SYLLABUS

FYS 100 First Year Seminar

Athena Scholars

Hunter College, The City University of New York
Fall 2022, Wednesdays 1:30-2:20 / Room TBA/ XA1/Section 9851

Instructor: Elizabeth Wall-O'Brien
Office Room: Zoom, by appointment
Department: Honors Scholar Programs, Division of Student Affairs
To Schedule Appointments: https://hunter.cuny.edu/navigate/students
Email: ewallobr@hunter.cuny.edu

Pre or Co-requisite: ENGL 120

Course Description:
Transitioning to college and choosing a major field of study is a challenging task faced by every first-year student. In the creation of academic plans, students navigate a challenging path integrating plans they first bring to the college with new information, new areas of study or interests, and new knowledge of one's self, all while balancing external forces, such as family wishes, financial/time constraints, or economic conditions. The First Year Seminar promotes students' academic success and introduces students to Hunter's academic culture, the wide range of disciplinary and interdisciplinary programs of study, opportunities for intellectual and imaginative enrichment, and a process of inquiry to promote successful resolution of common first year tasks including choosing a major, creating academic and career goals, and understanding one's learning style.

The seminar will complement the advising that students will be receiving from the Office of Honors Scholar Programs by acquainting them with processes such as registration, policies such as grading, general education requirements, extracurricular activities at the college, and the various academic and personal support services available to them. It will also complement the

research and writing skill sets addressed in the English language and composition sequence and new information literacy initiatives through the Hunter College libraries.

Required Materials: Registration for **Focus 2** – See Week 1 assignment for instructions. Go to www.hunter.cuny.edu/studentservices/cds/students/Focus2

Resources:

Academic Advising "How To…"	http://www.hunter.cuny.edu/advising/how-to
Blackboard	https://bbhosted.cuny.edu/
Career Development Services	http://www.hunter.cuny.edu/studentservices/cds
Catalog:	http://catalog.hunter.cuny.edu/
Degree Works	https://degreeworks.cuny.edu
Hunter College Directory (Find faculty/staff email addresses)	https://www.hunter.cuny.edu/directory
Hunter College Website (Use the search bar to find what you need)	https://hunter.cuny.edu
MyHunter	http://hunter.cuny.edu/myhunter
Occupational Outlook Handbook	http://www.bls.gov/ooh/
O*Net Online	http://www.onetonline.org/
O*Net Resource Center	http://www.onetcenter.org/

Course Objectives:

- Students will engage in a process of inquiry into their own; interests, skills, and abilities; decision making style; and personal learning style.
- Students will learn academic and occupational options congruent with knowledge of self.
- Students will learn about and use campus resources to assist in achieving academic, personal, and career goals.
- To help students improve communication and presentation skills.
- To encourage student involvement in the extra-curricular, intellectual, cultural, and recreational activities at the college.
- To assist students in working independently, and collaboratively in teams.

- To provide students with a supportive community of peers who will assist them in their transition to college.

Course Format:

FYS 100 is a small discussion-based seminar. Students should and complete assignments **before class** and be prepared to discuss assigned topics in class

This class will incorporate:

- Brief discussions of general concepts and terminology for each week's topic.
- Guest speakers that address the topic of the week.
- Student presentations on academic, career, social, and community issues related to the topic of the week.

Students are expected and encouraged to make class discussions lively and interesting! Every member of the class has much to learn, but also much to contribute to our ongoing dialogue of exploring the self, decision making styles, and resources at Hunter College.

Teaching Philosophy and Operating Assumptions:

- I teach how to think, not what to think.
- You get out of class what you put into it.
- College students are adults and are able to make decisions about their own education.
- Mistakes and accidents happen. They do not excuse responsibility of a poor decision.
- Class will start and end promptly at the designated times.

Syllabus Change Policy:

This syllabus is a guide for the course and is subject to change with a week's email notice.

