

**RPTA 21 - Freshman Seminar: “Becoming an Educated Person”**

**Instructor Information:**

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| **Name** | **Cara Hoyt** |
| **Office** | **Solano 4022** |
| **Office Hours** | **Tues 4:30-5:45 pm & Wed. 11:00-11:50 am** |
| **Email** | **choyt@csus.edu** |

## **PEER MENTOR: DIANE LEE EMAIL: DIANELEE@CSUS.EDU**

**Course Description:** RPTA 21 is a freshman seminar intended to provide students with an introduction to the nature and possible meanings of higher education, and the functions and resources of the University. This course is designed to help students develop and exercise fundamental academic success strategies and to improve their basic learning skills. The seminar will also provide students with the opportunity to interact with fellow students and the seminar leader and to build a community of academic and personal support.

**Course Question:** You can think of almost everything in this course as helping you to answer the following question:

* ***How can I best prepare myself for academic success?***

**Required Materials**

* **Textbook:**

**-***First year seminar: Spare Parts//four undocumented teenagers, one ugly robot, and the battle for the american dream*by Joshua Davis, Farrar, Straus and Giroux books

* Students will need to set up “My Sac State” and Canvas accounts. This course will be delivered partially online through Canvas, a course management system. To access this course on Canvas, you will need access to the Internet and a supported web browser.
* Occasional supplemental reading via in-class handouts

**Course Goals and Learning Objectives**

* The student will have an enlarged understanding of the ideas and values related to education, including:
  + - The philosophy and history of higher education and the CSUS mission
    - The relationship of education to personal development
    - The significance of the teaching and learning process
* Demonstration of active learning and improvement of intellectual skills:
  + Academic skills (speaking, writing, note-taking, study skills, time management)
  + Evidence that student is taking responsibility for his/her own education and development
* The student will begin to develop information competence and computer literacy
* Demonstrate an understanding of “self” as an integrated biological, psychological, and social being: Students will gain an understanding and appreciation of the multicultural nature of society and this University.
* Acquisition of organized knowledge: Reading about, writing on, and discussion of course topics

**Grading Scale**

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| --- | --- | --- | --- |
| A | 488 - 525 | C | 383 - 409 |
| A- | 473 - 487 | C- | 368 - 382 |
| B+ | 462 - 472 | D+ | 357- 367 |
| B | 436 - 461 | D | 331 - 356 |
| B- | 420 - 435 | D - | 315 - 330 |
| C+ | 410- 419 | F | 0 – 314 |

*A = Exemplary* achievement of the course objectives. In addition to being clearly and significantly above the requirements, work exhibited is of an independent, creative, contributory nature.

*B = Superior* achievement of the course objectives. The performance is clearly and significantly above the satisfactory fulfillment of course requirements.

*C = Satisfactory* achievement of the course objectives. The student is prepared for advanced work or study.

*D = Unsatisfactory* achievement of course objectives, yet achievement of a sufficient proportion of the objectives so that it is not necessary to repeat the course unless required to do so by the academic department.

*F = Unsatisfactory* achievement of course objectives to an extent that the student must repeat the course to receive credit.

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| **Assignment** | **Points Possible** |
| **Attendance & Participation:** Participation is an integral part of the learning process and students are required to be prepared and participate. In-class group activities, quizzes, homework, and reflection exercises will be given regularly during class to reinforce course material. | 50 |
| **Mentoring Assignments**  - Two meetings with your peer mentor @ 25 points each | 50 |
| **Leadership Initiative Green Certificate** | 100 |
| **One Book Group Presentations** | 25 |
| **Journal Reflections (5 @ 10 pts)** | 50 |
| **Written Assignments/Signature Assignment** (2 @ 100 points) See Canvas for instructions.   * Practitioner Interview * Career Planning Research Paper | 200 |
| **Final Presentation & Visual Display** | 50 |
| **Total** | 525 |
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**This syllabus, along with course assignments and due dates, are subject to change. It is the student’s responsibility to check Canvas for updates. Any changes will be announced in class and through Canvas.**

**RPTA 21 Course Policies**

**1. Enrollment**

Every student is encouraged to contact “CANVAS” within the first two weeks of the semester to verify enrollment in classes. Remember, it is the student's responsibility to assure enrollment and disenrollment. If a student finds her/himself unable to fulfill the requirements of the course and wishes to apply for an Incomplete (I) grade, the student must petition the RPTA Department before the end of the semester. Reasons for requesting an incomplete grade must be stated on the petition and proof of extenuating circumstances may be required at the discretion of the instructor. If a student fails to complete course requirements, or stops attending class, or does not complete the drop requirements, or does not qualify for an incomplete grade, a "U" or "F" grade will be given.

**2. Assignments**

* Late Assignments: All assignments turned in past the due date (see course schedule) will be penalized 20%. Every class session past the due date will result in an additional 20% reduction.
* Turning in hard copy Assignments: Hard copy assignments are to be turned in by 3:05 pm on the day they are due. If you are unable to do so due to illness, they are to be delivered to the RPTA office, please have it time stamped by the office attendant. (\*\*Writing assignments will not be accepted by email).

