EDCP 108G: College and Career Advancement for Transfer Students

Fall, 2015 Section 0101
Wednesdays, 2:00-3:30pm (September 9-November 18, 2015)
Location: Arts-Socy (ASY) Room 3203

Instructor: Beverly R. Greenfeig
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Learning Assistance Service
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301-314-7693
Office hours: by appointment
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Course Description:

EDCP 108G is designed for transfer students to help ease their transition to the University. The course content is designed to introduce you to campus resources and help you know about the academic support, career and major information, and all the essentials to help insure your success at the University of Maryland.

Learning Objectives:
At the completion of this course, students will:

1) Be familiar with various campus resources and programs that can support their success.
2) Analyze their personal learning strengths and implement appropriate learning strategies that will lead to success.
3) Develop strategies for achieving academic success, including effective time management and test taking strategies.
4) Take control and responsibility for their learning.

Instructor's Objective:

 "This class will help you to set goals for yourself and learn strategies that will work for you to "move forward positively" toward your goals.

Attendance and Absences

Class attendance is essential and expected. The university has instituted a new attendance policy related to medically necessitated absences (available at http://www.president.umd.edu/policies/docs/V-100G.pdf). The general attendance policy is available at http://www.testudo.umd.edu/soc/atedasse.html.The information contained in this syllabus adheres to both these policies. Excused absences will be provided on a limited basis for illness, religious observations, University authorized activities, or extenuating circumstances beyond the student's control.

For a medically necessitated absence from a single class session, students may submit a self-signed note to me.
 Any student who wishes to be excused for an absence from a single class session due to a medically necessitated absence shall:
- o Make a reasonable attempt to inform the instructor of his/her illness prior to the class and
- o Upon returning to class, present their instructor with a self-signed note attesting to the date of their illness. Each note must also contain an acknowledgment by the student that the information provided is true and correct.

For a prolonged absence, students are required to provide written documentation (ex. from a health care provider if absent due to illness).

<u>Religious or Cultural Observations</u>
Because we are a diverse community and enroll students with many spiritual beliefs, I will be sensitive to students' requests for excused absences and make-up requests due to reasons of religious observances. Be mindful that it is the student's responsibility to inform instructors of any intended absences for religious observances in advance. Notice should be provided by the end of the drop/add period.

IMPORTANT: For both excused and unexcused absences, students are still responsible for coursework missed and for handing in the assignments on time.

<u>Course Cancellations/Delays</u>
Please check with 301-405-SNOW or the university website (www.umd.edu) for any cancellations or delays due to inclement weather or emergencies. You may also sign up for the free university text messaging system, UMD Alerts (alert.umd.edu) to receive alerts such as cancellations or delays.

<u>ATTENDANCE: Additional information for EDCP108G</u>
1. **This class meets once a week. Attendance is extremely important and will be reflected in your attendance/participation grade. To be considered present, you may not be more than 10 minutes late. Three (3) points will be deducted for each class session missed.**
2. **Be on-time for class and stay for the entire session. What you get out of any course is directly related to the time and effort you put into that course.**
3. **If you are absent, it is your responsibility to get together with another student from the class (or use CANVAS or email). If you still have questions, call or email me to learn what you missed.**

Course Policies:

<u>Late policy:</u>
All assignments are to be turned in DURING CLASS TIME on the due dates. One(1) point will be deducted if the assignment is handed in after the class session on the due date. One(1) additional point will be deducted for each subsequent week day that an assignment is late (unless the student has a documented excuse). Late assignments will ONLY be accepted for ONE WEEK FROM THE DUE DATE.

All assignments are to be typed, double-spaced, and submitted in hard copy (unless otherwise specified), Please save all your work on your computer or in your folder, in case submitted copies get lost/stolen/require review. This is important for all your courses!
Please proofread your assignments carefully before submitting them.

