

GS 1181 Freshman Seminar
Career Explorations
Course Syllabus – Fall 2021

Professor/Instructor: Dr. Donna Gee

Email: donna.gee@angelo.edu

Office Hours: T & Th 9:30-12:15

Virtual Office Hours: M 1:30-3:30, W 9:30-12:00 We can Zoom or meet in Blackboard Collaborate – whichever works for you

Telephone: 325-486-6952

Office: CARR-EFA 115

Day, Time & Location of Course: T R 3:30-4:20, CARR 128

Please communicate with me.

Visit or call me in my office, via Zoom or Blackboard Collaborate. Email me.

Let me know how you are doing or if you have any questions or concerns,
and I'll help however I can.

Course Description and Purpose:

In this class, you will learn about your strengths and the resources available to you at ASU. You will begin to find ways to match your interests to a career and align your studies at ASU to match that career. The immediate goal of this course is to gain clarity about your interests and choice of major.

Materials Needed:

- Text: You do not need to purchase any texts for this course.
- Email and internet: You have access to both as ASU students. If you have not activated your ASU email account, do so. ASU RamPort email (must be checked daily)
- Navigate App: download from your app store. FMI: angelo.edu/navigate
- Instructor-provided readings
- Blackboard: log in either through Ramport or via blackboard.angelo.edu. Our class is GS 1181 Career and Major Exploration

Core Student Learning Outcomes:

By the completion of this course, students are able to:

- Develop a clearer understanding of choice of major and career
- Learning to analyze and critically evaluate ideas, arguments, and points of view
- Developing skill in expressing oneself in writing
- Learning how to find, evaluate, and use resources to explore a topic in depth
- Identify personally meaningful campus resources such as University lectures, performances, and organizations

IDEA Course Objectives:

- Developing skill in expressing oneself in writing
- Learning how to find and use resources for answering questions or solving problems

Methods of Instruction:

- Conversations, interactive activities
- Independent studies e.g., assigned readings and writings

Blackboard (Bb) is utilized for all communication, course content, and class assignments. You must be able to access Blackboard on a regular basis and *check your ASU email daily for communication.*

Assignments:

YouScience Assignments

This course is designed to help clarify which major -, minor -, and career choices best fit your interests and talents. In order to determine this, you will complete an online test, meet with the professor individually to analyze your results, and reflect your newly gained self-understanding.

Summary Assignments

Throughout your courses in higher education, you will have to write many analytical and reflective pieces, which always start with a simple summary. We will read an article together, and you will review whatever summarization skills you acquired in high school by writing a two-part summary of that text.

Campus Involvement Projects

A fundamental purpose of (higher) education is to step out of your comfort zone while a common challenge for all first-year students is to get involved with the campus community. We will kill two birds with one stone: you will identify 10 campus organizations and pick a minimum of two to experience. You will then give a brief informative presentation to your peers for the purpose of letting them decide whether this is something they might be interested in. You will also complete a scavenger hunt with a group of your classmates, which will assist in familiarizing you with various locations and services around campus.

Information Literacy

This assignment will inform you about a number of research-related topics which will be helpful in your studies at ASU. In particular, these topics relate to using the ASU library resources to do research.

Course Evaluation and Grading

A list of class assignment categories is given below. Specific instructions, requirements, and expectations for each assignment are posted on Blackboard. Other non-graded assignments may be given. All written assignments have to be typed.

Attendance & Preparation (class, personal meetings with professor, punctuality, & assignments)	15%
YouScience (includes test completion, individual meeting & reflection)	25%
Summary Assignments	25%
Campus Involvement Projects	25%
Information Literacy assignments	10%

You should always be aware of your current course grade, which is shown as your Weighted Total on Bb/Grades. Please note that your grades are weighted, which means that your final course grade is different from the arithmetic mean.

Attendance Policy

You snooze, you lose. If you are absent or late, you miss the leaving train. In other words, your presence is essential both for yourself and for us because it will make our meetings better.

Attendance is required. Each student is allowed **one absence** without penalty. Use it for an emergency situation only and inform me by e-mail before our meeting. Any absence after the first will result in the deduction of 5% of the total grade at the end of the semester. There are three types of excused absences: competing in an ASU athletics event, participating in a religious holy day, or fulfilling military service. If you must be absent due to illness or work, that is unfortunate but not excused.

If you miss a class meeting, it is your responsibility to contact a fellow student to obtain notes and explanation of class discussions and homework. Tardies are absolutely unacceptable and will be reflected in your final grade.

Students are to adhere to all ASU policies concerning attendance. Policies are listed below:

OP 10.04 and Unit policy <http://www.angelo.edu/opmanual/#s10>

Course Policies:

Cell Phones & Laptops

You may take all notes electronically. I trust that you do not waste what hard-earned cash you spent on this course by using our class time to catch up on social media and such. And, I am certain that your good manners will prevent you from texting during class or having earbuds out.

