

Westminster 101-12
Westminster College, Fall 2018
Wednesday, 12:50 – 1:35 pm, OM 310

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Office Hours: Monday, 2 - 4 pm; Tuesday, 11 am – 12:15 pm;
Wednesday, 9:30 – 11 am; Thursday, 2:15 – 3:15 pm, and
by appointment

WESTMINSTER 101

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 Outcomes:

By the end of this course students:

- Will have further enhanced a variety of their academic success skills,
- Will have further developed strategies for personal responsibility and resilience, and
- Will have begun to develop strategies for ensuring personal financial competence

Course Texts:

The following resources are required for this course:

- D2L Course access (available to you without your course registration)
- Sexual Assault Prevention & AlcoholEdu (online courses @ everfi.com)

No books are required for this course but a variety of readings, made available in paper or electronic form, will be assigned.

Expectations of College Students (in this and most every class):

Class begins at 12:50 p.m. Be ready to go at that time.

Bring a notebook and pen/pencil to class every day. (A computer might substitute for a notebook.)

Assigned readings should be completed prior the class for which it has been assigned.

Attend and participate in class every day (see College policy below).

Texting and other cell phone use in class, except as instructed, are inappropriate. Put your cellphone away upon entering our classroom.

Earphone/earbud use in class is inappropriate. Put them away upon entering our classroom.

Students missing class should inform Dr. Cuff, or any faculty member, in advance of their absence.

Attendance:

Attendance is required for this course and you are expected to attend all class sessions, unless specifically excused. Absences are considered “excused” only for the following reasons:

1. Course related field trips
2. Illness that requires confinement to bed on physician's orders or confinement to a hospital.
3. Death or serious illness in the immediate family.
4. Appearance in court.
5. Co-curricular or extracurricular activities recognized and/or sponsored by the College.
(**Student-athletes take note: A student may be excused for a competition but not for practices, conditioning or training appointments.**)

Excused absences do not excuse a student from completing the work that is missed. When possible, students should complete the assigned work in advance, or at such time as the professor specifies.

Consistent with the Undergraduate Catalog, absences from an announced examination or group presentation results in a failing grade for the assignment, unless suitable arrangements are made for a special examination. A student who seeks such a privilege should petition in writing prior to the scheduled assignment date and must be approved by the instructor.

Academic Integrity: The lasting reward of academic integrity is a good character and the ability to learn on your own. As Westminster's College Catalog notes: "Central to the purpose and pursuit of any academic community is academic integrity. All members of the Westminster community, including students, faculty, staff, and administrators, are expected to maintain the highest standards of honesty and integrity, in keeping with the philosophy and mission of the College." [Westminster College Undergraduate Catalog, 2017-18, pp. 65-69.] In other words, as you learned in kindergarten, do your own work, keep your eyes on your own paper, and treat others as you'd like to be treated.

As per the portion of the College's academic integrity policy cited above, (and described in full in the College catalog), violations of the expectation of academic integrity will be dealt with seriously. Any work deemed to be plagiarized will, at minimum, result in a grade of a zero for the assignment and potentially failure in the course. Similar consequences will flow from other violations of the expectation of complete academic integrity. Additionally, students should be aware that across the College and in this class, Internet based software operated by Turn-it-in.Com will be in use this term and for the foreseeable future. This software has been made available both to enable students to verify that their writing is plagiarism free and by faculty to check student work for originality. While Dr. Cuff will not necessarily use Turn-it-in.com for all assignments, be aware that any and all assignments are eligible for such review.

Assignments and Grading:

Course grades will be based upon the following:

Class participation will account for 40% of the final grade. The level of class participation will be evaluated based on the extent of classroom discussion involvement, apparent preparation for class, and a series of small out-of-class or in-class assignments. A student who attends all classes and says nothing in class and does not participate in other ways across the entire term will receive 80% of the possible participation points. Students missing more than 2 classes for **any** combination of reasons should anticipate a reduction in their final grade, regardless of other grades.

Written assignments and/or prepared in-class presentations will account of 45% of the final grade.