Canvas Journal submissions are due by 11:59 pm on the due date (see course schedule). Only submit writing in .doc or .docx **(Do not submit Google docs).**

* Copy Assignments: Make a copy of **ALL** assignments for yourself before handing them in. Keep your graded papers until you receive your final grade.
* Writing Assistance: If you need assistance with writing, I encourage you to utilize the Writing Center located in 128 Calaveras Hall. You can find out more information at [www.csus.edu/writingcenter/](http://www.csus.edu/writingcenter/)
* Person First Language is to be used in all assignments and on exams and tests. Points will be deducted for improper language. Refer to www.apastyle.org/manual/related/nonhandicapping-language.aspx for information on removing bias in language.
* Writing Requirements: The RPTA Department follows the APA guidelines for writing.
  + - All margins should be one inch (top, bottom, left, and right).
    - Cover page, running head, title of paper, name, University…(centered on page), page number right side (no last name next to page number)
    - Double spaced document
  + Papers are expected to be free from spelling and grammatical errors before being submitted. Please proof your writing for grammar and content. Points will be deducted from assignments if the paper is messy, or contains spelling and grammatical errors.
  + Wikipedia, and similar sources, are not appropriate reference sources for this class.
  + Do not use abstracts

**3. Commitment to Integrity**

* + - Plagiarism is the unauthorized or un-referenced use of the language, ideas, or creative expression of another person without acknowledging the source.  This can also include the statement of facts without supporting documentation. Papers must be written by the student submitting the assignments. Plagiarism includes having someone else write your assignments, using someone else's work as your own, and using an author's work without proper acknowledgment.
    - Any form of academic dishonesty, including cheating and plagiarism, may be reported to the office of student affairs. Plagiarism is considered a serious offense and can results in the offender facing University discipline.   Under some circumstances it can lead to expulsion from the University. For additional details, refer to the University’s policies and procedures regarding academic honesty.

**4. Attendance:**

* Attendance is required and will be graded, as it is an integral part of the learning process. Formal documentation (doctor’s note, etc.) is required for excused absences. You are allowed two unexcused absences, beyond the allotted absences 5 points will be subtracted from your total attendance points.
* Small assignments and in-class activities will be given regularly to reinforce course material. Students missing class on these days will not be able to make up the missed activities.
* It is the student’s responsibility to get copies of class assignments and handouts.
* Please arrive on time; leaving class early is strongly discouraged.
* Participation: Effective participation and contribution goes beyond just showing up for class. You will get the most out of this class if you arrive prepared and ready to engage in the topic. Unless you participate, you will not learn very much. True learning comes from taking those personal risks and challenging your thoughts and ideas.
* Regarding tardiness, the habit of arriving late to class is unacceptable, because of the interruption it causes. Make every effort to arrive on time so as to not disrupt the class. However, if you are more than 20 minutes late…it will be considered an unexcused absence.

**6.** **Non Completion of Course**: If a student is unable to fulfill the course requirements and wishes to take an Incomplete grade (I), they must petition the RPTA Department. An Incomplete grade will not be given without the required petition indicating the course requirements to be met and the date by which they will be completed. The student must be passing (have accumulated 315 or more points) to be eligible to apply for an incomplete grade. Reasons for the incomplete grade must be stated and proof of extenuating circumstance may be required. A “U” grade will be given if a student fails to complete course requirements and does not qualify for or arrange for an incomplete grade. An "I" will not be assigned when it is necessary for the student to attend additional class meetings to complete the course requirements.

**7.** **Reasonable Accommodation:** If you are in need of a reasonable accommodation due to a disability, speak with me as soon as possible so appropriate arrangements can be made. CSUS provides a wide variety of accommodations to students with disabilities to ensure equal access and opportunity. Students with special needs should contact Services for Students with Disabilities to arrange accommodations. Students with other types of special needs, such as English as a second language, are invited to discuss them with me to facilitate understanding and the best learning experience for all.

**8.** **Student Conduct:**

* Know the student conduct rules, rights and responsibilities that shape our campus culture. This classroom environment is one of mutual respect and consideration for all in attendance.
* At all times, show respect to your classmates, peers, guest speakers, and the instructor. I encourage you to express your thoughts, opinions, and ideas, but remember to do so in a respectful manner. Anyone acting in a disrespectful manner to others will be asked to leave.
* For more information visit the Office of Student Conduct at: www.csus.edu/student/osc/.
* **Laptops/Cell Phones**  
  Laptops, cell phones, Apple watches and other electronic devices should be off and not used during class. **THOSE USING AN ELECTRONIC DEVICE IN CLASS (UNLESS OTHERWISE APPROVED BY THE LECTURER) WILL BE ASKED TO LEAVE AND WILL RESULT IN AN ABSENCE, THIS INCLUDES ALL FIELD TRIPS.**

**9**. **Extra Credit** activities are not part of the core curriculum of this class, are not required for a grade or credit, and are done at the student's discretion with prior consent from instructor.

