

## BPC 110 Syllabus – Freshman Year Experience

**Course: BPC 110**

**Class Location: Jordan 108**

(may move to SCI 105)

**Time: M, W 2:00 – 3:20 pm**

**Credit Hours: 3**

**Instructor: Dr. Juliet Hahn**

**E-mail : [jhahn@bpc.edu](mailto:jhahn@bpc.edu)**

**Office Hours: 3:20-4:20 M,T,W & T,Th 9:20 to 10:00 or by appointment**

(I am around on campus from M to F, 7:30 am to 4 or 5 pm)

**Office Location: SCI 117 (Science Bldg.)**

### Required Text & Materials:

- Beiderwell, B., Tse, L., Lochhaas, T. J., & Dekanter, N. B. (2013). *College Success*. New York: Flat World Knowledge, Inc. <http://students.flatworldknowledge.com/course/2527466>
- Binder, folder, or notebook with notebook paper
- Ink pen with black or blue ink

**Course Description:** The goal of the course is to ensure student success during the freshman year and beyond and to support students in their pursuit of an undergraduate education committed to academic excellence, the liberal arts tradition, and the Christian faith. Topics include an introduction to the services of the College and activities are designed to promote the intellectual and spiritual development of every freshman student. The course includes instruction in topics ranging from time management to test taking, homesickness to money management, health and wellness management to residential life, and includes career exploration with the intent of helping students match their abilities and interests with careers that involve those abilities and interests. Each section of the course will provide an overview of the programs available at the College and will support career exploration through discussion and guest speakers.

### Course objectives:

- To ensure that students are aware of and familiar with all campus resources and services, for example, the library, career services, counseling, tutoring, etc...
- To help students develop strategies for coping with and succeeding in both academic and nonacademic life on campus
- To help students develop personal goals for careers and academic majors

### Regarding the Syllabus:

- This document outlines, in detail, the policies and procedures that pertain to the course. It enumerates certain expectations of both the student and the professor, and defines explicitly the criteria by which the student shall be judged to have successfully completed the course. By remaining in the course, students agree to all the policies and procedures contained herein, and take full responsibility for familiarity with the syllabus and all of its contents.
- The professor reserves the right to make changes to this syllabus and schedule to suit the needs of the course. When making changes, the professor will always try to make those changes known to the students as far in advance as possible.

### Grade Assessment:

Assignment	Weight
Quizzes	40%
Assignments (including participation)	40%
Final Project	20%
<b>TOTAL:</b>	<b>100%</b>

*The grading scale is: A: 90-100      B: 80-89      C: 70-79      D: 60-69      F: Below*

## **Grade Related Policies:**

- A grade of “Incomplete” (IC) will only be given for verified inability to complete the work due to circumstances beyond the student’s control, and only if the student has a currently passing average on work turned in. The student must notify the professor immediately if they may need an IC.
- All students should begin this course with the understanding that they are not owed a certain grade. Students should consider themselves to have an average grade of “0” until they actually do the work assigned. **Students should not take their grade points for granted. They must be earned.**

## **Attendance Policy:**

- Students are expected to attend and participate in all class sessions. Absences will put students at a disadvantage, not only at test time, but also in the overall benefits gained from the course. An attendance record will be kept. After 3 unexcused absences, a point will be deducted from the student’s final grade for each absence.
- Excused absences will carry no direct penalty. However, the circumstances in which an absence will be excused are few. In order to receive an excused absence, one of the following must occur:
  - The student must contract a verifiable illness serious enough to require medical attention. The student must then bring a note from a licensed medical facility confirming the illness and the student's need to be excused.
  - A family member or close friend of the student may have passed away, in which case an excused absence will be permitted to allow the student to attend the funeral.
  - The student may be a member of an athletic team and receive an official excuse from the Vice President of Academic Services, in which case the student must turn in any assignments due on the date of the absence prior to its occurrence, and must make up any missed quizzes within 1 calendar week of the absence. (A missed quiz may also be replaced by an average prorated for the difficulty of the missed quiz). Otherwise, the missed assignment or quiz will receive a grade of “0”. The student is responsible for being proactive in completing the work – it is not the professor’s job to chase the student down.
  - Other extenuating circumstances may merit an excuse from the professor. These will be evaluated on a case-by-case basis at the professor’s discretion. Do not assume an extenuating request will be granted. In order to be considered, the student must notify the professor by email as soon as possible of an extenuating circumstance, preferably before the anticipated absence. Delay will reduce the likelihood of the request being granted. The professor may require proof of the described circumstances before granting the exception.
- If a student is found to have falsified circumstances in order to receive an excused absence, it will be treated as an incident of academic dishonesty, which will, at minimum, result in a grade of zero being recorded for any make-up work that had been allowed, and may, if it is not a college-wide first offense, result in automatic failure of the course, or even immediate expulsion.