<u>Academic Integrity</u>
As an academic community, the University is committed to the principles of truth and academic integrity. The University has a nationally recognized Honor Code, administered by the Student Honor Council. The Student Honor Council proposed and the University Senate approved an Honor Pledge. The University of Maryland Honor Pledge reads:
"I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination."

As a student at this University, it is your responsibility to help uphold these principles for yourself and for other students. **Unless you are specifically advised to the contrary, the Pledge statement should be _handwritten_ and signed on the front cover of your final exam**. Students who fail to write and sign the Pledge will be asked to confer with the instructor. If you are aware of acts of academic dishonesty (cheating, fabrication, plagiarism, or facilitating academic dishonesty), either your own or a classmates', you are responsible for challenging these acts and reporting them to the Student Honor Council.

<u>Electronic Devices:</u>   As a courtesy to us and to the other students in the class, please **turn off** all cell phones, pagers, or wireless devices before coming to class.

<u>Accommodations for Students with Disabilities</u>
Students with disabilities are encouraged to contact the instructor so reasonable accommodations can be made to assist learning and evaluation in the class. In addition, students should contact the Office of Disability Support Services (DSS) to document their disability and identify appropriate accommodations. DSS (301-314-7682) provides a variety

of services to students with disabilities; staff are available to consult with students at any time (www.counseling.umd.edu/DSS). It is the student's responsibility to notify the instructor at the beginning of the semester of any documented disabilities.

Confidentiality
Personal issues in individual meetings and class discussions are to remain confidential. Class members are expected to respect their peers' contributions during class discussions.

Required In-Class Behavior (Rules for Success in this class):

- **SHOW UP**- Attend every class
- **SHOW RESPECT** – Exhibit respect for each other, listen to each other and participate in class discussions and activities
- **DO THE WORK** – Hand in all assignments **ON TIME**! Put time and effort into all your work (**DIVE DEEP!)**
- **PARTICIPATE ACTIVELY** – Be focused and involved in each class session.

Course Assignments:

20 points	Self-Assessment Pre-Test and Journal #1
20 points	Semester Calendar
25 points	Time Management Packet/Assignments
20 points	Strong Interest Inventory
30 points	(Two) Individual appointments(20 pts) & reflection (10 points)
30 points	Exam Analysis
25 points	Campus Resource Project
40 points	Career Exploration Project
20 points	Self-Assessment Post-Test and Journal #32
30 points	Class attendance and active participation in class
10 points	In-class assignments-Reflections

Assignments are due at the beginning of class on the dates listed in the syllabus. They MUST be typed and submitted as a hard copy---UNLESS OTHERWISE DIRECTED. Directions for each assignment are outlined below and will be posted on ELMS.

EDCP 108G: Course Requirements

1. **Pre –Self Assessment—due September 16, 2015 (20 points)**
   a. **You can take this Self-Assessment on the internet by visiting the ON Course Website at:**
      http://college.cengage.com/collegesuccess/0495897434_downing/assets/tools/assessment/downing_6e_course_assessment.html
      Go to pre-test ("Before the Course")
   b. **OR GO TO: www.cengage.com/success/Downing/OnCourseSS**
      Click ""Self Assessment" in upper right corner.
   c. Take the Self-Assessment, either on-line or in hard copy (to be given out in class.   Record your scores. **(10 points**)
   d. **Complete Journal Entry #1 (consisting of three steps) (10 points).**
      Copy the directions for each step in your journal/paper before writing each response. See directions for writing a journal that are attached to the packet.

2. **Semester Deadline Calendar—due September 30, 2015 (20 points)**
   One of the biggest academic skills problems that college students seem to have is maintaining control of their time.
   Deadline Calendar: Take all your syllabi and mark every due date for papers, projects, exams, quizzes, assignments, etc, on a Semester Calendar (or planner) from **September 16 to December 11.Write the name of the course and the specific assignment due for each entry on the calendar.**
         For example: September 16- EDCP108G-Self-assessment results. Journal 1, and and semester calendar due.
   Please include information from **ALL classes (including EDCP108G and all your assignments from this class**) and be specific/detailed (i.e. what parts of a paper or project are due). Please complete a hard copy of the Semester Deadline Calendar and bring it to class.
    You may want to include important personal due dates on this calendar.

