



Abraham Baldwin

AGRICULTURAL COLLEGE

A State College of the University System of Georgia

TIFTON, GEORGIA

Course Syllabus

Course Name: ABAC 1000
Course Number: ABAC 1000
Course Description: 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.
Pre-requisites/Co-requisites: none
Course Learning Outcomes: By the end of the semester the student will: 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 utilizes 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.

College Policy on Class Attendance:

Courses at Abraham Baldwin Agricultural College are provided for the intellectual growth and development of students. To attain maximum success, students must attend all their classes, be on time, and attend all scheduled course activities including, but not limited to, field trips, seminars, study sessions, individual conferences, and lectures. This interaction with instructors and other students is an important element of the learning process, and a high correlation exists between class attendance and course grades. A student must understand the importance of regular participation in classroom and laboratory activities. The absence of any student affects not only his or her performance but the performance of the class as a whole. Absence from class, for whatever reason, does not excuse a student from full responsibility for class work or assignments missed. Students must accept this responsibility. ***Refer to the college catalog and/or student handbook.***

Whenever a student is absent, whether for official or personal reasons, 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 makeup work remains with the individual instructor.**

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. At the beginning of each semester, instructors will explain clearly to their student's specific attendance requirements (including possible penalties). Additionally, they will publish the attendance policy on their syllabi and web-sites.

A student penalized for excessive absences may appeal through the grade appeal process, as stated in ABAC's college catalog and student handbook.

INSTITUTIONAL ABSENCE

A student who serves as an official representative of the college is defined as one who:

is authorized to use the college name in public relationships outside the institution; Regularly interacts with non-college individuals and groups over an extended period of time (at least one semester); represents the college as a part of a group and not as an individual; represents the college under the direct supervision of a college faculty or staff member; and is authorized in writing, in advance, by the President of the college. Such a student is in no way released from the obligations and responsibilities of all students, but will not be penalized with unexcused absences when absences result from regularly scheduled activities in which he/she represents the college. Further, it is the responsibility of each student to contact instructors prior to the absence and to make arrangements to make up any work that will be missed, in a manner acceptable to the instructor. Advisors of activities will schedule off-campus activities in a manner that does not unduly disrupt the learning process for a student.

College Policy on Academic Dishonesty:

Because Abraham Baldwin Agricultural College has the dual responsibility of educating students and helping them mature into worthy citizens who take their place in the larger community, it has adopted a code for dealing with academic irregularities. Academic irregularities include, but are not limited to, giving or receiving of unauthorized assistance in the preparation of any academic or clinical assignment; taking or attempting to take, stealing, or otherwise obtaining in an unauthorized

manner any material pertaining to the education process; selling, giving, lending, or otherwise furnishing to any person any question and/or answers to any examination known to be scheduled at any subsequent date; fabricating, forging, or falsifying lab or clinical results; plagiarism in any form related to themes, essays, term papers, tests, and other assignments; breaching any confidentiality regarding patient information.

Due Process for Academic Dishonesty Cases:

Step 1. When a faculty member suspects that a student has engaged in academic dishonesty, the faculty member will call the student into a private meeting in the faculty member's office. (The division chair will be notified of and will approve any action.)

Step 2. The faculty member will confront the student with the evidence of dishonesty and/or academic irregularity. The faculty member and the student will discuss the specifics of what occurred. If the student confesses and accepts responsibility for academic dishonesty, then the faculty member will ask the student to sign in his/her own handwriting, a statement that makes clear that the student admits responsibility for the academic dishonesty. The faculty member will then consult with the division chair. The faculty member is then free to reprimand the student, to give a failing grade for the assignment, or to require the student to resubmit the assignment in question. With approval of the division chair, the faculty member can increase the penalty up to and including a "WF" for the course if the incident(s) merit this severe penalty.

