

Tennessee State University
Freshman Orientation: Service to Leadership
UNIV1000-28
Fall Semester 2012

INSTRUCTOR: Lisa Smith

CLASS DAYS/TIME: Wednesday 12:40 p.m. – 2:45 p.m.

CLASS LOCATION: AWC Room 288

E-MAIL: lsmith11@tnstate.edu

OFFICE: Avon Williams Campus, 4th floor, Suite K, room 414;
by appointment at Holland Hall, School of Business, 1st floor

PHONE: 615-963-7137

OFFICE HOURS: Thursday, 1:00 pm to 5:00 pm

Pre-Requisites: None

Required Text(s) & Supplies:

Ellis, D. (2012). *The Essential Guide to Becoming a Master Student* (2nd ed.). Boston, MA:
Wadsworth, Cengage Learning.

ISBN-13: 978-0495960560 or ISBN-10: 0495-96056X

The required book is provided at no cost:

Important Websites:

- *Hands On Nashville-TSU Student Volunteer Project Calendar*
http://www.hon.org/AboutUs/index.php/university_program/tsu.html
- Center for Service-Learning and Civic Engagement
<http://www.tnstate.edu/servicelearning>
- TSU Undergraduate Catalog
http://www.tnstate.edu/academic_programs/documents/Undergraduate_Catalog.pdf
- TSU Student Handbook
http://www.tnstate.edu/campus_life/documents/StudentHandbook.pdf
- Career Development Manual http://crmpubs.com/CGsFinal/TennSt_CDM_11-12.pdf

****Syllabus & Other Course Related Info Can Be Accessed From Your myTSU Account and eLearn****

COURSE DESCRIPTION & COURSE PROFICIENCIES

Course Description:

UNIV 1000 (1). FRESHMAN ORIENTATION: SERVICE TO LEADERSHIP. An integral part of the first year experience is the Freshman Orientation: Service to Leadership course. The course covers information to enhance student understanding of higher education, transitioning from high school to college, and addressing the development of important skills such as critical thinking, writing, test-taking, career exploration, and time management.

Building leadership skills and an appreciation of civic engagement are core components of the course to be accomplished through service-learning activities.

Expanded Course Description: This course is designed to maximize student engagement through reading, writing, and listening while promoting success in all classes. Students will learn about the University history, mission, policies and procedures pertaining to students and develop an understanding of faculty expectations by learning how to read and use a syllabus. To be well prepared for an increasingly multicultural and global society, TSU students will learn to work collaboratively and compassionately to create more just and equitable workplaces, communities, and social institutions. Toward that end, this service-learning course engages students in organized community service that addresses local needs, while developing academic skills, civic responsibility, and leadership.

What is Service-Learning?

Service learning engages students in service with the community as an integrated aspect of a course. Students participate in organized service activities and reflect on those activities to gain further understanding of course content, a broader appreciation of the discipline, and an enhanced sense of personal values and civic responsibility. Service learning engages students in active, collaborative, and inquiry-based learning experiences that meet identified community needs.

Course Objective:

Activities are planned to promote understanding and awareness of self, including talents and areas of academic need. With this foundation, first-year students will be able to set goals from points of strength, cultivate additional values or skills where necessary, and aggressively seek what they need from a variety of reliable resources on campus and in the community. In each activity, students will be challenged to consider opinions and ideas of others as they seek data to support their own positions. Each student will be required to complete a minimum of 8 service learning hours and demonstrate knowledge gained during the service. *Overall Course Goals focus on the student being able to outline academic expectations of self, identify his/her place in society, and use effective time management skills to balance academic work with other activities such as social life, work, family, and co-curricular activities.*

Student Learning Outcomes:

First-year students, at Tennessee State University, who successfully complete this course, will be able to:

1. Demonstrate knowledge of the mission, core values, history, and traditions of the University including the significance of service in the life of the institution;
2. Demonstrate an understanding of service-learning and the value of civic engagement through participation in leadership and service learning experiences, and completion of a series of critical reflections that show an understanding of the relationship among and between community service, citizenship, social justice issues, and civic responsibility;
3. Identify academic and student support services provided by the University to improve student success and college completion (e.g., social skills, including decorum and civility, team building, healthy life styles, emergency preparedness and safety issues, tutorial services, and career development);

4. Demonstrate information competency by locating and using campus computer facilities and library resources;
5. Identify potential academic discipline and career options through interest and aptitude tests and research on major course requirements, including General Education;
6. Demonstrate knowledge of policies and procedures outlined in the academic catalog and the student handbook (e.g., chain of command, course evaluation); and
7. Demonstrate knowledge in the following areas: Financial Literacy, Time Management, and Study Skills.

