



**LinC 101R – What’s your number?
Fall 2014**

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Course Description

First-Year Seminar (FYS) introduces writing as a process that is central to college learning and to life. First-Year Seminar focuses on college-level reading and writing, so students will begin to sharpen the critical reasoning skills needed for success in any academic discipline at Moravian College. The subject area focus of each section of First-Year Seminar entails reading and discussing ideas and styles from various academic disciplines, but all sections are the same in their general approach: students will practice both speaking and writing and will work collaboratively in workshop settings.

This section will use the topic of performance and performance measurement for our work in learning the writing process. We measure our daily activities using fitness trackers; our academic performance using test scores; athletic performance using statistics; and business performance through profit and stock prices. In this course we will look at a variety of performance measures including measures of health, academics, athletics, and financial performance. Throughout the semester we will read and write about performance measurement and the intended and unintended consequences of performance measures.

Course Objectives

With regard to broad academic and writing skills, by the end of this course, students will:

- Demonstrate a process approach to writing
- Use writing as a way to discover new information and insights—in short, to learn.
- Demonstrate competency in writing including framing questions, posing problems, and synthesizing information to write an academic paper.
- Write effectively for a variety of audiences.
- Gather information for assignments through the use of appropriate technology and evaluate the credibility of sources needed to write an academic paper.
- Read critically and comprehensively to integrate others’ ideas with their own.

With regard to transition to college expectations, by the end of this course students will:

- Articulate an understanding of liberal education as it affects one’s life now and prepares the individual for the future.

- Practice behaviors for successful learning including effective study habits, time management, goal setting and coping skills.
- Collaborate with faculty and student advisors and engage with the College community -- students, faculty and staff-- to promote the students' success at Moravian College.

Course Requirements

Each student enrolled in First-Year Seminar will complete several pieces of writing, formal and informal, graded and/or ungraded. Students should expect to receive suggestions from their instructor or classmates as they develop writing assignments through multiple drafts. Individual conferences, written comments, small group workshops, the College Writing Center—all may be used to help you as you plan, draft, revise, and edit a piece of writing.

At least one writing assignment should involve substantial use of Reeves Library. Students will develop information literacy as they learn to identify and investigate a research topic. By the time students complete First-Year Seminar, therefore, they should be proficient in the following “**basic competencies**” of information literacy:

- Define a research need
 - Formulate a research topic
 - Determine an information need
- Plan and execute a search for information
 - Identify key terms and concepts
 - Identify the most appropriate sources of information
 - Use Boolean operators and truncation where appropriate
 - Impose limiters (e.g., scholarly vs. popular, date, language)
 - Modify the search based on search results
- Know how and where to find the sources discovered in the search process
 - Determine which sources the library owns or provides access to and retrieve them
 - Request material not owned by the library on Interlibrary Loan
 - Locate material faculty may have put on reserve in the library
- Understand the obligation to credit sources and be able to do so in an appropriate citation style

Required Texts

Behrens, L. & Rosen L.J (2012). *A Sequence for Academic Writing (5th edition)*. Upper Saddle River, NJ: Pearson.

Other readings will be distributed in class or linked in Blackboard.

Student Affairs Sessions

Each week at the beginning of the semester, the Student Affairs department will present different topics of relevance to first-year students. In general, there will be a large group session and then a smaller break out session with your FYS class. The Student Affairs' classes will be evaluated on the basis of "sufficient engagement." Students should be aware that “sufficient engagement” in the Student Affairs program is a vital and necessary component of the course experience and required for course credit. Student Affairs will provide make-up sessions and/or other kinds of opportunities for students to review relevant materials if you miss any of the

Friday sessions. FYS instructors will not assign a grade for these reflection pieces, although they will engage FYS students in discussions about the content and message of the Friday sessions.

