGE FROM STUDENT ADVISOR HAZAR BITAR

I hope you all enjoyed your summer and hope you are ready to start the year. As you start your freshman year and I start my senior year, I'm sure you all are a bundle of nerves and excitement. College is a place where you can find the person you truly are and a place that serves as a home away from home. I hope you can have a great experience at Moravian as well as this LinC class. My role as student adviser is to guide you and help you whenever it is needed. No matter what day or what time, whether it be for academics or not, you can call me or email me if you need help. I am looking forward to this semester and I hope all of you are too!

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. 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>	<i>195</i>
<i>Completion of 6 personal reflection papers</i>	<i>300</i>
<i>Attendance and write-ups of 5 community events</i>	<i>225</i>
<i>Development of a personal education plan</i>	<i>120</i>
<i>Participation in a speaking assignment</i>	<i>100</i>
<i>Scheduling, preparing for, and attending individual meeting</i>	<i>50</i>
<i>Email sign-up assignment and Blackboard enrollment</i>	<i>10</i>
<i>Total</i>	<i>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 13 formal meeting times, one during fall orientation to discuss our common summer reading and 12 seventy-minute classes, meeting once a week throughout the semester. 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 195 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. Your participation grades will be posted on Blackboard following each class meeting.

Topics for the class sessions scheduled to date are listed in the attached “Class Calendar.” The calendar will be updated by weekly handouts detailing assignments.

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 195 points [(book discussion + 12 classes) x 15 = 195].

Personal Reflection Papers

Six personal reflection papers (about 350 words, with a minimum of 300 words) are required 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 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 and reflect upon five community events over the course of the semester.

The first community event required of the entire freshman class is attendance at the presentation by the author of our summer reading book, Da Chen. Your reflection paper about the event is due by noon, Tues. August 31, by email (details described on pages 4-6 and assignment sheet). 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 Fall Convocation to be held on Thursday September 23 from 10:30-noon, which is during our scheduled class period. You must attend this activity in lieu of class and write a reflection paper, due by September 30.

Our third community event will be a community service activity. Details of this assignment will be forthcoming, but will involve reading, writing and planning before the event, as well as written reflection after the service day.

The fourth community event is a walking tour of historic Bethlehem that is scheduled during our regularly scheduled class period on November 4.

You choose your fifth community event to attend as an individual, from these categories:

campus theatrical event, musical performance on South Campus, Payne Gallery opening, international program (International Club activity, foreign film, lecture on foreign culture or policy), scholarly lecture (for example sponsored by Arts and Lectures Committee)

No double dipping; events you are required to attend or perform in, or for which you earn credit in another course, cannot 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 appropriate events will be publicized around campus and on AMOS. You are responsible for discovering an event that fits your interest and schedule. If you are uncertain whether an event is suitable, ask ahead of time so that you don't find it rejected after you submit your reflection paper. You must complete this assignment by December 8, (Dec. 13 if you attend the 12/10-12 Vespers).

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 to Moravian College's Mission, Vision, and Shared Values, reflecting on how the community event reflects/promotes/enhances these guideposts for both you personally and the institution. The Mission, Vision and Shared Values can be found on p. 3 of the College Catalog at <http://www.moravian.edu/assets/base/pdfs/catalog.pdf>.

Assignments turned in late can only earn 25 points. Attending 5 community events and handing in an acceptable write-up on time, earns you 225 points [5(45) = 225]

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. 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 8. As long as it is handed in at the designated times and your instructor deems it of acceptable quality, you will earn 120 points for completing this component of the course. A PEP that fails to meet one deadline can earn no more than 90 points; if both deadlines are missed you will earn no more than 60 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 telling a story. This assignment follows in the footsteps of our summer reading book and Fall Convocation speaker. In *Colors of the Mountain* Da Chen told us his stories about growing up during China's Cultural Revolution. At the September 23 Fall Convocation the speaker Rob Gifford will tell us stories about people he met travelling on a recent road trip across China. In both cases the stories are engaging to hear, but they also tell us more. We learn from Da Chen that reaching a seemingly unattainable goal, in his case an education under a brutal government, takes unflagging determination and family support. From Rob Gifford's stories we get a glimpse of the factors that will determine whether China becomes a global superpower in your lifetime.

Specifically, the speaking assignment is to tell a story that is personal to you. Share an anecdote that helps us understand a value that you hold dear or caused you to change your outlook about something. Your story may be one you heard from someone else or be about something that you or a family member experienced. Tell us the meaning the story has for you. You can use a note card or a prop or two, but you may not read a script or use Power Point. You will have five minutes to tell your story and explain its meaning. Scheduling details and additional guidance for the assignment will be given in the future. In the meantime the following link may be helpful, http://www.presentationzen.com/presentationzen/2007/03/ira_glasstips_o.html.

The total point value that can be earned for this component of the course is 100 points, distributed as follows:

- 10 points for planning (submit to Dr. Libby by email or paper a week before your scheduled talk: your story title and its meaning, e. g. The Bensonhurst Boys: facing fear)
- 70 points for your talk (4-6 minutes)
- 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

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 and Community Events writing 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 30. 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 September 2. 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

To complete the Blackboard sign-up part of the assignment, go to http://home.moravian.edu/public/cit/_help/blackboard/bbstudent.asp and follow the instruction to students for enrolling in LINC100.2M.FA10 using the access code *atoms*.

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 30, 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. 8/31, 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 Da Chen's presentation, along with the above if you are unable to use campus email and have no other email account.

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.

CLASSROOM ETIQUETTE

Be ready to start class work at 10:20 AM: messaging and socializing completed.

Don't "come and go" during class: cell phones off and put away, bathroom needs taken care of beforehand. Inform me ahead if you have a legitimate reason to interrupt class by leaving early or arriving late.

No meals during class. Drinks (coffee, etc.) are OK.

Questions about assignments? Ask before or after class, and as appropriate, answers will be shared with entire class.

If you have any other ideas for classroom behavior to maximize our learning experience, please share them with me for possible adoption in our class.

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. Theses links may be helpful: http://www.ehow.com/about_4576779_reflective-essay-paper_.html and <http://leo.stcloudstate.edu/acadwrite/reaction.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 Reflection Paper).
- 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 lines provide the title and date and on a new line, the category if it's an individual community event, 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
 Category D, scholarly lecture
- 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 Hazar on Cc: line of header (sthgb01@moravian.edu).
- Unless another time of day is specified, send your email by 11:59 PM 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-Community Event
 Date: September 11, 2010
 Cc: sthgb01@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
 Category D, scholarly lecture

I'm glad I chose to attend this lecture. 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

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.

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.