Instructional Strategies:

The class is discussion and activity-based with some lectures led by the instructor, special guests, and students. Therefore, **attendance and active participation in class and at guest lectures are expected**. It would be helpful to listen to National Public Radio's morning broadcasts or CNN as these programs identify critical issues affecting our cities, states, the nation, and/or the world. There will be group activities, group reflections, group discussions, individual/group reports/papers. Students will also maintain a journal of reflections describing the academic, personal, and civic understandings that grow out of participation in the service-learning project.

EXPECTATIONS AND GENERAL INFORMATION

Academic Integrity - You are responsible for what you achieve in this class; therefore, neither cheating nor plagiarism will be tolerated. Any material taken from other sources (another individual's idea and/or theory) must be documented in accordance with the APA Publication Manual (6th ed., 2009). In no case should one represent another's work as one's own. This includes information received from others during examinations or submitting another's assignments, papers, etc. as one's own. To avoid questions of plagiarism, students involved in collaborative research should exercise extreme caution. If in doubt, students should check with the instructor. In addition to the other disciplinary sanctions which may be imposed through the regular institutional procedures, as a result of academic misconduct, the instructor has the authority to assign an "F" (or a zero) for the assignment or examination, and/or to assign an "F" for the course.

Academic & Student Support Services - It will be the student's responsibility to take advantage of the Library and the Student Success Center full complement of services including individual and group help from staff in locating and presenting information.

Classroom Conduct – The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity. The instructor can order the temporary or permanent removal from the classroom, any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of the institution. The use of cell phones and text messaging are not allowed in the classroom. **All phones, pagers, and other electronic devices must be turned off or on silent before class begins. Students may not wear headphones or other listening devices in class.**

Official Course Enrollment -- Students who are not on the official class roll may not remain in class. These students must leave class, and may not return to class, until they have enrolled in

the course and their names show up on the official class roster. Please make sure that you are in the correct section.

Disabled Student Services – The instructor acknowledges and embraces the fact that all individuals have different learning styles or approaches to learning. This instructor will strive to afford all students with appropriate and feasible opportunities to learn and excel in this class. Any student, who has a condition which might interfere with his/her class performance, may arrange for reasonable accommodations by contacting the office of Disabled Student Services. This office is located in room #117 Floyd Payne Student Center. The phone number is (615) 963-7400. They will provide you with a document stating what type of classroom accommodations, if any, are to be made by the instructor. The student is to give a copy of this document to the instructor no later than the end of the second week of class. Failure to do so will result in the instructor making no special accommodations of any kind. No student will be discriminated against because of a learning disability.

Diversity Statement – Tennessee State University aspires to create a safe and diversity-sensitive learning environment that respects the rights, dignity, and fair representation of all groups of individuals, the inclusion of minority perspectives and voices, and appreciation of different cultural and socioeconomic group practices. We aspire to foster and maintain an atmosphere that is free from discrimination, harassment, exploitation, or intimidation.

Religious Holidays- If you foresee having difficulty completing an assignment due to a major religious holiday, not listed on the syllabus, you must notify the instructor within the first 2 weeks of the semester to make arrangements.

Computer Usage - A basic understanding of computer applications is required in order to conduct research and to communicate with the instructor. Accurate word processing of assignments is required. Students who do not have their own computers will have to manage their time to allow them access to PCs located around the campus and in residence halls. There are over eighty (80) computer laboratories located on both campuses. Students may call 963-7777 to obtain the locations of these facilities.

Service Learning - Every student will complete at least 8 hours of supervised community service with the Nashville and/or the TSU communities. The first service project was held on August 25 for which you will receive 4 hrs. credit IF YOU PARTICIPATED. A second 2 hour project to be held on campus is scheduled for mid-way through the semester. A final 4 hour service project will be scheduled for near the end of the semester. **With this being an election year, it is important to become involved in civic engagement. Volunteering in campaigns (local, state, national) qualify for hours toward meeting requirements for this course.**

ATTENDANCE POLICY

Classroom Attendance - Students are expected to attend classes regularly and arrive to class on time. It is assumed that each student understands the need for class attendance, and accepts full responsibility for his/her decisions regarding attendance. It is in your best interest to attend every class, since some material covered in class will not be in the textbook. Attendance helps to

ensure success in all learning activities. Participation in class discussions is also encouraged. Students who come to class having read the assignment for the day, who ask questions, who answer questions, and who bring up points of interest are more successful.

