

Harpur College of Arts & Sciences
Planning for Academic Success

Meeting Days: TBA
Meeting Time: TBA
Location: TBA
Course Credits: 2 Hours

Instructor
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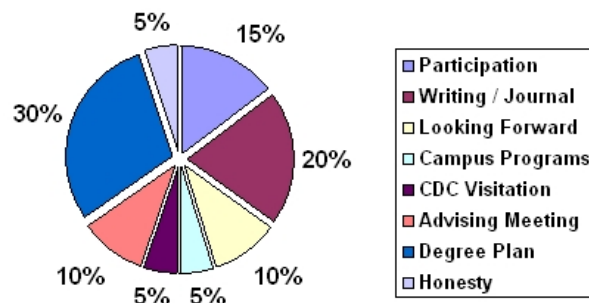
COURSE OBJECTIVES

The *Harpur College Planning for Academic Success* course provides students with the opportunity to explore the many aspects of a liberal arts education, including especially the areas of academic development and degree planning. Moreover, this course will familiarize you with the academic community, its mission, its importance and the many opportunities it provides for scholastic, professional and personal growth. Most importantly, this class will help you recognize a pathway to your future, and will familiarize you with the avenues that Harpur College and Binghamton University in particular can provide for you. We will help you discover these pathways through exploring University services, programs and academic offerings in the classroom, around campus and beyond.

COURSE STRUCTURE

The course will revolve around connecting you with the living networks of the University Community. Throughout the semester, you will be encouraged to explore various aspects of the university – especially those offices, services and programs which exist to help you develop your academic and professional self. Accordingly, much of this class will exist outside of the classroom – you will be encouraged to take part in lectures, workshops or experiences, and report your experiences to the class. You will also be required to read scholarly articles which provide insight into the liberal arts experience and mission in the interest of illustrating the significant role a liberal arts education can play. Accordingly, each class focuses on a particular theme designed around providing information and knowledge related to specific aspects of your education. Fundamentally, each experience will be focused on connecting you to the university community through developing an understanding of its importance and the role it can play in providing you with pathways to careers, majors and academic experiences.

SUMMARY OF ASSIGNMENTS AND EXPECTATIONS



Reading & Discussion. Each student will be expected to take part in class discussions focused on the reading assigned in the syllabus. Please read the material prior to class, prepare notes to organize your thoughts, and come prepared to discuss your ideas or reactions. All readings are available via Blackboard. Reading completion and discussion are factored as participation, which accounts for 15% of your course grade.

Writing Response. You will be required to complete a one-to-two page written journal each week, detailing your reaction and reflections on the class material, out-of-class assignments, or current events in your academic and university life. The formats of these entries are open-ended, but each week’s submission should correspond with the theme of the classes that week. These are expected to be an exercise in critical thinking and represent college-level writing quality. More information and the assignment guidelines will be distributed in class and via Blackboard. Your journal responses will account for 20% of your course grade. You will receive regular feedback from the instructor. In addition, discussion of your thoughts and ideas is encouraged.

Plagiarism Exercise. Academic honesty and integrity is law among academics. In this assignment, you will be expected to find, read and discuss the meaning of academic integrity at Binghamton University. To demonstrate your thorough understanding of the concept, you will be asked to discuss examples of plagiarism, cheating and other academic honesty offenses in light of the assigned reading. The academic honesty exercise will account for 5% of your final grade.

Looking Forward. Using a provided General Education / Requirement planner, you will be expected to demonstrate a future-semester course selection plan that accounts for requirement overlap, and potential major requirements. The “looking forward” exercise will account for 10% of your final grade.

Attend Campus Programs. During the span of this course, you will be required to attend at least one academic lecture, university services event or campus community event. You will be required to discuss the experiences in class, and share what you have learned with the group. A primary goal of this exercise is to expose you to a new aspect of university life, a new academic topic, or to help you foster or explore one of your interests. When presenting this in class, you will be expected to relate this idea. The campus program report exercise will account for 5% of your final grade.