Attendance at Mandatory Events:

*As per section 12 of the **Honors Scholar Rules and Terms**, we reserve the right to revoke your scholarship if you do not attend mandatory events. The Office of the Vice President will review attendance at all of these events thoroughly. Students will be advised regarding dates and times of any and all mandatory events.*

Attendance/Late Policy:

Students are expected to attend all classes. Students are expected to report absences. Email is the preferred method to do so. Each class is worth one (1) attendance point. Since there are 14 classes total, you can earn up to 14 points total.

Excused Absences:

At the discretion of your instructor, up to three (3) classes can be excused without penalizing your grade. Please contact me in advance, when possible to discuss your absence and the possibility of making up an assignment. Examples of excusable absences include:

- Religious obligations
- School-approved activity authorized by a faculty or staff member
- Illness, health condition, or family emergency.
- Death or illness of an immediate family member

Unexcused Absences:
Unexcused absences will result in the loss of seven (7) points for the first unexcused absence and fourteen (14) points for the second unexcused absence.

Note: Three or more unexcused absences will result in course failure**.** More than four (4) absences **whether excused or not** will result automatic failure of this class

ADA Policy:

In compliance with the American Disability Act of 1990 (ADA) and with Section 504 of the Rehabilitation Act of 1973, Hunter College is committed to ensuring educational parity and accommodations for all students with documented disabilities and/or medical conditions. It is recommended that all students with documented disabilities (Emotional, Medical, Physical, and/or Learning) consult the Office of AccessABILITY, to secure necessary academic accommodations. For further information and assistance, please visit http://www.hunter.cuny.edu/access/students/Register or email accessability@hunter.cuny.edu.

Hunter College Policy on Academic Integrity

Hunter College regards acts of academic dishonesty (e.g., plagiarism, cheating on examinations, obtaining unfair advantage, and falsification of records and official documents) as serious offenses against the values of intellectual honesty. The College is committed to enforcing the CUNY Policy on Academic Integrity and will pursue cases of academic dishonesty according to the Hunter College Academic Integrity Procedures

Late Work Policy

Work is due at the beginning of each class.
When absent:

- ***Unexcused Absences:*** No makeup work accepted.
- ***Excused Absences***: Please contact me to confirm an alternative deadline.

Extra Credit Policy: There will be opportunities to earn extra credit during the semester. As of now, 5 points of extra credit can be obtained by attending the Semi-Annual Career Fair, September 28, 12 noon to 3:00 pm. The details are already available on our website and students

are able to register and see the list of companies:
https://www.hunter.cuny.edu/studentservices/cds/students/CareerFairs

COURSE OUTLINE

Week 1: 8/31/2022

Class: Getting Started

- Syllabus Review
- Classroom Expectations
- Introductions
- **2:00 pm Guest Speaker: Irina Ostrozhnyuk, Admissions**

Begin work on a long-term assignment: Career Development Services Approved Resume

- Create your resume (due Week Four: Sept 21)
  We will not cover how to create a resume in class; please use resources at http://www.hunter.cuny.edu/studentservices/cds/students/resume.

  IMPORTANT: You will need to upload your resume onto Career Hunter: https://hunter-cuny-csm.symplicity.com/students/

  Please Note: The default password for CareerHunter is different from your MyHunter account. Click "Forgot Password" to create a password.

  Once you submit your resume to Career Hunter, Career Development Services counselors will review your resume and provide feedback. When you turn in this assignment, we want to see both your original resume (the one you first turned in to CDS) and a resume with the recommended revisions. Do not leave this assignment to the last minute. CDS team members will need time to review and comment on your resume. All assignments must be submitted through Career Hunter for review.

  https://www.hunter.cuny.edu/studentservices/cds/copy_of_pressroom/homepage-slideshow-sp2020-online/careerhunter

Due next class:

Register with Focus 2

- Go to http://www.hunter.cuny.edu/studentservices/cds/students/Focus2
- Follow instructions to create a Focus 2 account.
- When creating your account, select the student group that corresponds with this class section.
- You may contact Career Development Services if you have any questions or technical issues: career@hunter.cuny.edu

Week 2: 9/07/2022

Class: How Much Time Do You Think You Have?

