

ESC 100 New Student Orientation Syllabus

Instructor

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Asst. Dean

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Peer Mentor

Valerie Jarvis

Computer Science Major
Mathematics Minor

Classroom & Office Hours

Office Hours

By appointment. Use Starfish through Campusnet to setup an appt. or call Engineering front desk at 216-687-2555.

This course is used in place of ASC 101: Intro to University Life

Course Overview

ESC 100 is a one-credit course designed to introduce students to Cleveland State University and the Washkewicz College of Engineering as well as what it means to be a college student. By completing this course, students will have engaged in the following:

- 1) Be informed of the standards and procedures of CSU, i.e., advising, course registration, conduct, etc.
- 2) Educated about the various engineering fields, i.e., civil, chemical, electrical computer, mechanical, and engineering technology, in order to facilitate confirming or choosing a major and potential career path.
- 3) Provided information on student success, i.e., intercultural communication skills, study skills, time management, scheduling next semester's classes, ease in which you can earn a math minor, etc., as proscribe through ABET criterion.
- 4) Facilitated transition to college life, i.e., student organizations, importance of accessing all campus resources and services, etc.

Class Structure

This course is organized around multiple activities to maximum your engagement in the course. Class participation, assignments, and readings are designed to help introduce you to the Washkewicz College of Engineer, the university, and life as a college student. Student responsibilities are to log-in to class, upload your assignments to Blackboard, and engage in respectful, collegial classroom behavior.

That is:

- ✓ Be punctual to class (attendance is taken at the beginning of class)
- ✓ Turn in all work typed unless otherwise specified.
- ✓ Put your cell phone out of reach, unless you're told that you'll need it. That way you're not tempted to access it or glance at it. We all can live without it for 50 minutes, even me!
- ✓ Come prepared to participate. Yes, even on ZOOM!
- ✓ Be respectful of others point of view during class discussions.
- ✓ Do not monopolize and always be the one to speak. Yet, if you're a quiet student, muster the courage to speak out or at least do so in the CHAT.
- ✓ Do not do other work while on ZOOM and in class. It's disrespectful. We only have 14 class sessions together. Let's make the most of it!

Homework Policy

Work is due on the date indicated, at the time specified. Late work is not acceptable. If you are absent on the day an assignment is due, make arrangements before the class meets by reaching out to your Peer Mentor. Assignments will not be accepted the next week of class.

Attendance and Participation Policy

As this course meets once a week, and many of the weeks are completed online, you must attend class. **Attendance is mandatory, required, and a part of your grade.**

As future engineers, you are expected to come to class ready to participate. Participation in ZOOM is taken into account for grading, as well as the in-class assignments which will be completed in class. Consult the schedule at the end of this syllabus for a timeline for what we are doing and when.

Grading Policy

This course is graded on an S (satisfactory) or U (unsatisfactory) basis. A student needs to complete 70% of the course in order to pass.

- Attendance and Active Participation **10%**
- Required In-Class Assignments **50%**
 - #1 - Time Management Activity – **5%**
 - #2 - Metacognitive Study Strategy (2.5%) & Learning Style (2.5%) – **5%**
 - #3 - Health & Wellness Assessment– **5%**
 - #4 - Library Escape Room – **5%**
 - #5 - Email Signature & Email – **5%**
 - #6 – Credit Cards & Loans – **5%**
 - #7 - Cultural Intelligence Activity – **5%**
 - #8 - Scholarship Application & FAFSA– **5%**
 - #9 - GPA Calculation/Pass or Fail – **5%**
 - #10 - Degree Audit/Schedule Planner - **5%**
- Out-of-Class Assignments **40%**
 - #1 - Academic Success Plan – 3 Parts @ 10% each = **30%**
 - **PART 1: SMART Goals (10%)**
 - **PART 2: Plan 4 Semesters of Your Courses (10%)**
 - Fall '21, Spring '22, Fall '22, & Spring '23
 - **PART 3: Reflection and Planning (10%)**
 - #2 - Your Choice – Reflection Paper **10%**
 - Attend Student Organization Meeting **or**
 - Meet with your Academic Advisor **or**
 - Meet with a Success Coach **or**
 - Attend a TASC Tutoring Session

University Policies

General Education Statement:

Student Orientation for Engineers is a one-credit (1-credit) general education course which needs to be completed, ideally, in the first year of study. All students coming in as freshman are required to complete this course before applying for graduation. If not completed, graduation will not occur.

Diversity Statement:

This classroom will be a safe and respectful environment that will accept all differences (i.e., race, ethnicity, gender identification, sexual orientation, religion). We might not understand various differences, yet we will strive to understand them and most importantly, we will respect them. We will not tolerate insensitive, disrespectful, harmful nor discriminatory remarks or acts in any form. We will treat one another as we would like to be treated.

