

SYLLABUS

Code: HUDV 107

Title: FIRST YEAR SEMINAR

Division: STUDENT DEVELOPMENT

Department: COUNSELING

Course Description:

Students learn to identify and practice a variety of skills and behaviors that can foster success in college and work. Students will explore their personal values and academic goals through individual projects, class exercises, and group interaction. This course is highly recommended for all first-time, full-time students in all program. This course should be taken in the student's first semester at Brookdale.

Prerequisites: NONE

Co-requisites: NONE

Prerequisites or Co-requisites: NONE

Credits: 1

Lecture Hours: 1

Lab/Studio Hours: 0

REQUIRED / MATERIALS:

- Brookdale Community College Online Catalog, Student Planning Module, Online College Resources.
- FYE Passport
- Other materials as assigned by your Instructor.

ADDITIONAL TIME REQUIREMENTS:

- Attendance and participation at 3 Brookdale sponsored club meetings, lectures, workshops, and events scheduled at the college to complete FYE Passport.

COURSE LEARNING OUTCOMES:

Upon completion of this course, students will be able to:

- ✓ Explore, identify and weigh, personal values, interests, and goals in relation to adult decision-making.
- ✓ Develop a plan of educational, transfer, and career goals.
- ✓ Apply a variety of skills to improve time management, use of resources, study and test-taking abilities
- ✓ Connect to the College, its faculty and staff, and fellow students through co-curricular, curricular, and social experiences

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GRADING STANDARD:

Below, you will find the weight of each required class activity, the distribution of points for each required class activity, and the number of points necessary to earn each particular grade.

	<u>Weight</u>	<u>Points</u>
Attendance and Participation in class	40%	40
Completion of FYE Passport	30%	30
Assignments	30%	30

<u>Grade</u>	<u>Total Points</u>
A	91 – 100
A-	90
B+	85 – 89
B	81 – 84
B-	80
C+	75 – 79
C	70 – 74
D	65 – 69
F	0 – 64

- **Attendance and Participation**

Each student is expected to attend class meetings and actively participate in class discussion. Arriving late or leaving any class session early is equal to one absence or a deduction of 4 points. If any student misses 40% of the class sessions they will not pass the course. Attendance and participation account for 40% of the final grade. An unexcused absence may not be made up.

- **Assignments and Assessments**

The assignments of the First Year Seminar (FYS) are opportunities to explore your values, personal characteristics, and interests. Course assignments will help you learn about the college curriculum, career information, library literacy, and transfer to colleges and universities. These assignments and their analysis comprise 60% of the final grade.

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COURSE CONTENT:

First Class Session: Introduction (Schedule Library between week 7-9)

Unit Outcomes: Students will:

- ✓ Distinguish between high school and college expectations from the student and institutional perspectives.
- ✓ Become familiar with Brookdale's homepage, Webadvisor, Rave, Office 365 and other online resources.

Unit Topics:

- How is college different from highschool?
- What are student's rights and responsibilities at Brookdale?
- How can you get off to the right start with your instructors?

Homework:

- A. Send your HUDV 107 Professor an email from your Brookdale email account
 - B. Register for Rave
 - C. Attend a FYE activity
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Second Class Session – Motivation, Goal Setting, and Values

What's important to you?

Unit Outcomes: Students will:

- ✓ Identify and examine personal and social values in the student's life.
- ✓ Consider how motivation relates to college success.
- ✓ Discuss the college experience and goal setting (short-term vs. long term).

Unit Topics:

- What are some of your values and how do they connect with your academic plans?
- How does motivation affect your ability to set and reach a goal?
- What are the barriers to success in college?
- How can you overcome barriers to success?

Homework:

- A. Attend a FYE activity
- TBD by Instructor

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Third Class Session – Campus Tour/Scavenger Hunt

Become part of the College Community!

Unit Outcomes: Student will:

- ✓ Develop familiarity with college buildings and grounds.
- ✓ Be introduced to locations of resources and individuals who provide a variety of services and support for students and the broader Monmouth County Community.
- ✓ Meet one of the Student Ambassadors or a Student Services Generalist and gain the perspective of an experienced student.

