

Professor: Geoff Clement, gclement@abac.edu
Office: Gray Hall, Room 114
Days/Time: CRN 20669 (T 11:00–11:50 am, August 18 – December 1) Carlton Center #202
Phone: 391-5106 or 391-5100 (Science Math Office)
Office hours: M–R 2:15–4:15 pm, F 10-12 (SSC tutoring lab MW 3–4 pm), and other times by appointment

I. General Course Information/Outcomes and Activities

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.

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 Academic Assistance 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 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.
- B. *Living the Keys to Success* (Workbook). Dr. Jim Muncy, 2008.
- C. The ABAC Student Planner/Handbook
- D. ABAC website: www.abac.edu

- E. WebCT Vista
- F. 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 outcomes of this course. All daily assignments are due during class with a 20% penalty for assignments coming in late on the same day and a 0 for all missed deadlines. 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 three (3) class meetings, they will earn an “F” in the course.

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. 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 classwork missed because of the absence. However, final approval for make up work remains with the individual instructor.

The withdrawal deadline (without penalty) date for this semester (and for all full-term classes) is **October 8 at 4:30 pm**. 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.

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