An **"end of term" essay** will account for 15% of the final grade.

Detailed descriptions and requirements for each of the above will be made available to students well in advance of the due dates noted in the daily schedule. These descriptions will also be available on D2L. Explanations of how these assignments will be evaluated, in most instances, will also be available on the on D2L.

Assignments are due at the beginning of class on the day noted. **Do not miss class trying to finish an assignment. It will already be too late.** Assignments handed in more than 5 minutes after the beginning of class will be considered late.

Make-up Examinations—Make-up quizzes/exams will only be given in the event of 1) doctor excuse verified illness or 2) authorized and verified college-related activities.

Incomplete Grades--Incomplete grades will be awarded only when students contact Dr. Cuff in advance of assigned due dates and explain the reasons for their failure to complete the assigned work on time. Failure to do so will result in a lowered grade for the assignment. Unless all course requirements are fulfilled (or other arrangements are made) by the end of the term you will receive an "F" for the course.

Extra Credit-- No "extra credit" will be given.

Anticipate an average of 2-3 hours' worth of work outside of class for every hour spent in class for this (and any) college course. You should expect 2-3 hours of outside work **per week for this class**. [Note: Therefore, **students registered for 17 credit hours should expect 34 - 51 hours worth of work outside of class each week**.]

Needs for Special Accommodation

Students with special needs of a physical or academic nature should speak with Dr. Cuff so that accommodations, consistent with college policy, can be instituted.

Office Hours -- I will be available for student consultation (or friendly visits) on Monday from 2 – 4 p.m., on Tuesday, from 11am – 12:15 a.m.; on Wednesday, from 9:30 – 11 a.m.; on Thursday, 2:15 – 3:15 pm, and other times by appointment. Please feel free to contact me by email with questions or concerns at other times.

Periodically, I will send assignment clarifications, notices, and/or items of interest to each member of the class by email. Be sure to check your email several times each week for such items.

Westminster 101: Daily Schedule

Class Date	Big Picture Concept	Topic	Note:
August 29	Welcome and Introduction	What is a syllabus? Whose idea is this anyway?	
September 5	Success in Academics (and Life)	Time Management & Notetaking	Complete time expenditure log
September 12	I am Responsible for My Behavior	Alcohol Education	Complete everfi.com AlcoholEdu before class
September 19	Success in Academics (and Life)	Academic Skills: Studying & Taking Exams	TBD
September 26	Resilience (Getting back up after getting knocked down)	Identifying Stressors	Complete Letter of Advice (to be graded) and post to D2L along with Cornell style notes

October 3	Success in Academics (and Life)	Academic Skills: Studying & Taking Exams	Watch UNC-CH Video on Test Prep and upload 2 questions to D2L
October 10	Success in Academics (and Life)	Goal Setting: Life and School	Complete “My Plan” Bring print-out to class
October 17	Success in Academics (and Life)	Meet the Staff of WC’s Professional Development Center in Witherspoon Lakeview	Bring MyPlan print-out to class Write a future goals essay and upload to D2L (graded)
October 24	I am Responsible for My Behavior	Sexual Violence Prevention	Complete everfi.com’s “Sexual Violence Prevention” online course
October 31	Learning by Looking	Halloween Walk Thru New Wilmington	New Wilmington Map Exercise
November 7	Success in Academics (and Life)	Advising & Scheduling	Develop multi-semester course plan, submit to D2L, and bring to class (to be graded for
November 14	I am Responsible for My Behavior	Stressors, Campus Resources & Getting Help	On-line registration, Nov 1-15, preview Submit a weekly time log (Nov 7 – 13) and your week’s planning calendar
November 21	Thanksgiving	Thanksgiving	No Class Meeting
November 28	Financial Literacy	Financial Aid Satisfactory Academic Progress	Submit draft final essay
December 5	Financial Literacy	Budgeting	Complete weekly money expenditure log
Tuesday, December 11	Final Examination Period 11:30 am – 2 pm	Wrapping up, looking ahead	Final essay due