Unit Topics:

- In addition to your class locations, what other buildings exist at the College, and what can you do there?
- Where can students find some of the greatest resources?
- What can you do in-between classes?
- Where can you go to have fun or relax or eat?

Homework:

Attend a FYE activity
TBD by Instructor

Fourth Class Session – Time Management

Become a great time manager

Unit Outcomes: Students will:

- ✓ Illustrate current use of time per day/week, i.e., school, work, extra-curricular activities, etc. and develop strategies for reducing inefficient uses of time.

Unit Topics:

- What are the benefits of effectively managing your time?
- What are the greatest time wasters?
- How can you combat procrastination?
- How can you choose the best planning tools and effectively implement a daily, weekly, and term plan?

Homework:

- A. Interview one of the following from the College community: Dean, Faculty Member (Professor, Counselor, or Librarian), Administrator (e.g., Director of HEC), Student Life Board Member, Officer of a Club, Student Ambassador, Athletic Coach, or Generalist. (See Assignment Guidelines)
- B. Log into Catalog Online and bring your academic program outline.
- C. Go to MyBrookdale and log into Web Advisor & Student Planning and bring a printed copy of your “My Progress” to class.

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Fifth Class Session – Learning Styles, Test-taking strategies and Study Skills **Identify and diversify your learning style.**

Unit Outcomes: Students will:

- ✓ Identify their academic strengths and weaknesses
- ✓ Identify the basic styles of learning.
- ✓ Develop adaptive strategies based on their learning styles.

Unit Topics:

- What is your learning style?
- What strategies can you use to enhance your learning process?
- What are some strategies for studying different disciplines?
- How can students most effectively plan for exams?
- How do you handle anxiety?
- What resources are available at Brookdale?

Homework:

- Based on what you have learned about Learning Styles, identify an instructor's teaching style that is different than your learning style and what strategies can be used to support your learning experience.
- TBD

Sixth Session- Understanding Your Degree

Academic Programs: AA vs. AS vs. AAS/AFA and beyond

Unit Outcomes: Students will:

- ✓ Use the online College Catalog.
- ✓ Know General Education and Career Studies Requirements.
- ✓ Use Student Planning Module to develop an academic plan for the next semester.
- ✓ Gain familiarity with campus resources to aid in planning their future such as: Counseling and Advisement, Transfer Resources, Career and Leadership Services, and International Center.

Unit Topics:

- Why is it important to read the college catalog?
- Why are students required to study general education?
- Why are some students required to take basic skills courses?
- Why do students need to know policies and procedures?

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- What is a GPA?
- Strategies for making important decisions – especially those that impact the future
- Identifying resources and information before making decisions
- Strategic planning, implementation, and time-lines
- The importance of having a “Plan B”

Homework:

- A. Review General Education Requirements and major requirements for intended degree program.

Seventh Class Session – Basic Training

Master knowledge and skills to succeed at Brookdale and beyond

Unit Outcomes: Students will:

- ✓ Consider citizenship skills and the “Student Code of Conduct.”
- ✓ Understand Academic Integrity Code.
- ✓ Calculate GPA.
- ✓ Understand the grading system (for example, grade appeal process, dean’s list, academic standing, etc.).

Unit Topics:

- What is classroom etiquette, personal decorum, and student civility?
- What are student Rights and Responsibilities?
- Why is a syllabus important to your success in each of your classes?
- What is satisfactory academic standing?
- What is the student monitoring system? Can it affect your financial aid?

Homework:

- A. Review general education requirements and major requirements for intended degree program – begin to map out semester-by-semester plan considering basic skills requirements and pre-requisites.
- B. Plan next semester’s schedule using Student Planning and the academic plan you are developing.

Eighth Class Session – Academic and Personal Growth & Development

(Schedule Weeks 7-9) Library, Career, or Educational Service Presentations

Unit Outcomes: Students will:

- ✓ Apply critical thinking and academic integrity principles to conduct research through technology.
- ✓ Access online resources for career exploration and planning.

