SYLLABUS PART II

EDISON STATE COMMUNITY COLLEGE

GEN 101S FIRST YEAR EXPERIENCE

3 CREDIT HOUR

Section/Term:	GEN 101S
Class Meeting Time:	Online Wednesday 12:00-12:50
Location:	Online
Faculty:	Kris Lee, MBA, Bluffton University, 2006, MA Organizational Management, Bluffton University, 2007, BA Communications, Wright State University, 1988
E-mail:	klee@edisonohio.edu
Faculty Phone:	937-414-0452
Faculty Office Hours:	Call anytime
Faculty Contact:	If you have questions or concerns, please contact me via email with the course name and number in the subject line (GEN 101 811FS) through your Edison State email. You are welcome to set up an appointment to meet virtually via Teams or Zoom or stop by my office.

Class Policies:

It is generally accepted that academic writing consists of the author's thoughts which are supported by properly cited sources through paraphrasing, summary, and quotations. At the instructor's discretion, papers with excessive quotatio where quotations make up 10% or more of the paper, may not meet the assignment requirements, and be dealt with accordingly.

Revision Policy:

Since revision is a major part of writing, I will allow you to revise your essays once they have been graded. You get on attempt at a revision for each writing assignment. I must receive the revision by the assigned deadline. I expect revisio go beyond simply addressing my comments by carefully examining and trying to meet the grading criteria. You are welcome to submit a revision before the assigned deadline; however, the assignment may not be graded before this assigned date.

Communication Policy:

E-mails sent to me by 4:00 p.m. Monday-Friday with course name and section number (ENG 121 811FS in the subject from your Edison e-mail will be answered within 48 hours unless the school is closed (breaks/holidays). Assignments submitted through course messages or e-mail will not be accepted for a grade without prior written authorization from t instructor. If you are given permission to submit via e-mail, it must be submitted through your Edison e-mail.

Late Work:

All work should be submitted on time. With the exception of major essays, no late work will be accepted after 48 hours the assigned deadline. Major essays, with the exception of the final, may be submitted up to one week past the due da with a letter grade penalty. The final essay will NOT be accepted after the term has officially ended. I reserve the right t make exceptions due to extreme circumstances at my discretion. *Any extension given for extreme circumstances will require documentation
submitted to the instructor.

Academic Integrity:

Edison Community College expects students to submit original work for each assignment. the student handbook https://www.edisonohio.edu/digipub/studenthandbook/index.html , pages 28-29 clearly defines academic dishonesty and how edison handles cases of academic dishonesty. using peer support and tutoring services is not considered academic dishonesty, as long as the work is original and in your own voice, meaning you didn't submit work you did previously or "borrow" words/ideas without crediting the source. the same policy goes for ai-generated text. for example, you may use predictive text to fix spelling errors. you may not tell an ai software to write a critique of an essay for you and copy/paste the text. any use of ai (outside of spell-checker) must be approved by the instructor and noted with the following at the bottom of the assignment:

Any final draft exhibiting the use of ai without permission and crediting the source will be counted as plagiarism. any assignment that is plagiarized (whether intentional or unintentional) or lacks appropriate citations will automatically receive a failing grade. intentional submission of someone else's work as your own will result in automatic failure for the course. whereas, assignments that simply fail to cite in mla format will have points deducted accordingly.

Testing Your Faith Act Policy

Edison State Community College is committed to providing an environment respectful of students ' beliefs. students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. students must complete the testing your faith act accommodations form, https://www.edisonohio.edu/services-support/registration-records, located in "forms " and provide a copy to their individual faculty within 14 days from the start of the course. the entire policy can be found in the student handbook at https://www.edisonohio.edu/services-support/student-resources.

Technical Support

For Blackboard Assignment issues, the Instructor should be the first point of contact
For Log-in or other technology issues:
There are several steps you can follow if you have issues logging in to Blackboard or Office. During business hours:
• Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts.
• Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday) o email to support@edisonohio.edu
o call 937-778-8600 and ask for IT Help Desk After hours:

• Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts

Grading Scale and Procedures
Coursework will be graded for accuracy and completeness. The instructor reserves the right to raise or lower the final grade based on the student's in-class participation, attendance, or other circumstances. The gradebook function of Blackboard will be used in this course.

90-100% A

80-89% B
70-79% C
60-69% D
Below 60 F

Evaluation Methods The course will be graded on the following activities (unless otherwise stated by rubric):

Weekly Assignments	10 points each
Final Project	50 points
Final Exam	50 points

SCHEDULE OF TOPICS

The following schedule will be observed as closely as possible. The instructor reserves the right to make changes to the syllabus that are deemed necessary to enhance the learning process.

Mod.	Topic	In-Class Activities	Assignments
1	Introduction	• Introductions • Review syllabus	• Complete Module 1
2	Navigating Edison State Community College	• Present myESCC, Blackboard, Email, OneDrive, Password Reset Manager • Quiz over GEN 101 Syllabus	• Complete Module 2
3	Advising and Campus Resources	• Introduce Campus Resources • Introduce Student Educational Plan (SEP) • Introduce Final Project • Calculating GPA	• Complete Module 3
4	Technology and Information Literacy	• Discuss Library Resources • Start Library Resources Assignment • Start Information Technology Scavenger Hunt	• Complete Module 4
5	Learning Styles and Time Management	• Discuss Learning Styles • Discuss Time and Money Management • Exercises - Multiple Intelligences - VARK - Where Did Time Go - Begin to Fill in Planner - Create a Spending Log	• Complete Module 5
6	Reading, Writing, Presenting	• Discuss Reading, Writing, and Presenting Skills	• Complete Module 6
7	Reading, Writing, Presenting ctd.	• Discuss Reading, Writing, and Presenting Skills	• Complete Module 7
Mod.	**Topic**	**In-Class Activities**	**Assignments**
8	Note Taking Skills and Thinking Critically	• Discuss How to Improve Note Taking • Discuss Critical Thinking • Problem Solving	• Complete Module 8

9	Developing Memory and Taking Tests	• Discuss Memory and Test Taking • Five Ways to Master Your Memory • Test Anxiety Survey	• Complete Module 9
10	Setting Goals	• Small Group Brainstorming in Class – Keys to My College Success • Discuss Motivation • Discuss Core Values • FOCUS Activity and Control Activity (Worry)	• Complete Module 10
11	Choosing a Career	• Discuss Career Services • Preview TypeFocus Online Assessment	• Complete Module 11
12	Creating Your Future	• Discuss My Career: Next Steps • Discuss TypeFocus Career Reports as a Class	• Complete Module 12
13	Diversity and Group Work	• Discuss Diversity • Diversity Questionnaire • Diversity Assignment • Cultural Intelligence	• Complete Module 13
14	Final Project and Presentation	• Final Project Presentations	• Complete Module 14
15	Final Project and Presentation	• Final Project Presentations	• Complete Module 15
16	Final Exam	• Final Comprehensive Exam during Class	