Attendance and Participation Policies

Be here! Since a substantial component of this class is active engagement in discussion, attendance is critically important. Absences will significantly impact your ability to successfully complete the course with a superior grade. If you know you will need to miss class, please talk to me beforehand. If you are sick, please notify me by email as soon as possible. **Be on time!** Class begins promptly at 11:45. Please be courteous to your fellow student by arriving in time to be situated and ready to work at the beginning of class. **Prepare!** The better prepared you are for class, the better you can contribute to discussions, the more you will understand about others' comments, and the more you will get out of the class. A general rule of thumb for college courses is 2-3 hours of work outside of class for every hour of class. Plan to budget your time accordingly. **Participate!** Classes become more meaningful the more you engage yourself in them. Behaviors that indicate active participation include, but are not limited to, insightful answers that relate to the reading materials, thought-provoking questions, and meaningful participation in class activities and discussions. Respectful and professional behavior is expected at all times. If you are the type of learner who needs to listen and process substantially before your respond, that's ok, but do expect that you will be called on to share your thoughts on a regular basis.

Attendance and participation are worth 15% of your grade and they are equally weighted. As such, just attending class will not be enough! You must be here, prepare, and participate in order to receive full credit. You can miss two classes without penalty; however, any absences beyond that will impact the attendance portion of the grade.

Other classroom courtesies

Please use restrooms prior to or after class. Beverages are ok to bring to class, but please refrain from bringing food. The focus of the classroom should be a respectful place to engage in the exchange of ideas.

Please silence all cell phones and place them in your bag during class, so as not to distract you from focusing on the class. Additionally, we will only be use our laptops and iPads frequently. Please refrain from using these electronics in class for non class related matters.

Blackboard Course Site

Many of the materials for this course can be accessed through Moravian's Blackboard course management system. Class communications including course updates, and other important announcements will be communicated in class and through Blackboard. Students should log in to the course Blackboard site at least weekly.

Grade Determination

The final grade for the course will be determined as follows:

Informal writing – journals, classwork	20%
Short Formal writing assignments (4)	35%
Research paper (including drafts)	25%
Active Participation in class	15%
Campus event participation (3)	5%
Total	100%

Grading Scale

A = 94% and above	B- = 80% to 83%	D+ = 67% to 69%
A- = 90% to 93%	C+= 77% to 79%	D = 64% to 66%
B+ = 87% to 89%	C = 74% to 76%	D- = 60% to 63%
B = 84% to 86%	C- = 70% to 73%	F = below 60%

Writing Assignments

We will do a variety of writing over the course of the term. This work will include informal writing in class, reflective journal writing, and more formalized writing. For the formal assignments, students are expected to visit the Writing Center for guidance and also submit a draft of the assignment for feedback from the instructor or Student Advisor. The specific details of the assignments will be handed out in class and will be available on Blackboard.

The Writing Center

The Writing Center, on the second floor of Zinzendorf Hall, is there to support the efforts of all writers at Moravian College. The tutors there are students who are good, experienced writers and who are professionally trained to help you improve your writing. They will go over an essay draft with you and guide your understanding of how you might improve that draft. You could also drop by to pick up some of the free handouts on virtually every part of writing: getting started, writing a thesis, developing paragraphs, eliminating wordiness, using commas, and the like. The Writing Center is generally open Monday-Thursday afternoons and Sunday evenings during the semester. *You are required to make at least one appointment with the tutors at The Writing Center.* The Writing Center is located in a building that is not accessible to persons with mobility impairments. If you need the services of the Writing Center, please call 610-861-1392.

Disability Support Services

Students who wish to request accommodations in this class for a disability should contact Elaine Mara, assist director of academic and disability support located on the first floor of Monocacy Hall, or by calling 610-861-1401. Accommodations cannot be provided until authorization is received from the Academic Support Center. Students with other needs/concerns are encouraged to make an appointment with Dr. Ronald Kline in the Counseling Center (all other disabilities). The Counseling Center is located at 1307 Main Street, 610-861- 1510. Please refer to the Moravian College Student Handbook under Academic Resources for more information.

Academic Honesty

“Academic integrity is the foundation on which learning at Moravian College is built. Moravian expects its students to perform their academic work honestly and fairly. In addition, a Moravian student should neither hinder nor unfairly assist the efforts of other students to complete their work successfully.” (Moravian College Student Handbook, Academic Honesty). Academic dishonesty includes, but is not limited to plagiarism, cheating, helping or hindering others, and false testimony. The College’s expectations and the consequences of the failure to meet those expectations are outlined in the Student Handbook.

www.moravian.edu/studentLife/handbook/academic/academic2.html

Moravian College expects its students to perform their academic work honestly and fairly. A Moravian student, moreover, should neither hinder nor unfairly assist the efforts of other students to complete their work successfully. This policy of academic integrity is the foundation on which learning at Moravian is built.