3. **Complete Strong Interest Inventory—due September 30, 2015**
   This inventory provides you with information about your personal interests and potential career options. Please visit the Testing Office of the Counseling Center, located at 2112 Shoemaker Building and complete the inventory , no later than **September 30.** The testing office is open Mon-Fri 9:00amto 4:00pm

4. **Time Management—due October 7, 2015 (25 points)**
   Keeping a weekly schedule gives you an idea of where your time has gone in the past and where you expect your time to go in the future.

   a. **Complete the following sections of the Time Management Booklet:**
      i. Time Estimate Sheet (5 points)
      ii. 168 Hour Schedule (5 points): Outline study time in red & recreation time in blue (or color code using 2 different colors).
      iii. Follow-Up on Time Use (5 points)
      iv. Reflection Paper (10 points). See directions below/next page.

   The 168 Hour Schedule, the Time Estimate Sheet, and the Follow-Up on Time Use can be hand-written, but they should be legible. Please type your Reflection.

   b. **REFLECTION: (One page or two)** Please answer the **following five (5) questions**:

      1. What did I learn about my time management strategies? (2 points)
      2. Can I estimate how long a task or assignment will take? (2 points)
      3. What things prevented me from accomplishing my priorities? (2 points)
      4. Do I seem to have balance in my life? (school, work, play) (2 points)
      5. What 1 or 2 specific things can I do differently to improve my time management (and/or self-management)? (2 points)

5. **Campus Resource Project and Presentation—due Oct. 28, 2015 (25 points)**
   (see attached directions)

6. **EDCP Instructor/TA Appointments and Reflection (2) -- due Nov.4 (30 points**

   Appointments: You will be required to schedule and attend two 30 minute appointments with your instructor or the class assistant. (Call 301-314-7693 or go to https://LASonline.umd.edu). **Please bring a copy of your planner or time management assignment with you to the first appointment.**

   Appointment 1*: Time Management and Campus Resource paper-10 points*
   Appointment 2: *Career Project- 10 points*

   b.Reflection Paper: Please write a reflection paper about the session and include the benefits, knowledge, practical application, etc. as a result of the meetings. (In other words, what did you learn about yourself, your study habits, and needed changes to become a more effective student?) **(10 points)**

7. **Exam Analysis and Reflection—due November 11, 2015 (30 points)**
   a. Using the Exam Analysis Handout, go over one of your exams yourself and take notes on the handout.
   b. **Signature**: Go over your exam with your professor or T.A. and have that person sign the form (15 points).
   c. **Journal:** From going over the exam yourself and with the professor or T.A., discuss what changes you need to make for the next exam (ie, what you need to do differently or keep doing for the next exam). More specific instructions will be given in class. (15 points).

8. **Career Exploration Project due November 18, 2015 (40 points)**
   Directions to be given out in class.

9. **Post-Test: Online ASSIGNMENT -- due November 18, 2015 (20 points)**
   Self Assessment Post-Test and Journal #32.
   1. Take the Self-Assessment Post-Test online at:
      http://college.cengage.com/downing_assessment/jsp/questions1-8.jsp?customizer=post
   2. Record your pre and post-test scores (10 points)

   3. Compare your pre- and post-test scores and complete Journal #32 (Questions 1-4) following the Self-Assessment.

10. **In-class assignment(s) (10 points)**

11. **Participation and Attendance (30 points)**

Course Calendar: (schedule subject to change)