The instructor will keep an accurate record of class attendance via an attendance sign-in sheet that will be distributed for students to sign each class period. It is the responsibility of the student to ensure they sign their name/initials (legibly) on each attendance sign-in sheet, otherwise they will be considered absent. Furthermore, it is the responsibility of the student to inform the instructor of any anticipated absences, and to contact the instructor to find out what work was missed during a period of absence. If you miss class, it is your responsibility to obtain the notes and any hand-outs from a fellow classmate. If you must leave early, inform the instructor before class begin and sit near the door so that you do not disturb class when you leave.

Provisions for late and missed assignments will be made only in the instances of unusual circumstances beyond the student's control. Excessive unexcused absences and/or tardiness will result in your grade, for this course, being lowered.

Class Participation – The classroom is a shared learning environment. While the instructor introduces information, structure, and experiences designed to facilitate learning, students will benefit most from the learning activities in this course when they actively participate in discussions, by raising relevant questions, and by incorporating relevant information from the texts, readings, and references into discussions. *LEARNING IS NOT A SPECTATOR SPORT.*

Student Athletes/University-Sponsored Activities- Student athletes should provide the instructor with official documentation of any team-related travel that may interfere with class attendance by the end of the second week of class. You are expected to turn in any assignments PRIOR to traveling.

Inclement Weather – In case of inclement weather, call (615) 963-5090 or (615) 963-5171 to verify university closings.

GRADING POLICIES & EXAMS

Grading System/Scale:

A = 90-100% (1,350 to 1,500 points)

D = 60-69% (900 to 1,049 points)

B = 80-89% (1,200 to 1,349 points)

F = <60% (899 points and below)

C = 70-79% (1,050 to 1,199 points)

Assignment	Possible Points
Attendance and Class Participation (Each Class attended is worth 20 points) (20% of final grade)	300
Assignment #1 – Discovery Wheel	100
Assignment #2 – eScavenger Hunt	100
Assignment #3 – Time Management	100
Assignment #4 – Financial Literacy	100

Assignment #5 – Conflict Resolution	100
Assignment #6 – Career Exploration Paper	100
Service Learning Projects 8 Hrs. and Summary of Service Experience Paper (20% of final grade)	300
Reflection Journal (10 entries)	100
Mid-term Assessment	100
Final Assessment	100
Total Possible Points:	1,500 Points

Course/ Instructor Evaluation(s) - Toward the end of the semester, students will have the opportunity to evaluate the course and the instructor. A notice will be sent to your TSU email account with instructions on how to complete the confidential, anonymous evaluation.

Important Contact Information for Academic & Student Support Services:

<p>Services are available to you:</p> <ul style="list-style-type: none"> • Brown-Daniel Library – 615-963-5211 • Academic Advisement – 615-963-5521 www.facebook.com/TSUAdvising • Counseling Center – 615-963-5611 • Honors Program – 615-963-5802 • Career Center – 615-963-5981 • Men and Women Center/Tiger Shield – 615-963-5802 • First-Year Experience – 615-963-1890 • Service Learning Center – www.tnstate.edu/servicelearning • TSU-in-Review Tutoring Program – 615-963-5565 • Writing Center – 615-963-5521 • Math Center – 615-963-5521 • Reading Center – 615-963-5521 • Smarthinking (online tutorial services): Go to http://services.smarthinking.com Log in – Your username is your T number and your password is changeme. You can change your password in the <i>About Me</i> section of your account once you have logged into the system. For assistance, call 615-963-7001 	<p>Literary Resources on Leadership</p> <ul style="list-style-type: none"> • <i>Dreams From My Father</i> • <i>Son of Promise Child of Hope</i> • <i>Audacity of Hope</i> • <i>American Journey</i> • <i>Change We Can Believe In</i> • <i>Of Thee I Sing; A Letter to MY Daughters</i> [or] A book by a leader of your choice.
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OVERVIEW OF COURSE TOPICS & UNIVERSITY CALENDAR