The College’s expectations and the consequences of failure to meet these expectations are outlined below. If at any point in your academic work at Moravian you are uncertain about your responsibility as a scholar or about the propriety of a particular action, consult your instructor.

Guidelines for Honesty

All work that you submit or present as part of course assignments or requirements must be your original work unless otherwise expressly permitted by the instructor. This includes any work presented, be it in written, oral, or electronic form or in any other technical or artistic medium. When you use the specific thoughts, ideas, writings, or expressions of another person, you must accompany each instance of use with some form of attribution to the source. Direct quotes from any source (including the Internet) must be placed in quotation marks (or otherwise marked appropriately) and accompanied by proper citation, following the preferred bibliographic conventions of your department or instructor. For this class, we will be using APA (American Psychological Association) format. Be aware that other classes may use other citation formats. Student ignorance of bibliographic convention and citation procedures is not a valid excuse for having committed plagiarism. If you are unsure if something should be cited, please ask. It is better to be overly observant of this and be told to eliminate an unneeded citation than to be guilty of plagiarism because you thought you did not need to include a citation. This is a critical piece in the academic environment.

You may not collaborate during an in-class examination, test, or quiz. You may not work with others on out-of-class assignments, exams, or projects unless expressly allowed or instructed to do so by the course instructor. If you have any reservations about your role in working on any out-of-class assignments, you must consult with your course instructor. In each First-Year Seminar class and in the Writing Center, we try to establish a community of writers who can review and provide helpful criticism of each other’s work. Although no students in your class or in the Writing Center should ever be allowed to write your paper for you, they are encouraged to read your work and to offer suggestions for improving it. Such collaboration is a natural part of a community of writers.

You may not use writing or research that is obtained from a “paper service” or that is purchased from any person or entity, unless you fully disclose such activity to the instructor and are given express permission.

You may not use writing or research obtained from any other student previously or currently enrolled at Moravian or elsewhere or from the files of any student organization, such as fraternity or sorority files, unless you are expressly permitted to do so by the instructor.

You must keep all notes, drafts, and materials used in preparing assignments until a final course grade is given. In the case of work in electronic form, you may be asked to maintain all intermediate drafts and notes electronically or in hard copy until final grades are given. All these materials must be available for inspection by the instructor at any time.

Plagiarism

A major form of academic dishonesty is plagiarism, which we define as the use, whether deliberate or not, of any outside source without proper acknowledgment; an “outside source” is defined as any work (published or unpublished), composed, written, or created by any person other than the student who submitted the work (adapted from Napolitano vs. Princeton).

Instructors often encourage—and in the case of research essays, require—students to include the ideas of others in their writing. In such cases, students must take care to cite the sources of these ideas correctly (in other words, to give credit where credit is due). The Bedford Handbook Online and OWL provide guidance in using several systems for documenting sources. You can access these pages on the Writing Center website at

<http://home.moravian.edu/public/eng/writingCenter/links.htm>

At Moravian, if a First-Year Seminar instructor suspects plagiarism, the student will be asked to show the notes and drafts contributing to the final version of a paper. The instructor also has the right to see any books or periodicals that were used. The grade for the paper will be suspended until these materials have been reviewed. An instructor who suspects a student of violating the policy on academic honesty with regard to an assignment, requirement, examination, test, or quiz will consult with the Chair, First Year Seminar Committee, using a blind copy of the work in question, to verify the violation. If the charge is verified, the instructor will, in almost all cases, assign either a grade of zero to the academic work in question or a failing grade in the course in which the violation occurred. The student must be informed in writing of the alleged violation and penalty; a copy of this memo must be sent to the Associate Dean of Academic Affairs.

A student may appeal either a charge of academic dishonesty or a penalty as follows:

1. First, to the course instructor.
2. Next, in the case of First-Year Seminar, to the Chair, First Year Seminar Committee.
3. Next, to the Academic Standards Committee, chaired by the Associate Dean for Academic Affairs.

