First-Year Experience Course

Instructor:
[insert instructor name]
Office location: KRCH, 4th Floor
Office phone: [insert instructor phone number]
Email: [insert instructor e-mail address]
Office hours: by appointment, schedule here (www.purdue.edu/studentsuccess/specialized/purduepromise/contact_us.html)
Blackboard Course Name: [insert Blackboard course name]

Course Description
GS 197 is a 1-credit, 16-week course designed to assist Purdue Promise students in their transition to Purdue University by introducing them to vital campus resources that can be used throughout their college experience. The course is largely experiential via on-campus field trips and in-class presentations from campus partners.

Objectives
In this course, students will:
- Be introduced to Purdue resources such as MyPurdue, Blackboard, and Purdue University policies.
- Learn and discuss topics pertaining to becoming a college student/young professional such as email communication habits, appropriate class demeanor, and how to work best with instructors and advisors.
- Learn about resources the available resources at Purdue such as the Division of Financial Aid, Office of the Dean of Students, Writing Lab, Center for Career Opportunities, Student Wellness Office, etc. via presentations from the respective offices to become more confident in self-efficacy and self-advocacy as college students and young adults.
- Develop connections and resources with other students, staff, and faculty at Purdue University.

Academic Honesty
Academic dishonesty is a serious offense at Purdue University and will not be tolerated in this class. The definition of academic honesty can be found at http://www.purdue.edu/odos/osrr/academicintegritybrochure.php. Some examples of academic dishonesty are cheating, plagiarism, fabrication, or facilitating academic dishonesty. It is your responsibility to be aware of the academic honesty policy. Academic dishonesty can result in suspension or expulsion.
Accommodations
Students with disabilities must be registered with the Disability Resource Center in the Office of the Dean of Students before classroom accommodations can be provided. If you are eligible for academic accommodations because you have a documented disability that will impact your work in this class, please schedule an appointment with your professional staff instructor as soon as possible to discuss your needs.

Religious & Cultural Observances
If religious holidays or cultural observances conflict with class time or activities, please let your professional staff instructor know about these conflicts by the end of the second week of classes. If notified during the first two weeks of class, alternative arrangements can be made.

Diversity Welcome Statement
In this course, each voice in the classroom has something of value to contribute. Please take care to respect the different experiences, beliefs and values expressed by students and staff involved in this course. We support Purdue’s commitment to diversity, and welcome individuals of all ages, backgrounds, citizenships, disability, sex, education, ethnicities, family statuses, genders, gender identities, geographical locations, languages, military experience, political views, races, religions, sexual orientations, socioeconomic statuses, and work experiences. For more information, visit the Division of Diversity and Inclusion website (http://www.purdue.edu/diversity-inclusion/).

Classroom Guidelines
To promote community respect and a supportive environment, please follow the following guidelines:

- Students are to arrive to class on time.
- Cell phones must be turned off during class and should not be used in class.
- No laptops should be used in class; the materials covered in this class do not necessitate their use.
- Students are not to talk over one another; everyone has the right to express their opinions and that must be respected.

Textbook
No textbook is required for this course.

Attendance
As a 1 credit hour course, we only meet once a week. In order to achieve the desired outcomes for this course, class attendance is vital. Students can receive 10 attendance points for each class attended. 5 points will be deducted for tardiness. We understand that emergencies happen, so if there is a legitimate reason for an absence (death in the family, severe illness, etc.), please notify your instructor immediately. Each day after class, your instructor will enter attendance points via Blackboard along with any notes if your attendance is not satisfactory.

Class Participation
This is an experiential, participatory class. During the classes in which discussions are had, you are expected to participate in class. This entails going beyond making a single comment at the beginning of class and then being inactive the rest of the class period. Each student needs to consistently make comments, pay attention during discussions, ask thoughtful and relevant questions, participate in group or any in-class activities, use body language to show that you are actively engaged, and not use his/her cell phone. During the classes that involve in-class presentations or
traveling to an office for a presentation, you are expected to positively represent Purdue Promise. Each student needs to pay close attention during presentations, not use your phone or computer, ask questions you have regarding the presentations, and be respectful of the presenters’ knowledge, time, and willingness to present to the class.

Students can receive up to 10 participation points for each class based on the instructor’s discretion. Each day after class, your instructor will enter participation points via Blackboard along with any notes if your participation is not satisfactory.

Assignments
All assignments are turned in via Blackboard (exception: Mid-semester Grade Check) and are due before class begins. In the case of an emergency that prevents you from being able to turn in an assignment on time, you need to contact your instructor. Late assignments will lose 10 points per day late. Assignments will be graded based on the student’s ability to follow the assignment guidelines.

<table>
<thead>
<tr>
<th>Assignments &amp; Class Points Distribution</th>
<th>Due</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Course Assessment</td>
<td>[insert due date]</td>
<td>100</td>
</tr>
<tr>
<td>Who I Am Paper</td>
<td>[insert due date]</td>
<td>100</td>
</tr>
<tr>
<td>Mid-semester Grade Check</td>
<td>[insert due date]</td>
<td>100</td>
</tr>
<tr>
<td>Résumé &amp; Cover Letter</td>
<td>[insert due date]</td>
<td>100</td>
</tr>
<tr>
<td>Donor Thank You Letter</td>
<td>[insert due date]</td>
<td>100</td>
</tr>
<tr>
<td>Post-Course Assessment</td>
<td>[insert due date]</td>
<td>100</td>
</tr>
<tr>
<td>Required Study Hours (5 hours per week for every week except Week 16 of the syllabus)</td>
<td>ongoing</td>
<td>140</td>
</tr>
<tr>
<td>Attendance (10 points each class)</td>
<td>ongoing</td>
<td>130</td>
</tr>
<tr>
<td>Participation (10 points each class)</td>
<td>ongoing</td>
<td>130</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>1000 Points Possible</td>
</tr>
</tbody>
</table>