**10**. **Contacting the Instructor**

* Office hours. I enjoy meeting with students outside of the classroom and I encourage you to utilize my office hours. I welcome you to come by and discuss any assignments, concerns, or questions you may be having. If you are unable to make my office hours, I will do my best to set an appointment at a time that works for you.
* Email: I will check my email several times per work day. ([choyt@csus.edu](mailto:choyt@csus.edu)). However, if you send me an email during the evenings or weekends, do not expect as timely of a response.

**11. Course Requirements:** Typically, a student should expect to average three hours of work per week for each unit taken. This means that over a 15 week semester you will put in 135 hours of work for this 3 unit course. If you are taking 15 units this semester, 45 hours per week should be devoted to course work. This includes time spent in class, reading, researching, studying, and completing assignments. It is important to manage your time to be successful in your academic career.

**12**. **Dropping a Course**: It is the student’s responsibility to understand when they need to consider dropping a course. Refer to the Sac State Course Schedule for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student’s family.

**13**. **Field Trips:** This class may require activities be completed beyond the classroom time. Any activities completed off campus are completed at the student’s own risk.On campus activities are available to fulfill class assignments.

**CLASS SCHEDULE:**

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| Dates | Location | Topic/Event | Due |
| 8/27 | Lib 128 | Course Intro/Syllabus/CSUS Mission. Review Journal #1 |  |
| 8/29 | Lib 128 | Meet and Greet/photos  Review Assign #1-Interview | Familiarize yourself with Canvas/syllabus |
| 9/3 | Fol 1049 | ASI/SOAL/PEAK/AQUATICS | Journal #1 – DUE  (Wed. 9/4 by 11:59 pm) |
| 9/5 | Lib 128 | Intro to Campus Resources – PP  (Gameshow) K/C |  |
| 9/10 | Fol 1049 | Green Certification Workshop |  |
| 9/12 | Lib 128 | Peer Mentor-Time Management  Signature Assignment-Discuss  One Book Chapter Review-APA | Interviewee reported by 11:59 pm on Canvas |
| 9/17 | Lib 128 | What is RPTA/HHS  Guest Speaker-Raquel C. (Success Center) K/C | Journal #2 – DUE  (Wed. 9/18 by 11:59 pm) |
| 9/19 | TBD | Team Building (Outside Activity  Dress appropriately) C/W |  |
| 9/24 | Peak  Adventures | Ropes Course Experience – Upper C/W | Writing Assign #1 “Interview” - DUE |
| 9/26 | Fol 1029A  (Lab) | Tech Services Presentation |  |
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| Dates | Location | Topic/Event | Due |
| 10/1 | Orchards Suite - Union | Community Library C/W | Journal #3 – DUE  (Wed. 10/2 by 11:59 pm) |
| 10/3 | Lib 2022 | Library Resources/Peer Academic Resource Center (PARC) (C/W) |  |
| 10/8 | Lib 3023 | History of CSUS/Higher Education |  |
| 10/10 | Lib 128 | Review Writing Assign #2 |  |
| 10/15 | Lib 128 | OUT OF CLASS ASSIGNMENT | Stinger Sunrise any Friday from 8:00-9:00 am from Sept 20-Dec. 6  Journal #4 – DUE  (Wed. 10/16 by 11:59 pm) |
| 10/17 | Lib 128 | ONE Book presentations. Be prepared to present your assigned **One Book Chapter with your partners** | 10 min. each group |
| 10/22 | Lib 128 | Risk Taking |  |
| 10/24 | Lassen 1100 | Bursar’s office - Money Management and Financial Aid (K/C) |  |
| 10/29 | Lib 128 | Academic planning, Understanding GE/Univ requirements  (Peer Mentor) | Journal #5 – Due  (Wed. 10/30 by 11:59 pm) |
| 10/31 | Lib 128 | Min It 2 Win I/Potluck (K/T) |  |
| 11/5 | Lib 128 | Life after College and Goal setting | Completed worksheets from Career Center-Assignment #2 = DUE |
| 11/7 | Las 1100 | Career Center |  |
| 11/12 | Lib 128 | ONE Book Presentations | 10 min. each group |
| 11/14 | Lib 128 | Wellness – Out of class |  |
| 11/19 | Lib 128 | Stress Management | Writing Assign #2 – Research paper DUE |
| 11/21 | Cottonwood  Suite-Union | International Study Abroad |  |
| 11/26 | ---------------- | OUT OF CLASS ASSIGNMENT |  |
| 11/28 | ---------------- | TURKEY DAY |  |
| 12/3 | Lib 128 | Presentations | Group 1  Writing Assign #3-First Year Seminar Essay |
| 12/5 | Lib 128 | Presentations | Group 2  Green Cert. Completed |
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