INSTRUCTOR CONTACT INFORMATION:
Dr. Connie Heimann
Office: CAV 017
Email: cheimann@angelo.edu (preferred contact)  
Phone: 325-486-6651
Office hours: Posted on BlackBoard

COURSE DESCRIPTION: Coming to college brings a whole suite of challenges to freshmen, especially those who have never lived away from home before. To help ease student’s transition to becoming an autonomous, productive adult, this course will use a problem solving format to help students learn how to think through common problems, learn how to do everyday skills that they may not have before leaving home, and teach skills necessary for both navigating their new environment at Angelo State University and critical life skills that will set them on the path to being an adult. Included will be practical information on a variety of topics including time management, maintaining a healthy lifestyle, study skills, and using the resources of the university. We will also discuss topics such as resilience and perseverance, financial health, etc. Real time problems of the students in the course will drive some of the content of the course. Emphasis will be on using critical thinking skills to reason out problem.

COURSE MATERIALS:
Lecture (required):
• LibGuides (http://angelo.libguides.com) will serve as the text/research tool portal
• ASU email account that you check regularly
• Blackboard course site (http://blackboard.angelo.edu)

COURSE REQUIREMENTS:
Four written assignments and one oral communication project will be required. Writing assignments completed in or out of class should be treated as formal academic writing. Students unfamiliar with Blackboard and needing assistance should contact the professor. Use of library research tools is required. Use of the SMART Learning (http://www.angelo.edu/dept/writing_center) is required. Class attendance and participation in the Faculty Lecture series are required.

CORE STUDENT LEARNING OUTCOMES
Upon completion of this course, students will be able to
• Gather, analyze, evaluate, and synthesize information relevant to a question or issue (CT1)
• Develop, interpret, and express ideas through effective written communication (CS1)
• Develop, interpret, and express ideas through effective oral communication (CS2)
• Acquire skills in working with others as a member of a team

To achieve these course objectives and help maximize your learning, it is vital that you attend class, come prepared, and study the material every day (more about this under student responsibilities).

METHODS OF ASSESSING OBJECTIVES: The student learning outcomes will be assessed by in-class activities and writing assignments.

Grading:

<table>
<thead>
<tr>
<th>Component</th>
<th>Maximum Points</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities &amp; Homework</td>
<td>40 from several 1 to 5 pt activities or homework (Library tutorial – 10 points)</td>
<td>A = 90 to 100% (90-100 pts)</td>
</tr>
<tr>
<td>Writing Assignment 1</td>
<td>20</td>
<td>B = 80 to 89.9% (80-89 pts)</td>
</tr>
<tr>
<td>Writing Assignment 2</td>
<td>20</td>
<td>C = 70 to 79.9% (70-79 pts)</td>
</tr>
<tr>
<td>Writing Assignment 3</td>
<td>20</td>
<td>D = 60 to 69.9% (60-69 pts)</td>
</tr>
<tr>
<td>Total Points***</td>
<td>100</td>
<td>F = &lt;60% (0-59 pts)</td>
</tr>
</tbody>
</table>

In class Activities & Homework: A maximum of 40 points is allowed from lecture activities and both online and offline homework; however, there will be opportunities to earn approximately 50 of these points. Activities are NOT attendance points, but you must be present to earn them—there are no make-ups. Participation is expected. If you do not earn points on a given assignment, you will have an opportunity to earn them on another, but are still responsible for the material covered in the assignment. All assignments will be posted on BlackBoard. It is your responsibility to check BlackBoard frequently and keep up with all posted assignments.
All grades will be calculated in the same way, regardless of extenuating circumstances or any reason not related to your actual performance in the course. However much I may sympathize with your personal circumstances, I never consider them to be a basis for grade assignments. The activity and homework points serve as an extremely generous, built-in curve. I strongly encourage you to take advantage of them when they become available because once assigned they cannot be made up. Therefore you should always attend class and strive to do your best, so that you may earn the grade you want. It is your responsibility to keep up with your point total. Don’t worry I will help you, if you just ask!

STUDENT RESPONSIBILITIES:

Attendance: You are expected to attend all scheduled class meetings. You are expected to arrive on time and stay for the entire period. Missed lecture activity points CANNOT be made up. Attendance will be checked at each class meeting. Please inform me well ahead of time if you will need to be absent for any reason including religious holidays. NOTE: You are NOT automatically dropped if you stop attending class.

Academic Honesty and the ASU Honor Code: Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Honor Code (http://www.angelo.edu/forms/pdf/Honor_Code.pdf) and the ASU policies on academic dishonesty, which is contained in both print and web versions of the Student Handbook. The penalty for ANY act of dishonesty in this class, including any form of cheating or plagiarism: 1) is a grade of ZERO on the assignment and, 2) disciplinary action as warranted in accordance with university guidelines. Please do NOT jeopardize your career; it’s not worth it.