Disability Statement:

Educational access is the provision of classroom accommodations, auxiliary aids and services to ensure equal educational opportunities for all students regardless of their disability. Any student who feels he/she may need an accommodation based on the impact of a disability should contact the Office of Disability Services at 216-687-2016. Their office is located in Rhodes Tower West. Accommodations need to be requested in advance and will not be granted retroactively.

Academic Honesty:

All student work should reflect a devotion to academic honesty. As found in The Code of Student Conduct: "The Cleveland State University Academic Community values honesty and integrity and holds its members to high standards of ethical conduct. Academic dishonesty is, therefore, unacceptable, and students must be prepared to accept the appropriate sanctions for any dishonest academic behavior as outlined in this policy on academic misconduct" (18). Such conduct includes cheating, plagiarism, and tampering. The full code can be found under "Student Conduct" on the Student Life page on the website.

Academic Misconduct:

Any form of academic misconduct will earn an immediate grade of U for the course. In addition, your name will be forwarded to the Academic Misconduct Review Committee, for a hearing concerning your suspension from the University. To be clear, I consider any and every instance of academic misconduct to be a major infraction. I strongly recommend that you familiarize yourself with the various forms of academic misconduct in the CSU Code of Student Conduct which can be found at—
<http://www.csuohio.edu/studentlife/StudentCodeOfConduct.pdf>.

Cancellation of Class Due to Weather:

Class will not be cancelled due to weather because we are remote! We will always be meeting no matter what. Again, with only 14 classes, and much information to share, class won't ever be cancelled due to inclement weather.

Cancellation of Class Due to Another Conflict:

This clause is in every ESC 100 syllabus. Even if there were something traumatic that were to happen to me, Valerie will handle the class. She is highly skilled, and she will take over class and share the needed information for that day so you don't miss out.

Health & Safety Policy Related to COVID-19 Pandemic

The COVID-19 pandemic is still present and serious. Before entering class, you should have completed your daily health assessment. While you are in class on campus, you are required to: sit in your designated seat, maintain physical distance, wear your facial covering (e.g., masks or face shields), always cough or sneeze into your elbow or tissue, use the materials provided to clean your desk and chair before and after use, and adhere to other public safety protocols and directives for your specific classroom/lab/studio.

Students who do not follow these health and safety requirements will be instructed to leave class immediately. Students who violate this protocol will need to leave the classroom and MAY be marked absent. Repeated violations of these health-saving protocols may lead to sanctions under the Student Code of Conduct (3344-83-04 [E] and [Z]) up to and including suspension or expulsion. The CSU community thanks you for your cooperation!

University Dates for Spring 2021

First Weekday Class <i>Changed from January 11, 2021 due to COVID-19 outbreak.</i>	January 19, 2021
Last Day to Drop with Full Refund (click to view refund schedule) <i>Changed from January 15, 2021 due to COVID-19 outbreak.</i>	January 22, 2021
Last Day to Join a Course Waitlist <i>Changed from January 15, 2021 due to COVID-19 outbreak.</i>	January 22, 2021
Last Day to Add (CampusNet Registration) <i>Changed from January 17, 2021 due to COVID-19 outbreak.</i>	January 24, 2021
Last Day to Drop - <i>Changed from January 22, 2021 due to COVID-19 outbreak.</i>	January 29, 2021
Course Withdrawal Period Begins - 'W' Grade Assigned <i>Changed from January 23, 2021 due to COVID-19 outbreak.</i>	January 30, 2021
President's Day (University Holiday)	February 15, 2021
Midterm Week (Monday - Sunday)	March 1-7, 2021
Midterm Grading Deadline (Monday)	March 8, 2021
Reading Day <i>Added due to COVID-19 outbreak.</i>	March 10, 2021
Last Day to Withdraw from Courses	March 26, 2021
Reading Day <i>Added due to COVID-19 outbreak.</i>	April 8, 2021
Last Day of Classes	April 30, 2021
Final Exam Week (Saturday through Friday)	May 1-7, 2021
Commencement	May 8, 2021
Final Grades Submission Deadline (All Sessions)	May 11, 2021
Final Grades Available to Students	May 12, 2021