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Unit Topics:

- Why is critical thinking an essential element in research work?
- How do you determine what is a valid source when using the Internet?
- How can students maintain academic integrity and avoid plagiarism?
- What does Brookdale College Policy say in regard to these issues?
- What sources can best assist students in their research on majors, careers, and transfer schools?

Homework:

Complete Transfer Student Questionnaire
TBD

Ninth Class Session – Transfer Resources and Planning

Access online transfer resources

Unit Outcomes: Students will

- ✓ Demonstrate use of online transfer resources.
- ✓ Identify steps in transfer process.

Unit Topics:

- Gain familiarity with online resources (NJTransfer, College Source, Communiversity, BCC transfer website, etc.)
- How to prepare for transferring to a four year institution?
- Research your transfer choices.

Homework:

Bring a printed copy of at least one transfer school option and requirements.
TBD

Tenth Class Session – Connecting the Pieces

Assessing Your Path to Student Success

Unit Outcomes: Student will:

- ✓ Identify the topics covered in this course that were most helpful to you in your first semester at Brookdale. Describe how each topic contributed to your success as a student.
- ✓ State which Brookdale resources you have found to be most valuable and why.
- ✓ Identify the strengths you have developed both academically and personally as a result of completing this course. Explain how you expect these strengths to be helpful to you as you go forward with your college career.

Unit Topics:

- Review of topics offered to support your adjustment to college, development of career path, educational goals and planning via *Jeopardy Game*, or other instructor directed

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activity.

DEPARTMENT POLICIES:

▪ **Classroom Conduct**

Brookdale Community College has certain expectations concerning what is appropriate behavior in the classroom. Please consult the Student Handbook for an explanation of the Student Code of Conduct and the Academic Integrity Code.

Please refrain from behaviors that may disrupt the learning experience, such as tardiness and talking while the instructor or another student is talking. In addition, please mute all beepers and cell phones. Hand-held chat devices are not permitted in the classroom.

▪ **Academic Honesty**

In order to provide a learning experience that permits students to pursue their educational goals, it is essential for all faculty, students, and staff to maintain academic integrity. You are expected to exhibit academic honesty in this and every class taken at Brookdale Community College. For a detailed explanation of Brookdale's Academic Integrity Code, please consult the College Catalog or the Student Handbook. Academic dishonesty includes cheating, plagiarism, as well as aiding others to cheat or plagiarize.

- **Cheating:** includes copying from someone else's test, submitting material for academic evaluation that has been prepared by another person or by a commercial agency, willfully damaging the academic work or effort of another student to gain an unfair advantage, or illegally changing or substituting one grade for another.
- **Plagiarism:** includes submitting written material without proper acknowledgement of the source, deliberate attribution or citation of a fictitious source, or submitting data which has been willfully altered or contrived. Copying phrases, sentences, or paragraphs word for word from an original source without using quotation marks is plagiarism even if you acknowledge the source.

▪ **Available Support**

If you should need assistance through this course, please make an appointment to see the Instructor during office hours. In addition, you may make an appointment to see your Student Development Specialist (Counselor) for assistance.

▪ **Inclement Weather / College Closing Policy**

This class will be cancelled only when the College is officially closed due to severe weather or other emergency situations. During times of severe weather or potential College closings, you should call (732) 842-1900. The College Catalog and the Student Handbook also list a number of local radio stations that may broadcast this information. Otherwise, if the College is open, class will meet as scheduled.

COLLEGE POLICIES:

For information regarding:

- ◆ Brookdale's Academic Integrity Code
- ◆ Student Conduct Code
- ◆ Student Grade Appeal Process

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Please refer to the [BCC STUDENT HANDBOOK AND BCC CATALOG](#).

NOTIFICATION FOR STUDENTS WITH DISABILITIES:

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Disabilities Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability, and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

The syllabus is intended to give student guidance in what may be covered during the semester and will be followed as closely as possible. However, the faculty member reserves the right to modify, supplement, and make changes as the need arises.