Visit the Career Development Center. You will be expected to attend a Career Development Center program, or visit the Career Development Center itself. The CDC is a valuable resource when devising your academic plan. You will be expected to report your findings of a specific career-related subject of your choosing to the instructor. More information, and the assignment guidelines, will be distributed in class and via Blackboard. The CDC visit will account for 5% of your final grade.

Meet with a Harpur Advisor. You will be expected to speak individually with a Harpur Academic Advisor in a one-on-one meeting during the span of the course. The advisor will not direct the subject matter of the meeting; as the class progresses your key questions will become evident to you. You should be discussing those questions and concerns relevant to your degree plan. You are encouraged to explore these questions, and/or consider your academic plan with an advisor. We encourage you to have an enduring collaborative relationship with an advisor of your choosing. The meeting will account for 10% of your final grade. As these meetings are confidential, and can involve any number of subjects and issues - you are not required to report on the subject of the meeting. Your attendance will be verified using our sign in process.

Develop a Degree Plan and Academic Outlook. As a first semester freshman, you are expected - and encouraged - to explore various academic disciplines throughout the divisions of Harpur College. Your academic plan will allow you to visualize and comprehend the requirements which lie before you, and will seek to help you understand how they can be effectively used to explore a potential career, academic major or area of study. While we understand this is all tentative, a thorough understanding of the scheduling and planning process is an essential element of effective degree planning. This assignment will consist of a brief narrative detailing your academic plan and identified goals, and an exercise in identifying goals and objectives for future semesters. More information and the assignment guidelines will be distributed in class and via Blackboard. This assignment will require you to draw on all you have learned over the course of the semester. Accordingly, the degree plan assignment accounts for 30% of your final grade.

CLASS CONTRACT, RULES AND POLICY

The following is our contract with you. These rules and policies make clear our expectations, our obligations, and your responsibilities and obligations.

Assignments. Assignments are due on the dates posted. Late assignments will incur letter grade penalties in the form of a half letter grade for each day late – up to four days. Following the fourth day, a late assignment cannot be accepted barring a documented emergency or excusable absence.

Attendance. You must have a valid excuse for missing class. You can miss class only once without an excuse, with no penalty -- however, you are still responsible for delivering any assignments and be aware of any material discussed on these days. Following the second missed class, you (1) are dropped to 50% on your participation

grade (2) the next additional absence results in 0% on participation and you are deducted an entire letter grade in addition to the participation reductions (4) the next additional absence results in failure. Excuses, medical excuses, athletic absences or paperwork must be appropriately dated. Any documentation provided must cover all days missed in the range of dates.

Feedback. Writing assignments are graded objectively in a formal and defined manner. This method of grading exists to curb the possibility for subjectivity and to provide students with valuable feedback regarding their writing and academic work: All written assignments will receive a form detailing how the grade was assessed, along with feedback which seeks to detail (1) the reasons for grade results and (2) information of use to you and (3) suggestions for improvement. Students are strongly encouraged to read this assessment, and ask questions or seek clarification where points are not clear.

Plagiarism and Academic Honesty. This course will address academic honesty, issues revolving around plagiarism, and the centrality of academic integrity to the institution and the academic process. Binghamton University expects all students to do their own work, and to acknowledge the work of others when presenting their work. The Binghamton University Student Academic Honesty Code, published in the University Bulletin, defines academic dishonesty as involving the “misappropriation of academic or intellectual credit to oneself or to the discredit of others,” including plagiarism, cheating on examinations, multiple submissions, unauthorized collaboration, fabrication and misrepresentation, forgery, sabotage, and bribery.

In this class, all writing assignments are verified using Turn-it-in. If you plagiarize, you will fail this course. All other forms of academic dishonesty will result in failure as well. If you commit other acts of cheating, this will likewise result in failure.

In addition to the course penalties described above, the Student Academic Honesty Code is enforced through the action of the Harpur College Academic Honesty Committee. The consequences for proven violations of the Code are very serious and can result in suspension or even expulsion from the university.

