Instructor: René A. Picó, Ph. D.  
Office Hours: MWF 9:15-10:15 am, M 2:00-3:00 pm, and TR 10:00-11:00 am; Other times by appointment  
Office: Old Main 302  
Phone: 724.946.7283  
e-mail: picora@westminster.edu

Course Description:
Westminster 101 is a one-credit course that serves to assist students in making a successful transition to Westminster College. Students will learn to improve and refine academic skills, develop stress management strategies, navigate college financing, and further investigate campus policies that lead to a healthy and vibrant campus community. Students will develop ways to maximize their college experience through self-exploration, interaction with campus resources, and engagement with co-curricular and extra-curricular offerings.

Course Objectives:
Through engagement with course content and individual and group learning activities, students will be able to describe and develop:
1. a variety of academic success skills;
2. strategies for personal responsibility and resilience; and
3. strategies for ensuring personal financial competence.

Course Texts and Resources:
D2L Materials  
MyPlan – Professional Development Center  
Everfi Online Modules

Westminster College Mission Statement
The mission of Westminster College is to help men and women develop competencies, commitments, and characteristics which have distinguished human beings at their best. The liberal arts tradition is the foundation of the curriculum continually designed to serve this mission in a rapidly changing world.

The College sees the well-educated person as one whose skills are complemented by ever-developing values and ideals identified in the Judeo-Christian tradition. Westminster’s quest for excellence is a recognition that stewardship of life mandates the maximum possible development of each person’s capabilities.

OUTCOMES:
to reason logically and evaluate critically to communicate effectively  
to think creatively, and appreciate aesthetic expressions to demonstrate intellectual curiosity  
to acquire knowledge of self, society, human cultures, the natural world, and human relationships to God to apply knowledge to contemporary issues to demonstrate moral and ethical commitments to neighbor, society, and the natural world to demonstrate commitment to lifelong learning and the acquisition of skills for careers and responsible service as world citizens.
**Evaluation Criteria:**

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<tr>
<th>Task</th>
<th>Points</th>
<th>% of Grade</th>
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<tbody>
<tr>
<td><strong>Unit Tasks:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[a] Academic Success</td>
<td>100</td>
<td>30</td>
</tr>
<tr>
<td>[b] Resilience</td>
<td></td>
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<td>[c] Personal Responsibility</td>
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<td>[d] Financial Literacy</td>
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<tr>
<td><strong>Online Modules</strong></td>
<td></td>
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</tr>
<tr>
<td>[a] AlcoholEdu for College</td>
<td>50</td>
<td>20</td>
</tr>
<tr>
<td>[b] Sexual Assault Prevention</td>
<td></td>
<td></td>
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<tr>
<td><strong>MyPlan &amp; Professional Development Center</strong></td>
<td>50</td>
<td>20</td>
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<tr>
<td><strong>Professional Networking Symposium</strong></td>
<td>50</td>
<td>15</td>
</tr>
<tr>
<td>+ Attendance, Participation and Work Ethic</td>
<td>50</td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td>300</td>
<td>100</td>
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</tbody>
</table>

*Content Readings are assessed by [1] the participation in session discussions and [2] the integration of content into course tasks.*

**/****You must have active Westminster College digital accounts and access to e-mail, D2L and related tools to fulfill course requirements. You are responsible for gathering the required skills to succeed in a digital environment. Please, seek training on the use of D2L, e-mail or technological tools necessary for this course.*

**/****Unit tasks, assessments, and other class projects are to be submitted on the due date. Tardy jobs will lose 10% of the grade per late day; they will not be accepted after the fourth (4th) day. Assignments will be submitted via the D2L system for which NO hard copies will be accepted unless otherwise determined. Guidelines and evaluation criteria for tasks, assignments and class project will be provided prior to and/or the day of the announcement. There will be no substitution or extra credit projects for any missed assignment or activity. No exceptions. If you are absent from class, you are responsible for acquiring information on due assignments for following sessions.*