August 29	<p>Understanding a Syllabus The Mission of Tennessee State University</p> <ul style="list-style-type: none"> • Chain of Command • General Education course requirements
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	<ul style="list-style-type: none"> • University resources • Advisement
September 3	Holiday – Labor Day
September 5	<p>Pre-Assessment</p> <p>Service-Learning and Civic Engagement – What it is, how it benefits you, why it’s important, expectations, & discussion of service requirements and processes</p> <p>Explanation of the service requirement and the options for completion</p> <p>Planning for whole class service projects</p>
September 11	Opening Convocation
September 12	<p>Taking Care of your Time and Money</p> <ul style="list-style-type: none"> • Time management • Introduction of Financial Literacy <p>Introduction of Career Exploration</p>
September 19	<p>Discussion of Time Management Project</p> <p>Learning Styles (Multiple Intelligences resources on service-learning website)</p> <p>Speaker</p>
September 26	<p>HOMECOMING!</p> <p>Campus Service-Learning Project – Pride in our campus and our local community!</p>
October 3	<p>Class Participation and Taking Notes</p> <p>In-class reflection on the Campus Service-Learning Project</p> <p>Civic Engagement Exercise (on Service-Learning website) – optional</p>
October 10	<p>Creating Positive Relationships and Conflict Resolution</p> <p>Reflection paper due after Fall Break</p>
October 15-16	Fall Break
October 17	<p>Requirements for Career Paper</p> <p>Speaker – Carolyn Randolph – Conflict Resolution</p>
October 22-28	<p>Mid-term Examination Week – Class meets as scheduled</p> <p>In-class reflection activity on Conflict Resolution</p> <p>Discussion of progress on service projects</p>
October 24	Maximizing Your Memory and Mastering Tests

	Mid-Assessment
October 31	Thinking Clearly and Communicating Your Ideas Choosing Greater Health
November 7	Holland Career Party! (resources on website)
November 9	Last Day to withdraw from courses Last day to withdraw from University – Counseling Center
November 12 – January 16	Registration for Spring 2013
November 14	Financial Literacy Speaker – Ted Daniels
November 19 – December 6	My Class Evaluation*
November 21	Choosing Your Major and Planning your Career
November 22-23	Holiday - Thanksgiving
November 28 learned	Reflections on course, Service Learning, Civic Engagement, and what Discussion of reflection journal
December 5	Post-Assessment
December 7-14	Final examinations for Fall 2012 *Schedules posted via MyTSU and on TSU web page
December 15	Commencement

COURSE SCHEDULE

Please note: the instructor reserves the right to make changes to this schedule and/or syllabus.

Class	Date	Topic	Assignment/s
Class 1	8/29	<p>Getting Started and Getting Involved – Chapter 1</p> <p>Understanding the Syllabus: how to read and understand any syllabus: assignments, due dates, etc.</p> <p>TSU Mission; Chain of Command; General Education requirements; STARS advisement; University resources.</p> <p>What is Service Learning and Civic Engagement? Rubric for Preflection and Reflection papers and Journaling assignments. See Service Learning website http://www.tnstate.edu/servicelearning/</p> <p>(With this being election year, importance of civic engagement and how to become involved. Volunteering in campaigns (local, state, national) qualify for hours toward meeting requirements for this course.)</p> <p>BRING YOUR BECOMING A MASTER STUDENT BOOK WITH YOU TO CLASS NEXT WEEK</p>	<p>Reading Assignment 1: Read <i>Student Benefits of Service Learning for Students</i> (posted on myTSU- My Courses – UNIV 1000. Be prepared to discuss next week.</p> <p>Reading Assignment 2: Read Chapters 1 (pp. 1-12) and 4 (pp. 32-43).</p> <p>Assignment to hand in next week: In Chapter 1: Complete “Discover what you want from this Chapter” (p.1) and complete the Discovery Wheel p.2-4.</p>
Class 2	9/5	<p>Pre-assessment</p> <p>Discussion: 1. Benefits of Service Learning and how it fits with the University Mission. Write a one page reflection of first service project. 2. Discovery Wheel assignment</p> <p>Using Your Learning Styles – Chapter 2 Complete Learning Styles Inventory in class Discuss theory of multiple intelligences</p> <p>(eScavenger Hunt for University resources (e.g., Library, Student Success Center, Advisement Center, Service Learning Center)</p>	<p>Reading Assignment 3: Read Chapter 3 (pp. 18-31)</p> <p>Assignment to hand in: <u>Due in three weeks:</u> eScavenger hunt: Bring evidence of having visited each listed.</p>
Class 3	9/12	<p>Taking Care of Your Time and Money – Chapter 3</p> <p>Time Management Instructor leads discussion of how to develop good time management skills.</p> <p>Financial Literacy *Any student who has already completed the Financial</p>	<p>Assignment to hand in next week: Time Management - Using your syllabi for every class you are taking, develop a schedule that will organize assignments with due dates for special</p>