Step 3. If the student refuses to sign a statement accepting responsibility for the act(s) of academic dishonesty, then a full hearing on the matter must be held. The faculty member and chair will document this incident and schedule a meeting with the student. This information will be turned over to the Academic Dean, who will make the determination of charges against the student and notify him/her in writing. The charges will be mailed by the Academic Dean to the student along with a notice to appear at a hearing, and, if the student wishes, to bring witnesses. At least three days' notice is necessary unless the student waives the notice in writing.

Step 4. If the student requests a hearing, the Academic Dean has the option of hearing the case for administrative adjudication, convening a special hearing panel including faculty and students, or of referring it to the Student Life Hearing panel which handles all other disciplinary matters on campus. The committee will provide its recommendation to the Academic Dean. The Student Life Hearing Panel, when hearing cases of academic dishonesty, will include two faculty members, two students (one of whom will be the SGA president and the other an associate justice,) and the Director of Student Life, who oversees campus discipline and the Code of Conduct. The Chief Justice of the SGA chairs the panel. The Vice President for Student Affairs will serve as advisor to the panel for all academic dishonesty cases. In general, the decision of the Academic Dean or his/her designee will not be appealed to the Student Life Hearing Panel. An appeal of the Dean's decision will go directly to the President who may choose to use the Student Life Hearing Panel to make a recommendation to him.

Step 5. The student has a right to appeal the decision of the hearing officer or hearing panel within ten calendar days of the decision. The appeal will be to the President or his designee. The President's decision is final. The President reserves the right to review all disciplinary cases and the judgments made during the process.

If there is a student in this class who has specific needs because of learning disabilities or any other disability, please feel free to contact the instructor.

Instructor:	DONNA KAY SLEDGE
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Office:	Gressette Gym, Room 211
Phone:	C: (229) 848-2506 O: (229) 391-4940
E-Mail:	dsledge@abac.edu
Class Location:	Nursing Building Room nursing 240
Text:	Course resources at http://www.abac.edu/pe/dsledge/ and on the Web Vista site. Web vista very important
WEB VISTA:	Course resources located on Vista include but are not limited to: a syllabus, a course calendar, study guides, course grades, attendance and punctuality reports, and exam information. <i>Students must have accessed the VISTA site no later than the third class meeting to avoid penalty.</i>
Materials:	<p>A. <i>A Few Key to All Success</i>. Dr. Jim Muncy, Few Keys, 2002. AND/OR <i>37 Keys to College Success: Balancing Student Life and Academics</i>. Andy Masters, Hawthorn, 2007. (no purchase necessary Power points and videos available)</p> <p>B. <i>Living the Keys to Success</i> (Workbook). Dr. Jim Muncy, 2008.</p> <p>C. ABAC website: www.abac.edu</p> <p>D. WebCT Vista</p> <p>E. Pen or pencil, Loose-leaf notebook</p> <p>F. DAY TIMMER/DATE BOOK</p>
Dress code:	Clothing suitable for a young professional will be required. Clothing should be comfortable and non-exposing. Dressing for success
COURSE WITHDRAWALS:	Withdrawing from a course is the responsibility of the student. If a student needs to reduce his/her course load during a particular semester, that student may officially withdraw from a class with a grade of "W," provided he/she takes this action before the mid-point in the semester (see the college calendar). Course withdrawals processed after the "drop" or mid-point deadline will result in a "WF" in the course. The student who wants to withdraw from a course must first see his/her academic advisor for permission to withdraw. At that point the advisor completes a drop form and the student follows the steps outlined on the form and submits it to the Registrar's Office. Official withdrawals can be made only if the student has not already abandoned the course and been dropped from the course with a penalty.
COLLEGE WIDE HARASSMENT POLICY:	Sexual or racial harassment in the University System is prohibited and shall subject the offender(s) to the appropriate disciplinary action. A student who feels subjected to any type of harassment should consult the instructor immediately. <i>Refer to the college catalog and/or student handbook.</i>
ABAC'S POLICY ON MIDTERM ADVISORY GRADES:	Midterm Advisory Grades will be reported on Banner Web to any student who has a C, D, or an F in any class. The number of class absences will be posted for all students. Advisory grades are not entered on the student's permanent record. Students should note that these grades are advisory and will not necessarily reflect the final grade earned in the course. These grades are intended to provide students with information in order to improve their performance in the second half of the semester. Students are responsible for checking Banner Web when grades and absences have been reported. Students who receive grades should meet with their instructors to develop plans for success in the second half of the semester. Students also should take advantage of study groups and the free tutoring services offered by the Academic Assistance Center (AAC).