+ Attendance will be taken at each class. Attendance at every class, coming to class on time and staying until class ends are expected and required. Coming to class late or leaving early will be considered as a one-half unexcused absence. You may need to be absent from class on rare occasions or for serious reasons. Acceptable excuses for absence are [1] medical, personal or family emergencies and require a signed note from a family member, corresponding representative or licensed professional — Self-reported WC Health Center excuses will not be considered as a valid excuse, or [2] professional or educational engagements supported by evidentiary records. Practice for sports is not considered an excuse by official policy. Please, notify Picó in writing ahead of time, or call and leave a message in the case of an emergency. Five (25) points will be deducted from your Class Attendance points for each unexcused absence. Students with more than two (2) absences may not receive credit for the course. Your inability to live up to attendance expectations will be considered as cause for a failing grade in the course.*

+ Participation in class is expected. The professor will monitor online participation in D2L. Your online participation will be considered as a factor impacting the Participation evaluation criteria.*

+ Work Ethics. It is of extreme importance to provide original work, professionally written statements, and properly cited work of other literary and digital authorities or sources. Some written tasks will be turned in via the Turnitin System. Plagiarism will not be tolerated and may be considered as a cause for a report to university officials.*
Westminster College promotes mutual respect, tolerance for individual differences, and collaboration among colleagues. Professional attitude and participation are expected and required. If you are antagonized, provoked or threatened by the behaviors of a classmate during class, group work or collaborative assignments, please notify Picó as soon as possible. Unprofessional behaviors will not be tolerated.

+ **BYOD.** The use of wireless computers and tablets is allowed during the class period to view, download, and read materials from and for the course. You will be asked to turn your technology off if caught involved using it for personal business or communication during class. You will be expected to bring your technology during BYOD (Bring Your Own Device) sessions.

+ The use of mobile phones is strictly prohibited during class unless authorized by the instructor. Phone activity causes unnecessary distractions and interruptions to you and your colleagues. Additionally, it is disrespectful to your peers and the instructor. You will be asked to surrender your mobile device if caught misusing it during class. If you would not surrender your device, you will be asked to leave class. Please, notify the instructor at the beginning of the session if you need to maintain your device active for a special reason such as a family emergency, notification or call.

^ Professional Networking Symposium – During the Fall, WST101 students are required to attend a major campus event designated as the Professional Network Symposium. This requirement provides an opportunity to listen to Westminster College alumni in your major or career path. They will be speaking of their experiences not only at Westminster but also about post-Westminster life. The event is scheduled for Saturday, September 29, 2018. It is imperative you put it on your calendar.

# Professional Development Center Session – During the semester, a mandatory session has been scheduled to acquire the necessary skills in using the Professional Development Center resources. The session is part of the course program. Students will meet with other sections for the completion of PDC session. The session may be scheduled on a different day of the week than the regular class schedule. Completion of PDC workshop and tasks are part of the evaluation criteria of the course.

**Grading Scale:**

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>94 - 100%</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 93%</td>
</tr>
<tr>
<td>B+</td>
<td>86 - 89%</td>
</tr>
<tr>
<td>B</td>
<td>84 - 85%</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 83%</td>
</tr>
<tr>
<td>C+</td>
<td>76 - 79%</td>
</tr>
<tr>
<td>C</td>
<td>74 - 75%</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 73%</td>
</tr>
<tr>
<td>D+</td>
<td>68 - 69%</td>
</tr>
<tr>
<td>D</td>
<td>66 - 67%</td>
</tr>
<tr>
<td>D-</td>
<td>60 - 66%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60%</td>
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</table>

*Talk to the Professor if a problem arises or you need Help!!!*
Westminster College Resources

Academic Support
The Learning Center is open for students who need assistance to improve their academic performance. The Center and its staff are in the newly renovated Thompson and will assist the faculty by developing skills within Clark building. The staff also their students that enable them to succeed in their specific disciplines. The Teaching Assistants, many of whom are among Westminster’s exceptional students, are prepared to help students identify strengths and weaknesses in reading and writing skills, strategies for improving these skills, and specific assistance in almost any class offered. Please contact the Learning Center at (724) 946-6700 with any questions, comments, or special requests.