## **Assignment Expectations:**

- Periodically the professor may issue assignments. The professor will distribute instructions to all students present on the day the assignment is given. The expectations and due date of the assignment will be clearly indicated. Note that an absence, excused or otherwise, does not relieve a student of the responsibility of receiving an assignment or of turning one in. Late assignments will not be accepted except when caused by unplanned excused absences.

## **Quiz Expectations:**

- Students will be required to demonstrate their knowledge of the course and/or textbook content on a regular basis by completing in-class quizzes. Such quizzes will be done via individual effort. Talking to any individual other than the professor, looking in the direction of other students' papers, or use of any

- electronic device during a quiz will be construed as cheating, and will result in an automatic zero for that quiz grade.
- It is the students' responsibility to read textbook chapters (I suggest after class discussion.)

### **Cell Phone Usage**

- Students are expected to refrain from using their cell phones and mobile devices in class unless an activity or assignment is given where usage would be appropriate.
- Cell phones may remain on desk or table tops. Students may step out to take calls or texts as long as leaving class wouldn't cause a distraction.

### **Final Project Expectations**

- Students will be required to complete a final project in order to successfully pass the course. This project will be due shortly before the beginning of finals at the end of the regular semester. The requirements of the project, its exact due date, and its means of evaluation will be described in more detail when it is assigned. This project replaces and counts as the course's final exam, which means during final's week there will be no class and no final exam.

### **Technology requirements for the course:**

- All students must have a BPC email account. All email contact should be made using your BPC email account. If you need any assistance, email me and I will do my best to get back to you within 24 hours.
- Students will need to access to Haiku LMS, where the course syllabus will be posted, as well as the course schedule and instructions for any upcoming assignments. Students may also be given the option of submitting certain assignments via Haiku LMS.

### **Technology Issues:**

- If you have technical difficulties, email me and I will sort them out if I can. However, I do expect you to put a reasonable amount of your own effort into solving your issues (including the use of Google and built-in help features), and if you are emailing me constantly at the first sign of trouble, I will quickly become unsympathetic. If the issue relates to access to your BPC email or Haiku accounts, you will need to either email BPC Technology at [helpdesk@bpc.edu](mailto:helpdesk@bpc.edu) or call them at 912-583-3119.

### **Useful Links:**

- Haiku LMS - <http://www.bpc.edu> > Online Courses > Google Apps > More > Haiku LMS

## Syllabus attachment – College Policy on Academic Honesty

### **Purpose**

As a Christian community of faith and scholarship, we at Brewton-Parker College are committed to the principles of truth and honesty in the academic endeavor (2 Timothy 3:16). As faculty and students in this Christian community, we are called to present our academic work as an honest reflection of our abilities; we do not need to defraud members of the community by presenting others' work as our own (Mark 10:17-22). Therefore, academic dishonesty is handled with serious consequences for two fundamental reasons: it is stealing – taking something that is not ours; it is also lying – pretending to be something it is not. In a Christian community, such pretense is not only unnecessary it is also harmful to the individual and community as a whole. Cheating should have no place at a campus where all labors are informed by our faith because God desires us to be truthful with each other concerning our academic abilities. Only with a truthful presentation of our knowledge can there be an honest evaluation of our abilities. To such integrity, we as a Christian academic community are called.

The following acts are those which we consider to be dishonest:

### **Plagiarism:**

It is presenting as your own work the words, ideas, opinions, theories, or thoughts of another which are not common knowledge. Students who present others' words or ideas as their own without fair attribution [documentation] are guilty of plagiarizing. Unfair attribution includes, but is not limited to, a direct quotation of all or part of another's words without appropriately identifying the source. It is also unfair attribution to have included a source within a citation page without having carefully cited the source within the text of the document.

Plagiarism also includes, but is not limited to, the following acts when performed without fair attribution: directly quoting all or part of another person's words without quotation marks, as appropriate to the discipline; paraphrasing all or part of another person's words without documentation; stating an idea, theory, or formula as your own when it actually originated with another person; and purchasing (or receiving in any other manner) a term paper or other assignment, which is the work of another person, and submitting that work as if it were one's own.

### **Inappropriate Assistance:**

Giving or receiving assistance that has not been authorized by a faculty member in connection with any exam or academic work is academically dishonest. Students should assume that any assistance on exams, quizzes, lab work, etc., is unauthorized unless the faculty member involved in the exercise has approved it. Examples of prohibited actions include, but are not limited to, the following: copying or allowing others to copy answers to an exam; transmitting; receiving, or in some form obtaining information during an exam which would offer answers within

the framework of the material being tested; giving or receiving answers to an exam scheduled for a later time; and completing for others or allowing others to complete for oneself, all or part of an assignment; submitting as a group assignment work which was prepared by less than all of the members of that group. It is the responsibility of the student to inform an instructor of the lack of participation of one member of a group.

### **Lying:**

Offering false information with regard to your performance in academic work is academically dishonest and in opposition to the Christian life. Such activity includes, but is not limited to, the following: giving false reasons for failure to complete an academic assignment; falsifying the results of laboratory work or other data; altering academic work after it has been submitted; altering grades, lab work, or attendance records; falsely signing another person as present when he/she is absent in a class; submitting for academic advancement an assignment which has previously been submitted for academic advancement (unless so authorized by the faculty member supervising the work).