Late Work

One letter grade will be deducted for all late work. Late work must be **turned in within one day from the date it was due.**

Student Responsibilities

The quality of your education depends on your behavior. Be present, be aware, and be responsible in all your courses. Each course you take matters, and your job is to perform the tasks to the best of your ability. If you are going to be a successful college student, you must respect the process and take responsibility for your performance. However, you must also recognize when you need help and make use of the academic support that exists all over campus.

Email and Electronic Etiquette

As a college student, you are a young professional. Your communication in college is practice for your life after college. When you email your professors, post to social media accounts, speak during classroom discussions, you are practicing the essential skills that will help you when you apply for jobs and when you begin your professional life.

When you email your professors, use your Angelo State Email address and create a clear subject line. Edit your email and use standard written English. Include your full name and which course you are enrolled in with that professor.

ASU Tutoring:

Angelo State offers academic support that includes tutoring to help you achieve academic success (<https://www.angelo.edu/dept/freshman-college/academic-tutoring.php>). It is assumed you will make use of these services throughout the course and beyond. Tutoring services are free to all ASU students. ASU offers academic/study skills workshops and the following tutoring units:

- Online tutoring (<https://angelo.upswing.io/>)
- ASU Tutor Center (<https://www.angelo.edu/dept/freshman-college/academic-tutoring.php>).
- Writing Center (www.angelo.edu/dept/writing_center)
- Math Lab (<https://www.angelo.edu/dept/freshman-college/math-lab.php>)
- Supplemental Instruction (<https://www.angelo.edu/dept/freshman-college/supplemental-instruction.php>)

The ASU Tutor Center, Writing Center, Math Lab and SI also offer online tutoring.

Academic Honesty

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is contained in both print and web versions of the Student Handbook, which can be found at <https://www.angelo.edu/student-handbook/>
http://www.angelo.edu/dept/writing_center/academic_honesty.php

ASU OP 10.15 Providing Accommodations for Students with Disabilities

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing

requests for reasonable accommodations based on a disability. It is the student's responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website at www.angelo.edu/ADA. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
325-942-2047
dallas.swafford@angelo.edu
Houston Harte University Center, Room 112

<http://www.angelo.edu/opmanual/#s10>
<https://www.angelo.edu/services/disability-services/>

Student Withdrawal

If you have to drop a course, you must do so formally through the Registrar's Office (200 Hardeman). Failure to withdraw officially will result in a failing (F) grade. Review ASU's calendar to determine the last day to withdraw from this first 7 ½ -week course. Keep in mind that in Texas, students are allowed only 6 withdrawals after the census date. The census date for the first 7 ½ weeks is earlier than the regular 15-week census date. Discuss this with an advisor before withdrawing.

ASU OP10.19 Student Absence for Observance of Religious Holy Day

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable amount of time after that absence. OP10.19 Student Absence for Observance of Religious Holy Day

<http://www.angelo.edu/opmanual/#s10>

Title IX at Angelo State University:

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance. This is done in order to connect students with resources and options in addressing the allegations reported. As a student, you are encouraged to report any incidents of sexual misconduct directly to ASU's Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator. You may do so by contacting:

Michelle Boone, J.D.
Director of Title IX Compliance/Title IX Coordinator
Mayer Administration Building, Room 210
325-486-6357 michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2371 or the ASU Crisis Helpline at 325-486-6345.

The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or accommodations, please contact the Office of Title IX Compliance utilizing the information above.

For more information about Title IX in general you may visit www.angelo.edu/title-ix.

Syllabus Disclaimer:

While the provisions of this syllabus are as accurate and complete as possible, the instructor reserves the right to change any provisions herein, with the exception of Course Description and Course Objectives with notice, if circumstances so warrant. Every effort will be made to keep students advised of such changes, and information about such changes will be available at all times from the instructor. It is the responsibility of each student to know what changes, if any, have been made to the provisions of this syllabus to successfully complete the requirements of this course. Questions regarding information on the syllabus and course requirements need to be addressed by the students when the syllabus is received.

Class Schedule

Week	Day	Meeting Topic	Due
1	T 08.24.21 Th 08.26.21	Intros, goals & expectations	Schedule individual meeting with me
2	T 08.31.21 Th 09.02.21	YouScience test* Meet in MCS 115	Complete Information Literacy assignment
3	T 09.07.21	Analysis of YouScience results	1. Youscience (YS) completed & results 2. YS analysis draft submitted by Sunday, Sept 12
4	T 09.14.21	Counseling Center	List of Campus Involvement Events
5	T 09.21.21	Academic Advising	Scavenger Hunt Photo Story
6	T 09.28.21	Career Service Center Julie Ruthenbeck	Submit completed YouScience Analysis and a sample of Four-Year degree plan for your major: https://www.angelo.edu/academics/programs/?program-type=Undergraduate
7	T 10.05.21	Summary writing	1) Reflection on Campus Involvement Activities 2) Read article provided 3) Bring outline of article to class
	Th 10.07.21	Summary writing	Bring Summary draft to class
8	T 10.12.21	Summary	
	Th 10.14.21		Summary Final Draft

* MCS 115