L I S Help Library and Information Services oversees technological services for the campus community. The department provides services and support for students, staff, and faculty in their use of information resources. If you require technical support, you can contact LIS Help by calling extension 6000 or (724) 946-6000. Reporting online via the LIS Help Tech Trouble Report Email: LIShelp@westminster.edu

Stopping by the LIS Help Desk on the first floor of McGill Library
LIS Help Desk Hours Academic Year (Aug.31 - May 12)
(special hours may apply during holidays)
Monday Thursday: 7:30 AM - 1:00 AM
Friday: 7:30 AM - 9:00 PM
Saturday: 9:00 AM - 5:00 PM
Sunday: 1:00 PM - 1:00 AM

Students with Disabilities Statement
Westminster College makes every effort to provide reasonable accommodations for students with disabilities. This includes individuals with physical disabilities, learning disabilities and mental health disorders who meet the definition of disability under the Americans with Disabilities Act. Students with disabilities have the same responsibility as other students to meet the University's academic, technical, and behavioral standards and to follow the University's general policies and guidelines regarding standards of conduct. Students who plan to request accommodations should contact the Disabilities Resource Center at the beginning of each semester and provide the instructor with a letter outlining your specific academic needs. To determine whether you qualify for accommodations, or if you have questions about services and procedures for students with disabilities contact:

Faith Craig
Disabilities Resource Center
Phone: 724.946.7192
<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPICS</th>
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| WEEK 1 8/27 | Gear Up!  
Welcome to WST101  
Establishing a Learning Community  
Getting to Know Each Other  
Mission Statement |
| WEEK 2 9/3 | Academic Success – The Start of a Personal Journey  
Westminster College History  
The Westminster Plan  
Academic Integrity Policy  
WC First Year Student Research Prize  
Goal Setting  
MyPlan |
| WEEK 3 9/10 | Strategies for Academic Success {1}  
Time Management  
Notetaking  
College Resources  
Relevant Technologies |
| WEEK 4 9/17 | Strategies for Academic Success {2}  
Study Skills and Approaches  
Tackling Assessments – quizzes, exams, projects, presentations |
| WEEK 5 9/24 | Strategies for Academic Success {3}  
MyPlan  
Professional Development Center  
Professional Network Symposium – Saturday, September 29 |
| WEEK 6 10/1 | Academic Success  
Advising and Scheduling |
| WEEK 7 10/8 | Financial Literacy  
Basics of Financial Aid  
The impact of my academic progress on financial aid availability |
| WEEK 8 10/15 | Financial Literacy  
Basic Financial Calculator  
Budgeting  
Debt Management |
| 10/19 | Professional Development Center Session 12:50 pm  
Make Up Sessions Monday, October 15 and Tuesday, October 16 at 6:00 pm |
| WEEK 9 10/22 | Personal Responsibility  
Knowing the Campus Resources  
Avenues for Getting Help |
| WEEK 10 10/29* | *Monday, October 29 - Fall Break – No Class |
| WEEK 11 11/5 | Personal Responsibility  
Alcohol Education for the college student of today – Actions and Outcomes  
Responsible drinking, Moderate drinking, “Binge” drinking  
State Laws / College Policy |
| WEEK 12 11/12 | Personal Responsibility  
Sex Education for the college student of today – Actions and Outcomes  
Sexual Violence Prevention  
State Laws / College Policy |
WEEK 13
11/19
Resilience
It’s a personal journey
Levels of Grit and Character

WEEK 14
11/26
Resilience
Strategies for adapting to people and the environment of college life
Conflict Management

WEEK 15
12/3
Resilience
Strategies for adapting to people and the environment of college life
Breaking Points

WEEK 16
12/11
Final Period – Tuesday, December 11, 8:00-10:00

This is the established outline for the WST101 course. Dr. Picó reserves the right to change the schedule and evaluation criteria if/as the need arises.

All changes will be notified to the class before they take effect. The topics are many, and the outline seems a bit hefty, so be careful not to fall behind.

CONTACT THE INSTRUCTOR IF A PROBLEM ARISES OR YOU NEED HELP!

Dr. Picó will answer messages or requests from Monday to Friday within a 24- to 48-hour period. Messages or requests received during the weekend will be answered on the next workday.