### **Theft:**

Stealing or otherwise taking, in an unauthorized manner, information which relates to academic work is academically dishonest.

### **Procedures:**

First Offense: The student must be advised of the penalty within seven days of the discovery of the Academic Integrity infraction. The student will be issued a grade of zero on the assignment and a mandatory counseling session with a member of the Academic Integrity Advisory Committee will be scheduled within a week of notification of the offense. The professor will inform the Office of the VPA of the offense, and the Vice President for Academics will subsequently maintain the student's Academic Integrity record.

Second Offense: The Office of the VPA will be notified of the offense, and the Professor will issue a grade of zero on the assignment. Upon being informed by the Office of the VPA that this is the second Academic Integrity offense, the student will be dropped from the course and a failing grade will be recorded.

Third Offense: The office of the Vice President of Academics will be notified of the offense, and the Professor will issue a grade of zero on the assignment. Upon being informed by the Office of the VPA that this is the third Academic Integrity offense, the student will be dropped from the course and a failing grade be recorded. The student will be reported to the Dean of Students for disciplinary action to consist of immediate expulsion from the College for a period of one Academic Year. Petition for redress is made to the Appeals Committee.

### **Disabilities**

The student has the responsibility of informing Brewton-Parker College, of any disabling condition for which the student will request course modifications. Brewton-Parker College provides academic adjustments and auxiliary aid to individuals with disabilities, as defined under law, who are otherwise qualified to meet the institution's academic requirements. It is the student's choice and responsibility to initiate any request for accommodations. Required documentation must be provided before the college can make accommodations. To communicate a disabling condition and receive the required documentation please contact Dr. Robert Brian by phone at 912-583-3107 or email at [rbrian@bpc.edu](mailto:rbrian@bpc.edu).

We will cover chapters 1 through chapter 14 (excluding chapter 12) evenly distributed throughout the semester at the rate of about a chapter every 2 class meetings.

**Assignments will also be evenly distributed throughout the semester.**

Assignment 1: Campus Tour/Scavenger Hunt Assignment

Assignment 2: Library Worksheet

Assignment 3: Participation in Listening and Remembering

Assignment 4: The Ultimate Gift

Assignment 5: Making a Budget

Assignment 6: Participation in the “Game of Life”

11/14M ..... receive final project, assignment: participation in the “game of life”

11/16W, ..... no class meeting, working on final project

11/28M ..... no class meeting, working on final project

11/30W..... final project due at the beginning of class

You will have at least 4 quizzes distributed throughout the semester. You will receive at least one class advance notice before the quiz. Everyone will be able to drop their lowest quiz grade (including one missed quiz zero without documentation – **ONLY ONE** dropped quiz) .

12/6 T..... NO Final Exam (no class)

**Academic Important Dates**

8/15 M last date for drop/add without paying a drop/add fee

8/22M last date to register or drop/add classes

10/10M last day to withdraw from class without grade penalty

12/1R last class meeting of the semester

12/5M to 12/8R Final Exam Period

1/2M last date for returning students to complete registration without paying late registration fee

**Holidays**

9/5M Labor Day Holiday

11/19F residence halls close at 1 pm for Thanksgiving

11/21M to 11/25F Thanksgiving Holiday

11/26 Saturday residence halls open at 2 pm

12/10 Saturday residence halls close at 10 am

12/19/16 M to 1/2/17 M Christmas Holiday

**Syllabus Agreement Form, Information Sheet & PIN number selection**

I have read and understand the policies stated in the syllabus for Dr. Hahn's BPC 110 Lecture class for the Fall semester of 2016. All questions have been answered to my satisfaction. By signing this sheet I agree to abide by the policies stated therein.

Your signature \_\_\_\_\_ Dr. Hahn BPC 110 Lecture Fall 2016

Print your name: \_\_\_\_\_ Date submitted: \_\_\_\_\_

**\*\*\*\*\* Information Sheet**

contact phone # \_\_\_\_\_ contact email address \_\_\_\_\_

major \_\_\_\_\_ year (please circle one) fresh, sophomore, junior, senior, other

if other please explain \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

other courses taking currently (give course name) \_\_\_\_\_  
\_\_\_\_\_

What do you want to do with your degree? \_\_\_\_\_  
\_\_\_\_\_

hobbies: \_\_\_\_\_

Feel free to tell me anything else you would like me to know about you: \_\_\_\_\_  
\_\_\_\_\_

**\*\*\*\*\* PIN Selection**

I \_\_\_\_\_ (sign name) give Dr. Hahn permission to post my grades by using the PIN # \_\_\_\_\_ for the Fall 2016 semester for BPC 110 (Freshman Year Experience) I may opt out of having my grades posted (Do not use your SS# or student ID # to ensure the security of your posted grades.) I also [(do) or (do not)] (circle one) give Dr. Hahn permission to return my actual exam in a self serve fashion in folders.

