

BAC 102 Syllabus **Spring 2017**

Faculty Name:

Class Time/Section:

Classroom:

Faculty Office:

Phone:

Office Hours:

E-mail:

Peer Mentor:

Peer Mentor Email:

Course Objectives

The fundamental goal of this course is to help you make your transition to The University of Tampa more meaningful and successful, as well as to integrate you into the UT community. To accomplish this, the following objectives will be met:

- I. **Critical Thinking:** Students should be able to describe critical thinking, identify and develop skills of critical thinking, develop the ability to consider information from different viewpoints, set goals to improve their critical thinking skills, and evaluate information using critical thinking skills, including the ability to analyze assumptions and bias information.
- II. **Majors/Careers and Resumes:** You should be able to identify interests and how they relate to coursework and potential careers, conduct research to determine the skills, experience, and education needed for a career area, analyze transferable skills from post educational work and life experiences, evaluate what transferrable skills relate to a specific job, and build an effective resume for your chosen career path.

The areas above in bold are required and will be assessed as part of the learning outcomes objective for the first-year experience seminar.

Additionally, I will assist your academic progress through periodic evaluation of your course work including reviewing, modifying and implementing your academic plan.

Required Text

You do not need to purchase a new textbook of Pearson MyStudentSuccessLab Access code for BAC 102 if you purchased this for BAC 101.

The College Experience Compact by Amy Baldwin, Brian Tietje, and Paul G. Stoltz
Custom ISBN including textbook and Pearson MyStudentSuccessLab Access
ISBN-10: 1323480536
ISBN-13: 9781323480533

Attendance/Participation

Your participation in this class is essential. If you are not present, you can neither participate nor benefit. There will be a limit of **two** unscheduled absences for BAC 102. Scheduled absences involve time conflicts that are known in advance, for which students have notified their instructors. Acceptable reasons for scheduled absences include court-imposed legal obligations (e.g., jury duty and subpoenas), medical procedure, required participation in University-sponsored events (e.g., performances, athletic events, academic research presentations), observation of religious holy days, and requirements of military service. Exceeding two unscheduled absences may result in the failure of this course.

Classroom and Student Responsibilities

This course will be conducted in a seminar style. In a traditional lecture format, the professor typically lectures for the majority of the class period on the material indicated by the class syllabus. In a seminar format, students are expected to be active participants, often being called upon to present material or respond to material prepared outside of class. The seminar format is more open and less structured than the conventional lecture class.

For this class to have real value and meaning, it will require your active participation in all class assignments, exercises, presentations and activities, both in and outside of class.

Title IX Statement Regarding Disclosures

In the event that you choose to write or speak about having survived sexualized violence, including rape, sexual assault, dating violence, domestic violence, or stalking and specify that this violence occurred while you were a UT student, federal and state education laws require that, as your instructor, I notify the Title IX Deputy Coordinator for Students. At The University of Tampa, the Title IX deputy coordinator is Tim Harding. He (or his designee), will contact you to let you know about accommodations and support services at UT and possibilities for holding accountable the person who harmed you.

If you do not want the Title IX officer notified, instead of disclosing this information to your instructor, you can speak confidentially with the following offices on campus. They can connect you with support services and discuss options for holding the perpetrator accountable.

Dickey Health & Wellness Center (wellness@ut.edu) 813.257.1877
Health and Counseling Center (healthcenter@ut.edu) 813.253.6250

Students with Disabilities:

If there is a student who requires accommodations because of any disability, please go to the Academic Success Center in North Walker Hall for information regarding registering as a student with a disability. You may also call (813) 257-5757 or email disability.services@ut.edu. Please feel free to discuss this issue with me, in private, if you need more information.

Academic Integrity Policy:

Cheating, plagiarism, copying and any other behavior that is contrary to University standards of behavior will not be tolerated. Students caught violating any aspect of the University of Tampa's Academic Integrity Policy will be penalized in all cases. Penalty ranges from "0" on an assignment to "F" for the course without regard to a student's accumulated points. Students may also face expulsion. It is the student's responsibility to become familiar with the policies of the university regarding academic integrity and to avoid violating such policies. Policy information is found at: [UT Online Academic Integrity Policy](#)

Disruption Policy:

Every student has the right to a comfortable learning environment where the open and honest exchange of ideas may freely occur. Each student is expected to do his or her part to ensure that the classroom (and anywhere else the class may meet) remains conducive to learning. This includes respectful and courteous treatment of all in the classroom. According to the terms of the University of Tampa Disruption Policy, the professor will take immediate action when inappropriate behavior occurs.

Course Interruption Due to Adverse Conditions:

In case of any adverse condition or situation which could interrupt the schedule of classes, each student is asked to access UT Homepage for information about the status of the campus and class meetings. In addition, please refer to ut.blackboard.edu for announcements and other important information. You are responsible for accessing this information.

Advising

All first-year students are assigned an academic advisor through the Academic Advising Office. I will serve as your academic instructor.