Accommodations for students with disabilities: All students at Angelo State must have the capacity to undertake, with reasonable assistance from the faculty and administration, the academic challenges necessary to fulfill the academic requirements for the degree for certification programs that they are pursuing. If you have a disability and need special accommodations of any nature, you should contact the Student Life Office (Garden Level, University Center, (325) 942-2191 or (Student.Life@angelo.edu). I will be happy to make accommodations for you based on the recommendations from the Student Life Office. Please make your request early in the semester to allow time for appropriate arrangements.

Religious Holy Day: A student who intends to observe a religious holy day during the semester should make that intention known in writing to the instructor during the first week of the semester and one week prior to the absence. If this submission is completed, a student who is absent from classes for the observance of a religious holy day shall be allowed to take make up missed exams or assignments scheduled for that day in accordance with syllabus policy.

Class Preparation Blackboard (Bb) You should be a frequent visitor to the course Blackboard site (blackboard.angelo.edu). Please check Bb regularly. All of the material you need to prepare for class is available from the Bb site: reading assignments, homework assignments, in-class activity handouts, helpful web links, etc. If you are a first time Bb user, your password is your ASU PIN (usually your 6-digit birth date unless you have changed it). You can change your password and update your personal information by adding your email address and a telephone number where you can be reached this semester.

Class Preparation ASU email: Since class announcements will be routinely distributed via email, you will need to regularly check your ASU email account. Please check your ASU email daily. All course correspondence will be through your ASU email only (I will not respond to email from other accounts). Please see the email policy in Bb for more details. ASU provides Internet and email services to you at any of the computer labs on campus. Call 942-2911 to set this up if necessary.

Lecture: A typical class meeting will combine mini-lectures, discussions, group activities, multimedia presentations, and other demonstrations and activities to give you an opportunity to practice critical thinking skills in as active a manner as possible.

• Ask questions, no matter how naive they seem to you. I will do my best to offer you a satisfactory answer. The only stupid question is one that isn’t asked.
• Ask for help and/or clarification. Don’t suffer in silence. I can’t help you learn if I don’t know you’re confused or if my instructions are unclear.

Use of electronics for non-class related activities: More and more students are bringing their laptops/tablets, etc. to class to take notes. Sadly, some students use these devices for non-class related activities. Viewing movies, videos, checking social media, etc. can be distracting to other students. This will not be tolerated. You will be given one warning and then asked to leave. You will have to make an appointment with Dr. Heimann to be allowed re-entry to class.

Course Groups: While taking writing assignments are an individual activity, almost all other activities will require your participation with other class members. We will form ephemeral groups almost every class so that you will get to know all the members of the class. Many of the in class activities will be solved collaboratively.
<table>
<thead>
<tr>
<th>Week/ Date (approx.)</th>
<th>Class activities and homework</th>
</tr>
</thead>
</table>
| 1 Aug. 26-30 | Introduction to course and college culture. What does it mean to “take personal responsibility”?  
Reading Assignment:  
[http://blogs.angelo.edu/2015/02/05/college-vs-high-school-differently-hard/](http://blogs.angelo.edu/2015/02/05/college-vs-high-school-differently-hard/) |
| 2 September 2-6 | Navigating ASU’s Campus and Campus Resources. Scavenger Hunt Assignment  
Reading Assignment: None.  
[NOTE: Class will not meet MONDAY September 2 due to the Labor Day holiday]  
HOMEWORK – Writing Assignment 1 –See BlackBoard – Finding peer-reviewed articles  
Complete the Library Tutorial (REQUIRED) |
| 3 September 9-13 | Living on your own – Time management, budgeting, etc  
Assignment: Using the template on page 5 of the Academic Survival Tips booklet on BlackBoard, make a study schedule. Include your work time, class time, and make sure to leave room for sleep. Bring this with you to class on Wednesday September 11. |
| 4 September 16-20 | Managing your Academic Success  
Reading Assignment: Academic Survival Tips – pick one area from the table of contents that you are struggling with this semester. Read the tip and write a short (1 paragraph) explanation of how you might use the tip to help you academically.  
Calculating GPA assignment – see BlackBoard for details |
| 5 September 23-27 | Financial Responsibility – Credit Scores, Credit Cards, Financial Aid, taxes  
Homework – Go to any ONE of the credit reporting agencies and get a copy of your credit score. You DO NOT need to pay for this service. If they require a credit card, use a different agency. If the report is “you do not have enough information to generate a score” or something like that - then that is your report. You will not be required to tell me what your credit score is. |
| 6 September 30-October 4 | Social Responsibility – Staying safe and Healthy  
HOMEWORK – Writing Assignment 2 – See BlackBoard for assignment instructions |
| 7 October 7-11 | Student Choice  
Reading Assignment: To Be determined |
| 8 October 14-18 | Advising, Degree Plans, Career Counseling  
HOMEWORK: Final Writing Assignment 3 – See BlackBoard for assignment instructions |

NOTE: Reading Assignments are expected to be completed OUTSIDE of class. They will serve to help you with the in class discussions, activities and homework assignments. Other materials and activities may also be used.