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Description automatically generatedUNC 100 MASTERING THE ACADEMIC ENVIRONMENT**

**Fall 2022: (insert class times and campus location here)**

Tentative Schedule

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| Course Objective by Week | Unit Topics | Req. Reading | Assignment Due |
| I. Liberal Arts Education and Buffalo State  Week Start Date | a. What is a liberal arts education?  b. Understanding the culture of higher education  c. History of Buffalo State | Downing, “The Preliminaries” and “Chapter 1” (we will do the journals in class).  Orwell and Plato’s Allegory (Blackboard). | Take self-assessment (Chapter 1). **Score it and bring the results to class**. Print *Active Not Passive* list from Blackboard. |
| II. Getting on Course to Your Success  Start Date | a. Understand the expectations of college and University expectations  b. Financial Management  c. Understanding yourself | Downing, “Chapter 2” |  |
| III. Accepting Personal Responsibility  Start Date | a. Personal responsibility  b. Developing self-motivation  c. Growth (creator) vs fixed (victim) mindset  d. Responsibility and culture  e. Mastering the language of responsibility  f. Making wise decisions  g. Critical thinking | Downing, “Chapter 3”  **Review for Midterm** |  |
| IV. Discovering Self-Motivation  Start Date | **Midterm (date needed)**  a. Creating Inner motivation  b. SMART goal setting  c. Committing to your goals | Downing,  “Chapter 4” | 7-day schedule and monthly planner (from Chapter 4). |
| V. Mastering Self-Management  Start Date | a. Acting on purpose  b. Time and culture  c. Time management tools  d. Developing self-discipline  e. 32-day commitment | Downing,  “Chapter 5” |  |
| VI. Employing Interdependence  Start Date | a. Creating a campus support system  b. Active listening skills  c. Respecting cultural differences  d. Communicating with a growth mindset | Downing,  “Chapter 6” |  |
| VII. Gaining Self-Awareness  Start Date | a. Recognizing when you are off course  b. Self-defeating patterns  c. Critical thinking and self-awareness | Downing,  “Chapter 7”  Copland,  “Listen to Music” (Blackboard) |  |
| VIII. Adopting Lifelong Learning  Start Date | a. How to develop a growth mindset  b. Discovering your preferred learning style  c. Employing critical thinking  d. Asking probing questions  e. Constructing logical arguments  f. Developing self-respect | Downing,  “Chapter 8” |  |
| IX. Developing Emotional Intelligence  Start Date | a. Understanding emotional intelligence  b. Reducing stress  c. Developing self-acceptance | Downing,  “Chapter 9” | Do the self-assessment on p. 313., **score it and bring results to class.** |
| X. Staying on Course to Your Success  Start Date | a. Planning your next steps  b. Post-assessment | **Review for Final Exam** |  |
| XI. Study Skills: A Toolbox for Active Learners  Start Date | a. Study Skills pre-self-assessment  b. How the human brain learns  c. CORE Learning system  d. Strategies to Improve reading  e. Strategies for note taking  f. Organizing study materials  g. Rehearsing and Memorizing Study Materials  h. Test-taking skills  i. Writing: the big picture  j. Study Skills post-self-assessment | **Review for Final Exam** | Active Not Passive List: submit to Blackboard drop box.  **All Blackboard assignments must be completed.**  Course evaluation: screenshot the completion message and put in the appropriate Blackboard drop box. |
| XII. Final Exam  Start Date | Critique and Evaluation Period (CEP).  **Final Exam: Thursday, May 19 @ 9:40 am in our regular classroom.** |  |  |

Additional Information

**ACADEMIC MISCONDUCT:** To ensure a positive learning experience for all students,Buffalo State, and this professor has a clear and consistent policy regarding academic misconduct. Academic misconduct includes, but is not limited to, cheating on exams, plagiarizing materials--either consciously or unconsciously, misrepresenting one’s work (for example, submitting a book review for a book that you haven’t read, or collaborating on an assignment that was supposed to be done individually), and submitting the same material for credit in two courses without written permission from both instructors.  Misconduct will be reported to the Dean of Natural and Social Sciences and may result in either a) failure of the assignment, b) failure of the course or c) expulsion from the college.

The instructor may remove from the classroom anyone who, in the instructor’s opinion, is disrupting the educational process. Depending on the severity of the disruption, the student may be subject to formal charges under the college judicial system, under Buffalo State College’s Procedure regarding disruptive individuals.

**COLLEGE COMMUNICATION:** Please be advised that the Family Education Rights and Privacy Act (FERPA) prevents me or any professor from speaking with anyone outside of the educational process (including your family members, friends, significant others, etc.) about your academic progress without your express written approval.

Check your BSC email. All formal college information will be sent there. **Communicate with your professors through BSC email only.**

**REGARDING SERVICES PROVIDED BY THE DEAN OF STUDENTS:** The Dean of Students Office helps students navigate the college experience, particularly during difficult situations such as personal, financial, medical, and/or family crises. If you or someone you know needs support, services are available. For more information, please visit: <http://deanofstudents.buffalostate.edu/>, call: (716) 878-4618, or stop by room 311 in the Campbell Student Union during business hours. Returning this semester is also the Emergency Relief grant program for students. More information on the parameters of the grant and application requirements can be found online at <https://financialaid.buffalostate.edu/>.

The Students of Concern Care Team meets regularly throughout the semester to provide support for students who raise a concern about their potential for harm to themselves or others. To report a concern and/or learn more about the Concern Care Team, please visit <https://pavesuite.com/BuffaloState/PublicPortal/ConcerningIncident>.

Milligan’s Food Pantry is an excellent resource for students on campus. Milligan’s provides students who are food insecure with the opportunity to get non-perishable food from a campus source. For more information, please contact: catalakj@buffalostate.edu or at (716) 878-3069.

**OTHER RESOURCES:**

Student Conduct and Community Standards Office: Phone: (716) 878-3051

Weigel Health Center: Phone: (716) 878-6711

General Coronavirus Information: <https://coronavirus.buffalostate.edu/>