Classroom Standards. Much of our class time will revolve around open discussion and oral presentations. It is our intention to create and maintain a safe and effective learning and teaching environment. Please adhere to the following rules of conduct:

- Please exercise respect when addressing your classmates, the instructor and guests in the class. We intend to provide an atmosphere that encourages discussion and the sharing of ideas. Likewise, it is important to create and maintain an environment that welcomes questions and open inquiry. Please acknowledge and respect your classmates.
- Please do not come to class late or leave early. If you must enter class late, do so quietly and do not disrupt the class by walking between the class and the instructor. Do not leave class unless it is an absolute necessity. You must be present for the entire class to be considered in attendance.

- Please do not talk to / with other classmates while the instructor or another student is speaking.
 - Please turn off the electronics: cell phones, pagers, and beeper watches. Of course recording materials and assistive technologies are welcome, as are laptops provided you use them to view and record class material.
 - Please avoid audible and visible signs of restlessness. These are both rude and disruptive to the rest of the class.
 - Please focus on class material during class time. Sleeping, talking to others, doing work for another class, reading the newspaper, and checking e-mail are unacceptable and disruptive.
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Harpur College of Arts & Sciences

Planning for Academic Success

Degree Plan (*Final Assignment*)

Primary Objectives

- Understand the University and College requirements, and the manner in which they overlap and interact.
- Develop the ability to use forward planning to map out your coursework, co-curricular activities and professionalizing extra-curricular activities.
- Understand the expectations of a Harpur College major and the rules and requirements of academic departments.
- Learn to identify and include internship and independent opportunities in your academic plan which relate to your professional development and career decision-making.
- Develop decision-making and assessment skills while considering various majors, programs of study, and career opportunities.

This assignment will require you to develop an academic plan. You will consider various majors, minors, programs of study, co-curricular activities and professionalizing activities as you develop the plan. In completing this assignment, you will be expected to draw on all of your course experiences, including your own personal reflections and discoveries. Fundamentally, this is an exercise in planning, research and honest self-assessment.

Length, Paper Format

- The assignment will consist of at least five pages.
- One page of the five may be an optional calendar or grid of upcoming semesters.
- You may make use of the annual academic plan worksheets available on the Harpur Academic Advising website.
- You will be expected to type the assignment.
- The assignment must be double-spaced and numbered, using standard page formatting.
- Any articles or other sources of information must be appropriately cited (see our discussion on academic honesty).

Content

Your assignment must adhere to the following guidelines. While each is broad, they represent definite goals of the course, which have been evident throughout the semester. You are advised, but not required, to format your assignment using the following sections or headings.

1. **Major Decisions.** You will be expected to identify and thoroughly discuss a potential major. In particular, you must explain why you have chosen a particular

- major. Your reasons will be highly personal to you, and can include personal interest, research interest, experience, career avenues or other aspects of major decision making. Within this heading, you should discuss the career or post-baccalaureate avenues you can pursue with the chosen major, and identify some of the professionalizing experiences the major can offer. Summarize the requirements of the major, and identify some potential courses for each. Discuss your reasons for choosing the courses you identify.
2. **General Education and Elective Course Selection.** Using the worksheet provided, you will be expected to identify outstanding general education requirements, and identify courses you will use to fulfill them. After completing this exercise, you must provide a narrative explaining why you have chosen those courses, how they interface with your major plan, and/or how they might serve a personal or professional developmental goal. You will also have a variable number of elective courses that you will need to reach the 126 credit hours required for graduation. You will be expected to identify at least two elective courses, and identify how they interface with your major plan, and how they might serve a personal or professional developmental goal.
 3. **Co-curricular Activities:** Identify related co-curricular or extra-curricular activities that can enhance your study within the major and further prepare you professionally and/or academically. These activities can include internships, independent study, research and teaching practica. You can also include relevant extra-curricular activities here as well. Campus organizations, professional and academic clubs, and honor societies can all be positive aspects of your personal, academic and professional development.
 4. **Closing and Summary:** This is a deliberately broad topic heading designed to allow you to discuss what you hope to gain from your future experiences in Harpur College, what factors you should be taking into consideration as you progress, and other personal goals you may have for yourself. You should also bring together any points or assertions you have made in the preceding sections.

Remember, this *is* a collaborative exercise. You are *encouraged* to reach out to offices, advisors, professors and other campus services to discuss your degree plan, your professional development goals, and your future at Binghamton University.