Grading

Grades in the First-Year Experience Seminar are awarded under the A-F grading system. Please note that BAC/HON courses may only be retaken for the semester immediately following the semester the original course was taken. Students, please be aware that the university allows only 3 courses to be retaken for Grade Forgiveness. Consider this before you use one of these attempts in a 1-credit course. BAC/HON 101 is retaken at the same time as BAC/HON 102. If you wish to take this course for Grade Forgiveness, please follow the procedure in the catalog under Repeating Courses/Grade Forgiveness Policy after you have completed the repeated course.

Tests, Quizzes, and Assignments

The pre-tests are typically assigned a week before the topic is covered in class. The assignments are homework for the week the topic is discussed. Students typically have two weeks to complete the assignments. The post-tests are typically assigned two weeks after the topic has been discussed. Students must complete the pre-test, assignments, and post-test in that order for all MyStudentSuccessLab modules.

Quiz/Assignment	Close Date/Due Date	Submission Method
Majors/Career and Resumes Pre-Test*	Sunday, January 29, 2017	MyStudentSuccessLab
Majors/Career and Resumes Assignments*	Sunday, February 12, 2017	MyStudentSuccessLab
Professional Resume	Sunday, February 26, 2017	BAC 102 Blackboard Course
Reference List	Sunday, February 26, 2017	BAC 102 Blackboard Course
Cover Letter	Sunday, February 26, 2017	BAC 102 Blackboard Course
Financial Literacy Pre-Test	Sunday, February 26, 2017	MyStudentSuccessLab
Informational Interview	Sunday, March 5, 2017	BAC 102 Blackboard Course
Financial Literacy Assignments	Sunday, March 5, 2017	MyStudentSuccessLab
Course Self-Evaluation	Week 9, Mar. 13-17, 2017	In Appointment
Academic Plan	Sunday, Mar. 19, 2017	BAC 102 Blackboard Course
Majors/Career and Resumes Post-Test*	Sunday, March 26, 2017	MyStudentSuccessLab
Critical Thinking Assignments*	Sunday, April 9, 2017	MyStudentSuccessLab
Critical Thinking Post-Test*	Sunday, April 23, 2017	MyStudentSuccessLab
Inquiry Project Paper	Sunday, April 23, 2017	Turnitin.com BAC 102 Blackboard
Inquiry Project Presentation	Weeks 14 & 15, April 17-28	In Class
College Showcase Summaries	Week 15, April 24-28, 2017	In Class
Financial Literacy Post-Test	Sunday, April 30, 2017	MyStudentSuccessLab
Conley Readiness Index Post-Test	Sunday, April 30, 2017	MyStudentSuccessLab

* Assignments with asterisks are required modules that will be assessed as part of the First-Year Experience Learning Outcomes Objectives.

Course Grading Rubric:

Grading Category	Percentage of Grade
Pearson Post-Test Quiz Averages	20%
Professional Resume	15%
Informational Interview	15%
Cover Letter	10%
Academic Plan	10%
Inquiry Project	10%
Participation	10%
Reference List	5%
Course Self-Evaluation	5%

Note: The professor reserves the right to make changes to this syllabus as necessary.

CLASS OUTLINE, Fall 2017

BAC 102

Week 1

Jan. 17-20

Welcome Back!

Time to get reacquainted with your classmates and further explore the course theme and inquiry projects more fully. We will reexamine the question “what is (insert topic of course) and why is it important to study?”

Monday, January 16th Martin Luther King Day- No Classes. Monday classes will shift week 1 to week 2, and week 2 to week 3.

Homework:

- 1) Complete MyStudentSuccessLab(MSSL) pre-test on Majors/Careers and Resumes

NOTE: DROP/ADD PROCESS FOR 14 WEEK CLASSES ENDS JAN. 23RD AT 3 P.M.

Week 2

Success

Jan. 23-27

Major and Career Exploration: Preparing for Professional

Begin to develop a plan for professional success and further explore your major and career paths. We will examine what makes an effective resume, the importance of internships, service learning and overall career expectations.

Homework:

- 1) Read Chapter 12
- 2) Begin development of Professional Resume
- 3) Contact interviewee for your informational interview
- 4) Complete MSSL assignments on Majors/Career and Resumes
 - a. Video: Majors/Careers Interview
 - b. Practice 2: Identify Transferable Skills
 - c. Practice 3: Prepare to Build a Résumé

Week 3

course)

Jan. 30-Feb. 3

Applying the Scientific Method and Studying (insert topic of

Full discussion of the Scientific Method and how to apply this information to the class inquiry project. Begin to think about topics to study in the area of (insert topic of course). Discuss how we would go about phrasing a question, conducting a literature review and developing a method of assessing the question in a viable and ethical way. Revisit the importance of Scientific Method (or insert other discipline specific methodology).

