

Sample Syllabus

ABAC 1000 Freshman Seminar

Professor: Ira Instructor, iinstruc@abac.edu
Office: Conger Hall, Room 123
Days/Time: CRN 12345 (MW 10:00-10:50 am, August 17 – December 7) King Hall, Room 11
Phone: 391-1234 or 391-5432 (Division Office)
Office hours: M-F 9-10 am, M-F 1-2 pm and other times by appointment

I. General Course Information/Outcomes and Objectives

The successful completion of ABAC 1000 will result in 1 semester credit hour. This course is offered every semester and is strongly recommended for first-time entering freshmen.

Two hours of lecture each week for 8 weeks or one hour of lecture each week for 16 weeks. This course is designed to provide orientation to the institution and college life, aiding the student in their transition to college expectations and opportunities.

Outcome #1: The student will demonstrate goal setting and time management skills.

Activity A – Create and maintain an academic planner.

Activity B – Develop academic and career goals.

Outcome #2: The student will demonstrate acceptance of academic responsibilities and policies to include punctuality, regular attendance, appropriate classroom behavior, homework preparation, note taking, textbook reading, listening, and exam preparation.

Activity A – Complete an essay, examination, or other assessment that requires that the student utilize textbook reading, note taking, listening, and exam preparation.

Outcome #3: The student will demonstrate an awareness of learning resources available on campus.

Activity A – Complete the resource “Scavenger Hunt” (recommended as a group project), including visits to the Library, Student Development Center, and the Student Success Center.

Activity B – Send an e-mail to the ABAC 1000 instructor with a progress report for each class (using their Stallion account).

Activity C – Use WebCT Vista to post a Discussion Board entry.

Outcome #4: The student will demonstrate knowledge of resources and procedures for advisement, registration, and financial aid.

Activity A – Make and keep an appointment with his/her academic advisor.

Activity B – Complete a registration form for the next term.

Activity C – Identify key financial aid policies and deadlines.

Outcome #5: The student will demonstrate awareness of concerns and issues related to personal and civic responsibility and cultural diversity.

Activity A – Explore civic responsibility and cultural diversity through interactive methods such as case studies, workshops, and role-plays.

II. Materials/Resources

- A. *A Few Key to All Success*. Dr. Jim Muncy, Few Keys, 2002. AND/OR
37 Keys to College Success: Balancing Student Life and Academics. Andy Masters, Hawthorn, 2007.
10 Steps to the Head of the Class: A Challenge to Students, Dr. Samuel Betances, New Century Forum, 2005.
- B. *Living the Keys to Success (Workbook)*. Dr. Jim Muncy, 2008.
- C. ABAC website: www.abac.edu
- D. WebCT Vista
- E. Pen or pencil, Loose-leaf notebook

III. Learning Resources

Read your textbook. Ask your instructor for help in class and outside of class. *If there is any student in this class who has specific needs because of learning disabilities or any other disability, please feel free to come and discuss this with me.* This course is designed to help you adjust to your academic courses and to college life at ABAC. We hope you will find in this class and here at ABAC much support and encouragement.

IV. Academic Responsibility

Students are urged to pay careful attention to ABAC's statement of "Academic Dishonesty" found in the college catalog (online). It is unacceptable to claim the work of someone else as your own. Academic dishonesty will not be tolerated and will be addressed appropriately.

V. Grading

There are several assignments in the course; each assignment corresponds with one or more of the 5 objectives of this course. Your grade in ABAC 1000 will be determined as a percentage by simply averaging the assignments for the course. We will use the following scale to determine your final course grade.

Percent	Grade
89.5% – 100%	A
79.5% – 89.4%	B
69.5% – 79.4%	C
59.5% – 69.4%	D
0% – 59.4%	F

VI. Class Attendance

ABAC 1000 is designed to be an interactive course. To attain maximum success, students must attend all classes, be on time, and attend all scheduled course activities. Students must actively participate in class discussions. Therefore students are strongly encouraged to attend every class meeting. If student misses more than two class meetings they will not be allowed to complete the course.

Absence from class, for whatever reason, does not excuse a student from full responsibility for class work or assignments missed. Whenever a student is absent the student must assume responsibility and provide notice to the instructor, preferably in advance, for making arrangements for any assignments and class work missed because of the absence. However, final approval for make up work remains with the individual instructor.

For absences occurring on dates involving an activity deadline, it is expected that students show integrity, commitment, and responsibility. In a timely manner, communicate the reasons to your instructor by way of a phone call, an e-mail, or a note, and if the absence is excused, the student may submit the activity for grading in a timely manner.

A student who stops attending class without officially withdrawing from the course is subject to this attendance policy and will receive a grade of “F” for the course.

The withdrawal deadline (without penalty) date for this semester is September 11 (Session A), October 8 (Full-term), and November 6 (Session B)

Do your best! Rise to the challenge! Live and Learn!