Grading Scale
925-1000 points = A (93%-100%) 725-764 points = C (73%-76%)
895-924 points = A- (90%-92%) 695-724 points = C- (70%-72%)
865-894 points = B+ (87%-89%) 665-694 points = D+ (67%-69%)
825-864 points = B (83%-86%) 625-664 points = D (63%-66%)
795-824 points = B- (80%-82%) 595-624 points = D- (60%-62%)
765-794 points = C+ (77%-79%) 0-594 points = F (0%-59%)

Statement of Emergency Preparedness
In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances.

Course Calendar
The syllabus class topics, assignments, and due dates are subject to change. Students will be responsible for noting all specific changes with assignments and their due dates. You are expected to daily check both Blackboard and your personal email to stay informed.
## Course Calendar

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
<th>Assignments</th>
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</table>
| **Week 1** **[date]** | Course/Syllabus overview (in class)*  
   Icebreaker/Instructor reads Who I Am paper  
   Introduction to Purdue/college resources  
   - MyPurdue, Blackboard Learn, university reg./policies (add/drop, GPA calculation, probation), account holds, academic honesty, university lingo and office names (CODO, DFA, etc.), confirm enrollment, etc.  
   Introduction to your scholarship  
   - PuP contract review, eligibility, how mentoring program works, books, refunds, tutor schedule/vouchers, supplemental instruction, ASC courses, PuP funds for 8 semesters, study abroad, FAFSA every year, free PuP printing, eStudent portal for 21st Century Scholars, Federal Work Study, etc. | Assign: Who I Am Paper, Pre-Course Assessment, Required Study Hours (2 weeks) |
| **Week 2** **[date]** | No Class—Labor Day | |
| **Week 3** **[date]** | Becoming a young professional: reviewing the tacit expectations (in class)*  
   - Working with instructors and advisors  
     o Emails/communication (need to check Purdue email every day), learning, networking  
     o Attendance, tardiness, cell phones, professional demeanor, international students/faculty/staff | Assign: Required Study Hours (1 week)  
 *Due: Who I Am Paper, Pre-Course Assessment, Required Study Hours (2 weeks) |
| **Week 4** **[date]** | Division of Financial Aid (field trip, SCHL 305)  
   - Order/deadlines to accept loans/financial aid, how refunds work, new TfCS legislation & summer aid, maintaining scholarship including Indiana residency, budget adjustments vs. emergency loans, deadline to accept Federal Work Study or conversion to loan, etc. | Assign: Required Study Hours (1 week)  
 *Due: Required Study Hours (1 week) |
| **Week 5** **[date]** | Student Wellness Office (field trip, CREC 2236)  
   - Healthy Relationships | Assign: Required Study Hours (1 week)  
 *Due: Required Study Hours (1 week) |
| **Week 6** **[date]** | Writing Lab (field trip, HEAV 226)  
   - Introduction to services | Assign: Mid-semester Grade Check, Required Study Hours (1 week)  
 *Due: Required Study Hours (1 week) |
| **Week 7** **[date]** | Office of the Dean of Students (field trip, SCHL 207)  
   - ODOS: disabilities, absence/illness/grief absences, university withdrawal process, crisis support, etc. | Assign: Required Study Hours (2 weeks)  
 *Due: Required Study Hours (1 week) |
<table>
<thead>
<tr>
<th>Week</th>
<th>[date]</th>
<th>Event</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td></td>
<td>No Class—Fall Break</td>
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</tbody>
</table>
| 9    |        | Student Wellness Office (field trip, PUSH 201)  - Stress Management/General Health | Assign: Required Study Hours (1 week)  
Due: Required Study Hours (2 weeks) |
| 10   |        | Purdue University Police Department (in class)  - Campus safety: theft, violent behavior, and emergencies | Assign: find a job posting to work with for the next class presentation,  
Required Study Hours (1 week)  
Due: Mid-semester Grade Check, Required Study Hours (1 week) |
| 11   |        | Center for Career Opportunities (in-class)  - Brief Introduction to CCO services  - Résumé and Cover Letter Workshop | Assign: Résumé & Cover Letter, Required Study Hours (1 week)  
Due: Required Study Hours (1 week) |
| 12   |        | Counseling & Psychological Services (field trip, PUSH G43)  - Introduction to services (free & at cost) | Assign: Required Study Hours (1 week)  
Due: Résumé & Cover Letter, Required Study Hours (1 week) |
| 13   |        | Purdue Student Employment & Outreach Office (in-class)  - Money management & budgeting 101 | Assign: Required Study Hours (2 weeks)  
Due: Required Study Hours (1 week) |
| 14   |        | No Class—Thanksgiving Break |  |
| 15   |        | Student Wellness Office (field trip, CREC 2236)  Sexual Wellness | Assign: Donor Thank You Letter, Post-Course Assessment, Required Study Hours (1 week)  
Due: Required Study Hours (2 weeks) |
| 16   |        | You as a Resource (in class)*  - Self-efficacy and self-advocacy | Due: Donor Thank You Letter, Post-Course Assessment, Required Study Hours (1 week) |