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Course Schedule

Section 1 ESC 100 • Wednesdays • 9:10 am – 10:00 am

Week	Date	Topics	Assignments/Activity
1	1/20/2021	Intros, ZOOM Tools, Syllabus Overview Welcome & Let's get set up and begin!	Relax, Learn & Enjoy
2	1/27/2021	Time Management & Semester Goals How much time do I really need to prepare, do practice problems, review, redo notes, read re-read, and commit concepts to memory in order to succeed in my classes? Academic Success Plan Part 1 Smart Goals	#1 Time Management In-Class Activity
3	2/3/2021	Future Academic Planning at CSU Schedule to see Dr. Carver or Val to talk about your personal degree plan Academic Success Plan Part 2 Next Four Semesters	#2 Degree Audit/Schedule Planner In-Class Activity
4	2/10/2021	Careers in Engineering Sandra English, Manager, Center for Engineering Experiential Learning (CEEL) & WCE's Cooperative Education Program	Listen & Learn
5	2/17/2021	FAFSA & Scholarship Applications Acquiring Funds to Help Pay for College & Life Expenses	#3 Scholarship Application and FAFSA In-Class Activity
6	2/24/2021	Metacognitive Study Strategies Tutoring Academic Success Center (TASC), Writing Center, STEM Peer Teachers (SPTs), Math Learning Center, Counseling Center, etc.	#4 Metacognitive Study Strategy In-Class Activity
7	3/3/2021	Health & Wellness Stress, Sleep, Hydration & Test Anxiety	#5 Health & Wellness Assessment In-Class Activity
8	3/10/2021	READING DAY – No Classes	
9	3/17/2021	Course Decisions – Academic Planning for Success Your Major, a Math Minor, Degree Map & Audit, Withdrawing from a Class (a "D", an "F" or "W"?)	#6 GPA Calculator/Pass or Fail In-Class Activity
10	3/24/2021	What do Different Types of Engineers Do? What can you engage in as an Engineering Major at CSU? Guest Speakers: Student Engineering Majors & Professionals	Listen & Learn
11	3/31/2021	Professional Communication Emails, Email Signature, & Texts Cautionary Tales of Facebook	#7 Email Signature & Emails In-Class Activity
12	4/7/2021	Engineering Research Guide Presentation & Library Escape Room Theresa Nawalaniec, Engineering Librarian Subject Specialist	#8 Library Escape Room Escape Room Activity
13	4/14/2021	Catch-up Day – Work on Assignments	
14	4/21/2021	Cultural Intelligence (CIQ) Becoming an Anti-Racist Academic Success Plan Part 3 <i>Reflecting and Planning</i>	#9 Cultural Intelligence (CIQ) In-Class Activity
15	4/28/2021	Credit Cards and Loans Tips About Handling Your Money	#10 Credit Cards and Loans In-class Activity
16	5/5/2021	Finals Week NO CLASS	

Note: The instructor reserves the right to alter the dates, assignments, and/or policies of this document in accordance with university and department policy. The instructor will make all changes either verbally or in writing during class periods. It is the sole responsibility of the student to keep up-to-date with all adjustments made to this document. Be sure to check Blackboard for weekly updates on assignments. Any changes to assignment due dates will also be listed on Blackboard.

Suggestions for Out-of-Class Activities

- **Register and Attend a Success Skills Workshop**

The following are Spring 2021 Success Skills Workshops events:
<https://www.csuohio.edu/tutoring/success-skills-workshop-series>

DATE	EVENT TITLE	LOCATION AND TIME
Tue. Feb. 2	Success Skills 1: ZOOM Your Way to Success Strategies for navigating college while social distancing	ZOOM 3:30pm-4:30pm REGISTER
Tue. Feb. 16	Success Skills 2: Midterms Already?! Strategies for stress management and academic success	ZOOM 3:30pm-4:30pm REGISTER
Tue. March 16	Success Skills 3: Grades, Projects, Homework, Oh My! Let us help you plan for the rest of the semester	ZOOM 3:30pm-4:30pm REGISTER
Tue. April 20	Success Skills 4: The Final Countdown Strategies for end of the semester preparation	ZOOM 3:30pm-4:30pm REGISTER

- **First Year Advising Workshop (Required):** The purpose of this workshop is to learn about essential resources that are available to you to be successful as you plan for your academic future at CSU.
- **A student organization meeting:** Find an organization of interest: vikesconnect.csuohio.edu
- **Meet with your academic advisor: To find out how to schedule an appointment with your academic advisor,** visit: <https://www.csuohio.edu/successprograms/starfish-student> and https://www.csuohio.edu/sites/default/files/Scheduling%20an%20Appointment%20with%20an%20Advisor_0.pdf
- **Meet with a Success Coach:** To learn more about Success Coaching, visit: <https://www.csuohio.edu/tutoring/success-coaching-0>
- To find out how to sign up for Success Coaching, visit: https://www.csuohio.edu/sites/default/files/How%20to%20sign%20up%20for%20success%20coaching_0.pdf
- **Attend a tutoring session at TASC (Tutoring and Academic Success Center):** To find out how to sign up for tutoring at TASC, visit: https://www.csuohio.edu/sites/default/files/How%20to%20sign%20up%20for%20Tutoring%20in%20Starfish_1.pdf