- Visit from Chinese Flagship Center
- Time Management
- Group Activity: How much time do you think you have?
- Discussion of next week's assignment: Semester Planning Worksheet

Due Today*:* Focus 2 Registration
Due next class: Semester Planning Worksheet
Submit your completed assignment online before the start of class. Instructions on how to submit assignments online appear on the **last page of your syllabus**. Please bring a hard copy of your completed assignment to class to use during class discussion.

Week 3: 9/14/2022

Class: "Beginning With The End In Mind": Planning For Success

- PowerPoint Presentation
- Discussion of Learning from Semester Planning Worksheet
- Review of Focus 2

Due Today: Semester Planning Worksheet
Due Next Class: 1) Complete all Focus 2 Assessments

- Academic Strengths
- Personality
- Leisure
- Values
- Career Planning Readiness

You should reflect on what you have learned through each assessment and be prepared to discuss your learning in class.

2) Submit your resume: **The original submitted to CDS and your final draft**
3) Preparation for library visit

Week 4: 9/21/2022

Class: **Using Library Resources**:
Guest Speaker: Professor Sarah Ward from the Leon and Toby Cooperman Library

Due Today*:* Completion of Focus 2 Assessments, Resume Upload (original and final drafts) and preparation for library visit

Due next class:

1. You should reflect on what you learned from each of the assigned Focus 2 assessments. How might you use this information to make decisions about major selection, academic planning, enrichment experiences and career planning? We will begin the discussion in class and continue it through the remainder of the semester.

2. Browse Occupational Outlook Handbook (OOH) and ONET
https://www.onetonline.org/
http://www.bls.gov/ooh/

3. Explore the Career Development Services website
http://www.hunter.cuny.edu/studentservices/cds

Extra Credit: Five points of extra credit can be obtained by attending the Semi-Annual Career Fair, September 28, 12 noon to 3:00 pm. The details are already available on our website and students are able to register and see the list of companies:
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Week 5: 9/28/2022

Class: **Career Development Services: Internships and CDS Resources**
Guest Speaker: Career Development Services Staff

Discussion (As time permits)
How can you use information obtained from Focus 2 and other campus resources to make decisions about major selection, academic planning, enrichment experiences and career planning? We will begin the discussion in class and continue it through the remainder of the semester.

Due next class: Nothing is due.

Reminder: Your Major Exploration Assignment is due Week 9

Week 6: 10/12/2022

Class: Meet with Program Director/Peer Mentors
Discussion of Education Abroad

Review: Major Exploration Assignment (Due Week 9)

Week 7: 10/19/2022

Class: Guest Speakers from the Office of AccessABILITY

Discussion (As time permits)

- The Value of Self-Reflection in the Decision-Making Process
- Introduce Autobiographical Reflection Essay assignment (Due Week 10)
- Class Activity: Academic Planning:
  Transferred Credits, Hunter Core and Planning Ahead

Due next class:

Browse majors in Hunter Catalog:
http://catalog.hunter.cuny.edu/index.php
1)Use the search bar or
2) Look to the far right under "School of Arts and Sciences" etc
Or on the Hunter College Website
3) Go to https:// Hunter.cuny.edu and use the search bar: Ex: Type: "Psychology major" etc.
Review Academic Integrity Guidelines
http://www.hunter.cuny.edu/studentaffairs/student-conduct/academic-integrity
for next week's presentation from the Office of Student Conduct

Reminders:

- Major Exploration Assignments are due Week 9
- Autobiographical Reflection Essays are due Week 10
- Academic Planning Assignment is due Week 12
- (HINT: You can start the Academic Planning Assignment by adding your transfer credit and current courses to the template. Then consider the courses you plan to take next semester and add them to the template as well. To look ahead you will need to "select a major" –even if you are not sure – you can always make changes once you are sure –then look up the major in the catalog to see the courses you will need.)