Homework:

- 1) Finish reading Chapter 12
- 2) Continue work on Professional Resume and begin Reference List and Cover Letter

Week 4

Feb 6-10

Career Services Presentation

You will attend a Career Services presentation on the impact and importance of cover letters, effective resume writing, interview etiquette,

dressing for success, the informational interview process and much more.

Homework:

- 1) Complete MSSL post-test on Majors/Career and Resumes

Week 5

Feb 13-17

Modes of Inquiry/ Informational Interview

A discussion of how different disciplines ask and answer questions and problem solve to advance their area of work. Examples of UT faculty will be presented.

If you are not sure of your intended major or would like to have more information before you make your final decision, the Informational Interview is a powerful and helpful tool.

Homework:

- 1) Conduct an informational interview using the Informational Interview questionnaire
- 2) Complete MSSL pre-test on Financial Literacy

Week 6

Feb 20-24

Example Project/ Diversity

Students will identify topics chosen for an inquiry project based upon (insert course theme) and the class will discuss topics and next steps for successfully completing the project This week's goal is to show how experiencing diversity in college can promote your learning, personal development, and career success.

Homework:

- 1) Read Chapter 3 & 9
- 2) Complete MSSL assignments on Financial Literacy
 - a. Video: Financial Literacy
 - b. Practice 1: Financial Literacy Basics
 - c. Practice 2: How to Read a Credit Card Bill
 - d. Practice 3: Financing Your Education

Week 7

Feb 27-Mar 3

Revising Your Academic Plan

Time to revise and update the list of courses you have to take to complete a major/minor of interest to you.

Homework:

- 1) Sign up for an individual appointment to discuss your academic progress and next semester planning.
- 2) Complete and submit course self-evaluations
- 3) Update your Academic Plan

Week 8

Mar 6-10

Spring Break

Week 9

Mar 13-17

Individual Appointments – Academic Progress

Time to discuss how you are doing this semester.

Week 10
Mar 20-24

Inquiry Project

We will discuss as a group, where everyone is at in their literature reviews and ideas for study. With designs almost complete, consider what the results could look like if the study were completed at this point. Students will critique and provide feedback to fellow students about their presentations.

Homework:

- 1) Write-up critiques
- 2) Prepare for presentations
- 3) Begin inquiry paper

**LAST DAY TO WITHDRAW FROM 14 WEEK CLASSES IS MAR. 27, 2017
REGISTRATION FOR FALL 2017 BEGINS MAR. 30 2017**

Week 11
Mar 27-31

Critical and Creative Thinking: Project Updates Part 2

We will continue discussions on our progress towards inquiry projects. Students will critique and provide feedback to fellow students about their presentations.

Homework:

- 4) Read Chapter 4
- 5) Complete MSSL assignment on Critical Thinking
 - a. Video: Think Critically-Student Views
 - b. Practice 3: Examine a Global Issue
- 6) Inquiry Project Assignment: To help with being critical evaluators of information, write a 2-page summary of an example of misinterpretation, fabrication, forgery, etc. in your disciplines of interest. Two possible sites to explore are the Center for Skeptical Inquiry <http://www.centerforinquiry.net> and the publications by the Committee for Skeptical Inquiry <http://www.csicop.org>.

Week 12
Apr 3 -7

Advising Wrap-Up

This week we will be discussing important procedural information that is unique to UT. This includes Grade Forgiveness, 90 Hour Forms, how to withdraw from individual courses, Transient Student Forms, Change of Advisor forms, etc.

Homework:

- 1) Familiarize yourself with UT specific forms and learn how to fill them out appropriately. These forms can be accessed by going to the academic tab section of UT's Spartan Web.
- 2) Begin looking for an advisor. At the end of the semester you will change advisors to an advisor in your major. You should begin meeting with potential advisors. The Change of Advisor form will be completed in the last class, and your new advisor needs to sign it, or you will be assigned an advisor.

Week 13
Apr 10-14

Financial Literacy Speaker Series

Presentations will be held during the week that will feature guest speakers on personal finance. You will hear tips on saving, budgeting, debt, investing, credit cards, etc. Please direct questions to finlit@ut.edu.

Homework:

- 1) Complete MSSSL post-test on Critical Thinking

Week 14
Apr 17-21

Presentations on Semester Inquiry Projects

Students will report on outcomes of their Semester Inquiry Projects. Each student will be given 5- minutes to remind the class of their chosen topic and present any outcomes and/or conclusions of their work.

Homework:

- 1) Students will attend 2 college student research showcases and report back on summaries of 2 projects from each showcase
- 2) Complete MSSSL post-test on Financial Literacy
- 3) Complete MSSSL post-test on Conley Readiness Index

Week 15
Inquiry Projects

Apr 24-28

Final BAC 102 Session, completing presentations on Semester

Inquiry Projects

We will come together one last time to complete presentations from week 14 and to encourage each other to achieve our own success.

Homework:

- 1) Complete Change of Major/Minor/Advisor form on SpartanWeb and turn into Academic Advising

Revised 1/10/17 JP