TENTATIVE Schedule of Assignments

Please note that this schedule is subject to change!! You will be notified in Blackboard of any changes

		Date	Topic	Reading Assignment	Assignment Due
Week 1	M	Aug 25	Welcome and Introduction		
	W	Aug 27	Set yourself up to succeed!	Achor - Positive Intelligence Carney, Cuddy & Yap – Power Posing (just scan this article)	
	F	Aug 29	Student Affairs Friday – Sex Signals		Weekly Journal Don't forget to attend and write about a campus event!
Week 2	M	Sep 1	Writing summaries	Hyatt, Beginners Guide to Goal Setting SAW p. 2-22	
	W	Sep 3	The importance of setting the right goals Writing summaries	Goals Gone Wild (summary version knowledge @ Wharton)	
	F	Sep 5	Student Affairs -Counseling Center, Health Center and Religious Life		Weekly journal Draft of Formal writing #1 due
Week 3	M	Sep 8	Writing workshop in class		
	W	Sep 10	What does it take to achieve high performance? Various perspectives	Gladwell, The 10,000 hour rule SAW p. 22-48	
	F	Sep 12	Student Affairs		Weekly journal Formal writing #1 due
Week 4	M	Sep 15	What does it take to achieve high performance? Practice with summary, paraphrase, and quotation	Epstein Tale of two high jumpers	
	W	Sep 17	Writing Center		
	F	Sep 19	Student Affairs – Academic Support Center		Weekly journal Draft Formal writing #2 due Don't forget to attend and write about a campus event!

Week 5	M	Sep 22	Critical reading and critique	SAW p. 51-64 Man and Superman	
	W	Sep 24	Critical reading and critique	SAW 67-80	
	F	Sep 26	Student Affairs - International Education & Center for Intercultural Advancement & Inclusion		Weekly journal
Week 6	M	Sep 29	Writing as a Process Revising and editing	SAW Chapter 6	Final formal writing #2 due
	W	Oct 1	Library research session		
	F	Oct 3	Student Affairs – Center for Leadership and Service		Weekly journal
Week 7	M	Oct 6	Writing as a process		Draft formal writing #3 due
	W	Oct 8	Synthesis and Analysis	SAW p. 81-105 SAW p. 168-171	
	F	Oct 10	Synthesis and Analysis		Draft three possible research paper topics
Week 8	M	Oct 13	Fall Break		
	W	Oct 15	How can we motivate performance?	HBR Motivation chapter	
	F	Oct 17	Motivation	Ordonez, et. al, Goals Gone Wild	Final formal writing #3 due Weekly journal
Week 9	M	Oct 20	Performance measurement in business organizations	Financial Reporting Why pay managers to lie?	
	W	Oct 22	Performance measurement in business organizations	CSR reporting Other TBD	Weekly journal. Don't forget to attend and write about a campus event!
	F	Oct 24	Writing workshop		Research topic thesis statement
Week 10	M	Oct 27	Locating, Mining, and Citing Research	SAW Ch 7	
	W	Oct 29	Locating, Mining, and Citing Research		
	F	Oct 31	Locating, Mining, and Citing research		Weekly journal
Week 11	M	Nov 3	Performance measurement in non profit organizations	Veteran's Administration; Charity organizations	
	W	Nov 5	Performance measurement in non profit organizations		

	F	Nov 7	Writing workshop		Formal writing #4 due Weekly journal
Week 12	M	Nov 10	Effective presentations	TBD	
	W	Nov 12	Effective presentations	TBD	
	F	Nov 14	Informal group presentations		Weekly journal
Week 13	M	Nov 17	Revisit problem writing areas		
	W	Nov 19	Revisit problem writing areas		
	F	Nov 21	Revisit problem writing areas		Weekly journal
Week 14	M	Nov 24	Writing workshop		
	W	Nov 26	THANKSGIVING		
	F	Nov 28	THANKSGIVING		Weekly journal
Week 15	M	Dec 1	Presentations		Research paper due
	W	Dec 3	Presentations		
	F	Dec 5	Presentations		