Date	Topic	Assignment Due
September 9	**Welcome: Getting Involved** Guest Speaker: Keya Burks, Program Coordinator, Transfer and Off-Campus Student Life	1) Think about a campus resource that you want to explore 2. Self-Assessment and Journal #1 **Due September 16.**
September 16	**Time Management and Wise Choice Process** *Bring with you the syllabi for each of your courses*	**1.Take the Strong Interest Inventory by Sept.30** 2. Semester Calendar **due Sept.30**
September 23	**NO CLASS**	
September 30	**Time Management** **Learning Styles**	1) Semester calendar due today 3) Last day to complete Interest Inventory **September 30.** 2) Set up 1st individual appointment
October 7	**Career Presentation (Strong Campbell Results)** **Time Management**	2. Time Management assignment due
October 14	**Academic Policies** **Rosalyn Anderson-Howell ,Assistant Director, BSOS, Behavioral and Social Sciences**	1) Work on Campus Resource Project
Octber 21	**Meet at the Career Canter: Hornbake Building, 3rd floor** **Becky Weir, Career Coordinator**	1) Campus Resource Paper & **Presentations due October 28** 2. Make 2nd individual appointment
October 28	**Campus Resource Project Presentations**	
November 4	**Note-Taking and Exam Skills** **Academic Conduct** Guest Speaker: Dr. Andrea Goodwin: Office of Student Conduct	1) Second appointment 2) Begin working on Career Project 3) **Exam Analysis and Reflection due November 11**
November 11	**Study Skills** **Wrap up**	1) Work on Career Project **due November 18.** 2. Post-Test and Journal #32 **due November 18.**
November 18	**Stress Management** Guest Speaker: Edie Anderson: Health Center	Hand in Career Project and Post Test/Journal 32.

Campus Resource Project (due October 28)

Choose a partner and select a campus resource that is new and interesting to you and spend 1 hour using/ getting to know that resource. Afterwards you will write a short paper about your experience and make a brief presentation to the class.

Before visiting the resource you have chosen, prepare some questions for your interview. Some possible questions you may want to ask include:

- What services/resources do you offer to UMD students?
- How does your office interface with transfer students in particular?
- What are the best ways/times to access these resources and/or opportunities?
- What two or three critical things do you want students to know about the benefits you provide to the campus?

Presentation: Your presentation should be about 5 minutes long and should include basic information such as location, contact information, hours, and services as well as your experience at the resource. You must have some form visual aid for the presentation, such as a Power Point, video or poster. *Please note: if you choose to use a Power Point, remember the presentation is 5 minutes so you should have no more than 5 slides.*

Paper:
 1.Joint papers should be 1 – 2 pages double spaced and provide basic information about the resource as well as your experience using it
2.Individual paper: One page about what you learned and how you (and/ or other students) could use and benefit from this resource.
  The paper is due at the beginning of class on the first day of presentations (October 28)

Summary of Evaluation Points		
Assignment	**Points**	**Due Date**
Self-Assessment Pretest and Journal #1	20	September 16, 2015
Semester Calendar	20	September 30, 2014
Strong Interest Inventory	20	September 30, 2015
Time Management Assignment	25	October 7, 2015
Campus Resource Paper and Presentation	25	October 28, 2015
Individual Appointments and Reflection	30	November 4, 2015
Exam Analysis: Signature and Reflection	30	November 11, 2015
Career Exploration Project	40	November 18, 2015
Self-Assessment Post-Test and Journal #32	20	November 18, 2015
Participation and Attendance	30	
In-class assignment(s)	10	December 4, 2014
Total	270	

Grade	Percentage	Points
A+	97% and above	262 and above
A	93%-96.99%	251-261
A-	90%-92.99%	243-250
B+	87%-89.99%	235-242
B	83%-86.99%	224-234
B-	80%-82.99%	216-223
C+	77%-79.99%	208-215
C	73%-76.99%	197-207
C-	70%-72.99%	189-196
D+	67%-69.99%	181-188
D	63%-66.99%	170-180
D-	60%-62.99%	162-169
F	59.99% and below	162 and below