

**Univ-100: University Success (2 credit hours)**  
**Course Syllabus**  
**T/TH 4:00-4:50**  
**218 Education Building**

**Instructor:** Colleen Boff  
Jerome Library  
152 Library Teaching and Learning  
Office: 123-456-7890  
Home: xxx-xxx-xxxx (please do not call after 9:00pm)  
yourprofessor@bgsu.edu

**Required Text**

Gardner, John N. and A. Jerome Jewler. *Step by Step to College and Career Success*. Boston, MA: Thomson Higher Education, 2006.

**Office Hours**

Instructor available immediately after class or by appointment.

**Course Goal**

This course is designed to assist first-year students with their transition to Bowling Green State University. Students will be exposed to campus and community resources which will help in the transition process. This course will also help students develop the necessary personal, academic, and social skills to become successful during their college career at BGSU.

**Course Objectives**

- To develop a sense of community among class members
- To familiarize students with university life
- To introduce students to campus and community resources.
- To gain an awareness and appreciation for the diverseness among all people.
- To assist with the development of the whole student by focusing on academic, social, and personal skills.

**Attendance and Participation**

Attending class and being punctual is an important part of succeeding in any class. You may have no more than two absences during the semester. I expect an email or phone call communicating your reason for missing any class. Any class missed beyond two classes will result in your grade dropping a half a letter grade for each class missed. Class preparation and participation is critical to the success of the individual student and class as a whole.

## **Academic Honesty**

Cheating, fabrication, facilitating academic dishonesty and plagiarism are very serious violations and will not be tolerated in this course. Please refer to the Code of Conduct in your Student Handbook for further descriptions and penalties for such actions. Acts of dishonesty will be reported.

## **Classroom Environment:**

All cell phones should be silenced during class.

Occasionally we will be having guest speakers. Please extend the same courtesy to them as you would to me.

Here are some ground rules for all classroom discussions:

- All opinions will be considered worth listening to
- Comments should remain respectful and should never create a hostile classroom environment
- There will be no use of slurs or offensive terms
- Discussion should focus on the issues, and not on individuals
- Participation is always optional if subject matter is sensitive

## **My BGSU**

At BGSU, many of your courses will also have an online component in which course reading and documents may be stored. It is also possible to have online discussions with classmates from this course in this account as well. To get to your course management account for this course and for other courses in which you may be enrolled, follow these instructions:

- Go to [my.bgsu.edu](http://my.bgsu.edu)
- Enter your username (which is the first part of your BGSU email address), and your BGSU email password.
- Click on the "My Courses" file tab.
- Next, click on the orange "Courses" tab
- You should see a link to the UNIV-100 course at this point.

More details about the use of this online tool will be covered in class.

## **Assignments**

No late assignments will be accepted. If any unforeseen circumstances arise that inhibit your ability to keep up with assignments, please contact the instructor as soon as possible. All assignments should be word-processed, double-spaced with one inch margins, and be in 12 point Times New Roman font. Each assignment should include your name, date and title of assignment.

## **Brief descriptions of required assignments**

(Detailed assignment descriptions will be distributed as the semester progresses)

### Newspaper Assignment

- Will be responsible for leading one class discussion for 5-10 minutes at the beginning of an assigned class
- **10 points**

### Library Passport Booklets

- **Due August 30 -- 20 points**

### Map of Middle East

- **Due August 30 -- 10 points**

### My BGSU scavenger hunt

- **Due September 1 -- 10 points**

### Who Am I? paper

- 2 page written response
- **Due September 6 -- 30 points**

### Campus Events I paper

- must attend a campus event in the month of September
- must have instructor approval of event
- **Due October 4 -- 20 points**

### Tour Guide Try-Outs

- **Presentations will take place October 25-November 1 -- 30 points**

### Campus Events II paper

- must attend a campus event in the month of October
- must have instructor approval of event
- **Due November 3 -- 20 points**

### Campus Events III paper

- must attend a campus event in the month of November
- must have instructor approval of event
- **Due December 1 -- 20 points**

### Who Am I Now? Paper

- **Due December 8 -- 30 points**

**Total possible points 200**

### **Grading Scale**

90%-100%	A
80%-89%	B
70%-79%	C
60%-69%	D

UNIV-100: University Success  
 Fall Semester 2005  
 218 Education Building  
 4:00-4:50, T/TH  
 Calendar

Date	Topic	Assignments/Due Dates
Aug. 23	Intro to course	
Aug. 25	Getting to know each other	Prepare to introduce yourself with music
Aug. 30	BGSU online orientation	Library Passports Due Middle East Map Due  Meet in Jerome Library
Sept. 1	Expectations 101	My BGSU Scavenger Hunt due
Sept. 6	Higher Education	Who Am I? paper Due
Sept. 8	Academic Integrity	
Sept. 13	Art Galleries	Meet in the Art Building (Wankelman Gallery)
Sept. 15	Learning Styles	
Sept. 20	Note taking	
Sept. 22	Reading Strategies	
Sept. 27	Study Skills	
Sept. 29	Relationships	
Oct. 4	Checkpoint	Campus Events I paper due
Oct. 6	Presentation skills	
Oct. 11	Fall break No Class	
Oct. 13	Advising tips	
Oct. 18	Library Research	Meet in Jerome Library
Oct. 20	Library Research	Meet in Jerome Library

Oct. 25	Tour Guide Try Outs	
Oct. 27	Tour Guide Try Outs	
Nov. 1	Tour Guide Try Outs	
Nov. 3	Diverse ways of living	Campus Events II paper due
Nov. 8	Wellness	
Nov. 10	Wellness	
Nov. 15	Money Management	
Nov. 17	Alcohol awareness	
Nov. 22	Class cancelled	
Nov. 24	Thanksgiving break	
Nov. 29	Study Abroad	
Dec. 1	Career Services	Campus Events III paper due
Dec. 6	Rest from Stress	
Dec. 8	Class synthesis	"Who Am I Now?" paper due
Dec. 15 3:30-5:30	Finals	

Updated 8/05

Instructor reserves the right to change the calendar and will notify students if changes are necessary.