CLASS POLICY:

Points will be given daily for punctuality, participation, and attendance. Failure to attend class, to participate, and/or to be on time will negatively affect this grade.

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 makeup 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)

Absences:

- 0-1 excused or unexcused Student eligible for 100% of possible grade no penalty
- 2 excused or unexcused = 20% of class missed eligible for 80% of possible grade
- 3 absences regardless of reason student encouraged to drop or fail the course

Make-ups:

No class no makeup. All work missed must be made up **before** the last two week of class.

Tardies:

Tardiness (entering class after roll call) will result in point deduction from the participation grade.

Students entering class later than 5 minutes after the hour will receive an absence.

Evaluation:

The grading format for this course will be based on a points system. Points will be awarded for class participation, class room assignments, activities, maintaining a daily planner, progress reports, attendance to 4 lectures, service to our community activities, Advisor check in and course scheduling for next semester, Financial aid quiz, Puzzles, Discussion Boards, and ABAC involvement.

GRADING POLICY:

The grading format for this course will be based on a points system. Points will be awarded for class participation, class room assignments, maintaining a daily planner, progress reports, attendance to 4 lectures, service to our community activities, Advisor check in and course scheduling for next semester, Financial aid quiz, Puzzles, Discussion Boards, and ABAC involvement.

GRADING POLICY:

CLASS PARTICIPATION (date book)	200	points
CLASS ROOM ASSIGNMENTS (work sheets)	100	points
Activities in community (4)	200	points
Progress reports weekly	50	points
4 lectures (50 points each)	200	points
Advisor check in and schedule spring	100	points
ABAC INVOLVEMENT events/clubs/SGA	100	points
Total points	950	points
Perfect attendance	bonus	Pizza Party

Total Points Grading Scale:**Total points earned / Total possible points:**

A =	90%-100% of total points
B =	80%-89% of total points
C =	70%-79% of total points
D =	60%-69% of total points
F =	0 %-59% of total points

Description:

Class participation 200: points will be earned daily for verbal participation, physical attendance and Date book up to date. Failure to attend class and /or participate will affect student's grade.

CLASS ROOM ASSIGNMENTS 100: completion of work sheets associated with Key to success, campus, GPA, Financial Aid, Library, Learning Styles, Goal setting and date book.

Activities in community (50 points each): Teach Yoga to local school children, Volunteer working in soup kitchen, Buddy Ball with Autistic Children and Attend a game with instructor.

Progress reports weekly: Weekly update on classes.

4 lectures(50 points each):

August 26 Wednesday: 2pm and 5pm

Respect for Self and others(Respect, Personal Decision Making, Diversity

September 30 Wednesday: 2pm and 5pm

Ultimate Money Skills (Monster)

October 28 Wednesday: 2pm and 5pm

Monster College Advantage(Careers, Goal Setting, etc)

November 11 Wednesday: 2pm and 5pm

Financial Aid and Scholarships

Advisor check in and schedule spring (100):

set spring schedule and plan courses for time at **ABAC**

ABAC INVOLVEMENT events/clubs/SGA (100): Join group, club or civic organization and attend ABAC functions (4)

Class regulation:
<ul style="list-style-type: none">• All students are responsible for missed work• Use of pagers, beepers, I pods, cell phones, or any other electronic devices during class and exams is prohibited.• Students are expedited to be prompt. Classes will begin and end on time.• Student must initiate their own makeup work• Make up exams will not be given.• Students are expected to be prepared• Students are expected to be respectful and courteous to others• Students are expected to read and study material prior to class to promote discussion, debate and stimulate lifelong learning• Disruptive students will be asked to leave
Revised August 2009