

UNIV 1111 – Freshman Orientation

Fall 2007

Course Description

University Academic Services Freshman Orientation is designed to help students ease the transition from high school to college by helping students become aware of campus resources, administrative structure and academic rules and regulations. The course will allow students to explore various majors, careers and gain skills in résumé and cover letter writing. Students will also be exposed to current health and social issues facing college students and gain knowledge to enhance study skills and attitudes which contribute to academic success.

Meeting Times: Wednesday 10:30 – 11:20 CLB 317

Instructor: Tracy McMurphy
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Office Hours: I have an open door policy and also take appointments.

Teaching Assistant: Brittany Blizzard
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Course Objectives

- A. Learn about Oklahoma State University procedures, rules and regulations, and student policies.
- B. Become familiar with the fields of study available at OSU in sufficient detail that you can determine whether this might be a viable degree path for you.
- C. Learn to create a résumé and cover letter as well as skills to research careers and find internships and jobs.
- D. Get to know OSU facilities, professors and academic offices that are important for students to visit.
- E. Gain skills needed to be successful in your academic career and involved in the Oklahoma State community.

Class Topics

Aug. 22 **Introduction to Course & Student Technology Resources**

Introduction to syllabus, SIS, email system, OSU website, UAS website and Bursar account.

- Aug. 29 **Student Academic Resources**
Introduction to the Disability Resource Center, Free Tutoring Program, Campus Health, Campus Recreation, Turn-it-in.com, review of probation rules, GPA calculation and importance of advising.
- Sept. 5 **Study Abroad Presentation**
- Sept. 12 **Student Culture**
Introduction to student government, University clubs, Honorary societies, Homecoming events, speakers from clubs. Introduction to Campus Link, leadership and volunteer opportunities
- Sept. 19 **Alcohol Education – Wellness State**
Facts and information about alcohol abuse, binge drinking and your health.
- Sept. 26 **Library Database Presentation**
Introduction to library resources and how to use them.
- Oct. 3 **Stress Management – Wellness State**
Review test-taking strategies, stress management and study skills
- Oct. 10 **Fall Break – No class**
- Oct. 17 **Colleges Presentations**
College representatives will give a presentation about their degrees and careers related to their fields.
- Oct. 24 **Colleges Presentations**
College representatives will give a presentation about their degrees and careers related to their fields.
- Oct. 31 **Plan of Study and Enrollment Review**
Review of enrollment procedures, priority registration dates and must complete a mandatory advising appointment outside of class.
- Nov. 7 **Resume/Cover Letter Workshop**
Learn to create a functional resume and tailor it to different jobs.

- Nov. 14 **Career Services**
Career Services presentation about how to use resources in searching for jobs, careers and evaluating personal strengths and weaknesses.
- Nov. 21 **No Class – Thanksgiving Holiday**
- Nov. 28 **Rules and Regulations**
Review of University Academic regulations.
- Dec. 5 **Final Exam**

Class Format: Classes will be lecture only.

Texts: UNIV 1111 Freshman Orientation Book

Assignments

- A. GPA Calculator – You must complete the GPA calculator exercise
- B. Turn it in.com – You must enroll yourself in UNIV 1111 on Turn it in.com and submit either a real or fake assignment and look at the originality report.
- C. Presentation Summaries – You will be responsible for a half page essay summarizing the presentations given by the college representatives and the speakers from Wellness State.
- C. Must attend a mandatory advising appointment to plan spring schedule.
- D. You must complete a plan of study mapping out all of your courses for your desired major.
- E. Prepare resume & cover letter for internship or job of your choosing
- F. Cultural Experience Assignment – You must attend a cultural event either on or off of campus and must write a one-page paper about this experience. Experiences include plays, cultural concerts (not pop culture concerts), poetry readings, lectures and must be pre-approved by the instructor for credit. You must also provide a program, ticket stub or some other proof of attendance.
- F. Attend all classes (mandatory).

G. Participate in class discussions.

Assignment schedule:

- Sept. 5** **GPA Calculator Worksheet Due**
- Sept. 12** **Turn it in.com Assignment Due**
- Sept 26** **Wellness State Assignment Due**
- Oct. 17** **Wellness State Assignment Due**
- Oct 24** **College Presentation Summary Due**
- Oct 31** **College Presentation Summary Due**
- Nov 7** **Advising Appointment must be completed and Plan of Study due**
- Nov 14** **Resume and Cover Letter Due**
- Nov 28** **Cultural Experience Assignment**
- Dec 5** **Final Exam**

Evaluation

Assignment	Possible Points
1. Attendance (10 points per class)	160
2. GPA Calculator	10
3. Turn it in.com Assignment	10
4. Wellness State Assignments (5 points each)	10
4. College Presentation Summaries (10 points each)	20
5. Advising Appointment	10
6. Plan of Study	10
7. Resume & Cover Letter	30
8. Cultural Event	20
9. Final Exam	50

Total possible points 330

Class grade determination

- 330-297 A
- 296-264 B
- 263-231 C
- 230-198 D
- 197 and below F

Late policy: An assignment that is submitted late will be reduced in value 10% per day past the deadline.

Attendance policy: Due to the nature of the course, it is important for students to attend all the classes. Each absence will result in a loss of 10 points. Information will be provided in class that will be critical to fulfilling the course objectives. Many activities require class participation and absences affect the class success.

Incomplete grade policy: Incomplete grades will be given only in special circumstances as outlined by the University policy.

Academic misconduct: Please note that the University policy on academic misconduct will be observed in this course.

OSU Academic Codes: All policies of this course incorporate the Code of Academic Integrity and the Student Code of Conduct.

Accommodations: Students needing special accommodations or special services should contact Student Disability Services, (<http://sds.okstate.edu>), 744-7116. The needs for special services must be documented, verified by OSU entities, and presented to the instructor before the end of the second week of class. Everything possible will be done to enhance the learning experience.

Course withdrawal: Students withdrawing from this course must notify the instructor prior to nonattendance in classes and execute drop or withdrawal procedures in accordance with the OSU General Catalog. Any student failing to attend class in two or more successive classes is subject to automatic withdrawal if arrangements have not been made between student and instructor.