Week 8: 10/26/2022

Class: Presentation on Academic Honesty

Guest Speaker: Colleen Barry, Director, Office of Student Conduct

Due next class: Major Exploration Assignment

Week 9: 11/02/2022

Class: **Guest Speaker: Rokowitz Writing Center**

Discussion: **Review of the Academic Planning Assignment**

- Degree Works
- Degree Maps
- Catalog
- Focus 2 Assessment
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Due Today*:* Major Exploration Assignment
Due next class: Autobiographical Self Reflection Essay

Week 10: 11/09/2022

Class: Office of Prestigious Scholarships
Guest Speaker: Dr. Stephen Lassonde

Discussion: Continued discussion of Academic Planning Assignment as time permits
Due Today: Autobiographical Self- Reflection Assignment
Due next class: Nothing

Week 11: 11/16/2022

Class: **Guest Speaker: Counseling and Wellness: Stress Management**

Due Next Class: Academic Planning Assignment

Week 12: 11/23/2022

Class: **Discussion: Coping with finals and general Q&A**
Assign order for final presentations

Due Today: Academic Planning Assignment

Week 13: 11/30/2022

Final Presentations

Week 14: 12/07/2022

Final Presentations

Assessment and Evaluation

Grades will be posted to Blackboard 1-2 weeks from an assignment due date. The chart below describes the total number of possible points for all assignments. Grades will reflect the quality of the work, and inadequate assignments will not receive the maximum number of points. Assignments are not (primarily) evaluated on spelling and grammar. However, if the number of errors distracts from the content points will be deducted.

Attendance	**14 Points**

Participation in class and attendance at mandatory events. Mandatory events will be discussed in class.	**16 Points**
Assignments (45 Points)	
Time Management Semester Planning Sheet	10 Points
Major Exploration Activity	10 Points
Autobiographical Self-Reflection Essay	15 Points
Academic Plan	10 Points
Final Presentation, Focus 2 Portfolio and Resume (25 Points)	
Final Presentation	15 Points
FOCUS 2 Portfolio	5 Points
Resume (original and final copies together)	5 Points
TOTAL	**100 Points**

Points required for final course grade

A+ 97.5-100

A 92.5-97.4

A- 90.0-92.4

B+ 87.5-89.9

B 82.5-87.4

B- 80.0-82.4

C+ 77.5-79.9

C 70.0-77.4

D 60.0-69.9

F 59.9 and bel

Scholar Programs Digital Portfolio

As part of maintaining the latest information for you on file with the college, the Scholar Programs would like to ask that the following assignments be created in Outlook 365 and shared with us:

Time Management Semester Planning Sheet
Career Autobiography/Reflection
Résumé
Major Exploration Activity
4 Year Academic Planning Worksheet
Final Portfolio Project

Creating Your File(s)

Step 1: Access the Template for your assignment by clicking on the relevant assignment above

Step 2: Download the template to have your own copy to which you can make edits

I. Click on DOWNLOAD on the top right of the template and save it to your desktop
II. Log onto your Outlook Office 365 as you would log onto Hunter e-mail
III. Navigate to OneDrive
IV. Click on "Upload", Select "Files"

Step 3: Complete your assignment

I. Open your uploaded file in Outlook 365 and fill in the template with your information

Step 4: Share it and submit it for credit!

I. Click on "Share" on the top left
II. Click on "Only the people you specify who have this link can edit" and replace with "Anyone"
Note: If you cannot select "Anyone", select Specific People.

III. Uncheck the box next to "Allow editing" so that only you can make edits
V. If you were only allowed to share with Specific People, enter scholarp@hunter.cuny.edu" VI. Click on "Copy Link"
VII. Click on "Copy"

VIII. Submit the link to your direct assignment on our Online Assignment Submission Tool

Please note that if we cannot access your file, you will not be awarded credit. Be sure to safeguard your link as anyone with this link will be able to access this file.

Step 5: PLEASE continue to update these shared documents throughout your time at Hunter so that we can consider you for additional scholarships, internships, fellowships and other exciting opportunities. What you add here is what we will know about you!