		<p>Literacy will serve as a leader in this discussion both this week and next rather than taking the course again. Must provide copy of certificate.</p> <p>UNIV1000 Sections 1-9: ASSIGNMENT DUE SEPTEMBER 26TH– Complete career exploration at the Career Development Center located in the Floyd-Payne Campus Center, Suite 304.</p>	<p>projects/assignments which are to be completed within the next week. Due next week.</p> <p>Assignment to hand in: By 10/10/2012 complete the online Financial Literacy lesson. Bring Financial Literacy completion certificate.</p>
Class 4	9/19	<p>Discussion of assignment due today – time management:</p> <p>ASSIGNMENT DUE TODAY: SCHEDULE OF ASSIGNMENTS FOR NEXT WEEK (FOR ALL CLASSES IN WHICH ENROLLED)</p> <p>UNIV1000 Sections 10-18: ASSIGNMENT DUE OCTOBER 3rd– Complete career exploration at the Career Development Center located in the Floyd-Payne Campus Center, Suite 304.</p>	
Class 5 Home-coming week	9/26	<p>Meet in assigned classroom.</p> <p>Service Learning Projects on campus (e.g., planting trees, bulbs, beautifying campus as a part of Centennial Celebration)</p> <p>ASSIGNMENTS DUE TODAY: eSCAVENGER HUNT RESULTS ONE PAGE REFLECTION PAPER</p> <p>UNIV1000 Sections 19-27: ASSIGNMENT DUE OCTOBER 10th– Complete career exploration at the Career Development Center located in the Floyd-Payne Campus Center, Suite 304.</p>	<p>Reading Assignment: Read Chapter 5 (pp.44-59)</p> <p>Assignment: Reflection Journal Entry - to Hand in: Write a one-page reflection page for Reflection Journal - based upon service learning activity.</p>
Class 6	10/3	<p>Discussion of reflection papers – service learning experience activity.</p> <p>Topic: Participating in Class and Taking Notes</p> <p>UNIV1000 Sections 28-36: ASSIGNMENT DUE OCTOBER 17th– Complete career exploration at the Career Development Center located in the Floyd-Payne Campus Center, Suite 304.</p>	<p>Reading Assignment: Read Chapter 8 pp. 90-103</p>
Class 7	10/10	<p>Creating Positive Relationships – Chapter 8</p> <p>Discussion on how to solve disagreements. Most common conflict - roommate conflicts: (show videos) http://www.youtube.com/watch?v=hBiZiY8Jscs</p>	<p>Assignment to Hand in next week: Complete a Conflict Resolution Worksheet based on a conflict you have</p>

		http://www.youtube.com/watch?v=fhCA118p0ng&feature=related ASSIGNMENTS DUE TODAY: Financial Literacy completion – provide completion certificate. UNIV1000 Sections 37-45: ASSIGNMENT DUE OCTOBER 24th – Complete career exploration at the Career Development Center located in the Floyd-Payne Campus Center, Suite 304.	experienced previously.
Class 8	10/17	Meet in Class prior to Speaker ASSIGNMENT DUE TODAY: Conflict Resolution Worksheet Provide detailed information as to requirements of the Career paper and the grading rubric. 1:15 p.m. – Speaker – Carolyn Randolph Topic: Conflict Resolution	Reading Assignment: Read Chapter 6 (pp.58-75) Assignment to hand in next week: Write minimum one page for Reflection Journal on the topic addressed by the speaker.
Class 9	10/24	Topic: Maximizing Your Memory and Mastering Tests Mid-Assessment ASSIGNMENT DUE TODAY: Reflection paper.	Reading Assignment: Read Chapter 7 (pp.76-89)
Class 10	10/31	Topic: Thinking Clearly and Communicating Your Ideas AND Choosing Greater Health	Reading Assignment: Read Chapter 9 (pp. 104-115) Reminder – Career Paper Assignment Due next week
Class 11	11/7	CAREER PAPER ASSIGNMENT DUE TODAY Discussion and participation in Holland Career Party	
Class 12	11/14	Meet in Classroom before Speaker – Ted Daniels (12:45) Topic: Financial Literacy	Reading Assignment: Read Chapter 10 (pp.116-132) Assignment to Hand in next week: Review catalog for specific majors to fit your interests. Prepare a list.
11/19 to 12/6		My Class Evaluation portal is open! Directions follow this schedule.*	
Class 13	11/21	Topic: Choosing Your Major and Planning your	Assignments to Hand in

		Career Further discussion on careers, career path, financial rewards, courses required	next week: 1) Reflection Journal 2) Summary of Service Paper
Class 14	11/28	Topic: Reflections on course, Service Learning, civic engagement, etc. ASSIGNMENTS DUE TODAY: 1. Reflection Journal – includes the individual reflection papers 2. Summary of Service Paper	
Class 15	12/5	Post-Assessment	

For the course evaluation, follow these directions:

- Go to myTSU portal log-in on the University home page.
- Click on MyTSU tab
- Enter your user name and password
- Click Banner Services tab
- Click Student tab
- Click Student Records
- Click MyClassEvaluation