

CLSK 100 - College and Life Skills ***Fall 2014 Course Syllabus***

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Course Information

Catalog Description

This course will assist Rose-Hulman students in acquiring life skills and in learning more about themselves. These new skills will assist the student in a smooth transition from high school to college and will provide the students with the tools necessary for success as a student and in life. Additionally this course will introduce students to people and resources at Rose-Hulman who can assist them in providing a positive educational as well as personal experience.

Meeting Time & Location

Fridays during 4th Hour (10:50am - 11:40am)

Small group meetings will be held in Crapo Hall, Room G-308

Large group meeting locations are noted on the schedule

Credit Hours & Prerequisites

This is a 1 credit hour course. There are no prerequisites for this course.

Textbook

There is no required textbook for this course.

Course Objectives

Upon completion of this course:

- Students will be able to recognize the breadth of student organizations on campus, identify at least one organization to be actively involved with, and discuss how campus involvement has been personally beneficial.
- Students will be able to write a professional resume.
- Students will be able to explain the proper way to dress for an interview, and demonstrate a proper handshake.
- Students will be able to calculate how their time should be spent, and select and use a time management tool in order to plan their time.

Assignments

There are 4 course assignments that will comprise 50% of your final grade. Assignments must be turned in by the due date (see the Course Schedule) unless other arrangements have been made. More information, including pertinent handouts, will be provided in class and on Moodle.

Campus Involvement: Students will get involved with at least one group/organization. Over the course of ten weeks, students will need to take 5-10 photos that represent multiple aspects of the organization (e.g., typical meeting, a fun event).

Resume: Students will prepare a professional resume. Details on how to prepare a resume will be presented during Week 2. A draft of the resume should be uploaded to Moodle in order to receive feedback. The revised resume should then be uploaded to eRecruiting. Details for using eRecruiting and the due date of the final resume will be discussed during the large group session.

Dress for an Interview: Students will come to class dressed for an interview. This assignment is purposefully vague, as we will be identifying and discussing the various styles of dress in class. In order to earn the homework points, students cannot show up in shorts, pajamas, athletic wear, or jeans.

Time Management Schedule: Students will select a program to create a schedule for how their time will be spent.

There are 2 assignments that will factor into attendance and participation points.

Degree Program Presentations: Students will attend 2 degree program presentations on Monday, September 22nd. The first degree program presentation will be held at 7:30pm; the second degree program presentation will be held at 8:30pm. Please refer to the handout for specific room numbers.

Laptop: Students will need to bring their laptops for Weeks 9 and 10. During Week 9, students will follow a budgeting spreadsheet during the large group session. For the final class meeting, students will need their laptops in order to complete the College and Life Skills Course Evaluation as well as the Freshman Poll.

Moodle

This course will utilize Moodle as a learning management system. When you log on to Moodle (<https://moodle.rose-hulman.edu/>) you will see the course listed on the left hand side (CLSK100-09B Fall Quarter 2014-15). You can review course information and materials here. Two of the assignments will need to be submitted via Moodle. If you have any questions about accessing the course information or submitting assignments please let me know.

Grading

Point Assignment

Attendance & Participation (50%):	100 points (10 weeks x 10 points)
Assignments (50%):	100 points (4 assignments x 25 points)
Course Total:	200 points

Grading Scale

93 – 100	A
90 – 92	B+
83 – 89	B
81 – 82	C+
70 – 80	C
68 – 69	D+
60 – 67	D
Below 60	F

Classroom Expectations

This course is very relaxed and informal in nature. While I desire for students to enjoy this course, I do place expectations on each student so as to facilitate the learning process: (1) students will come to class on time, (2) students will come to class with the assignment completed (where applicable), (3) students will participate in discussions and group activities, and (4) students will not use their cell phones, laptops, or other multimedia devices unless instructed to do so.

Academic Misconduct

(As spelled out in the RHIT Institute Policies, Rules & Regulations Website)

Academic Misconduct includes actions such as cheating, plagiarizing, or interfering with the academic progress of other students. In such cases, the instructor may choose to give reduced credit or no credit for work dishonestly done. This may result in a lowering of the student's course grade.

In addition, the instructor may appropriately levy some further penalty, since the student has violated the Institute Code. Penalties include but are not limited to a warning, (further) lowering the course grade, failure in the course, or turning the case over to the Institute Rules and Discipline Committee.

For more information: <http://www.rose-hulman.edu/offices-services/student-affairs/student-handbook-2012-2013/institute-policies,-rules-regulations.aspx>

Course Schedule and Assignments

Week	Date	Topic	Room #	Assignment	Due Date
Week 1 (Small Group)	September 5	Campus Involvement & Leadership	Crapo Hall, G-308	Photos for club involvement	Uploaded to Moodle by November 7
Week 2 (Large Group)	September 12	Career Services – Building Your Resume	Myers Building, M-137	Resume	Uploaded to Moodle by September 19
Week 3 (Large Group)	September 19	Career Services – Preparing for the Career Fair	SRC Multipurpose Room (157)	Dress for an Interview	In class Week 4
	September 22	<i>Degree Program Presentations (Required Evening Session)</i>	<i>Refer to Handout</i>	<i>Attend Session 1 @ 7:30pm and Session 2 @ 8:30pm</i>	
Week 4 (Small Group)	September 26	Professional Etiquette	Crapo Hall, G-308		
Week 5 (Large Group)	October 3	Policy and Procedures for Civil Rights Equity	Myers Building, M-137		
	October 9	<i>Fall Break – No Class</i>			
Week 6 (Small Group)	October 17	Prevention of Sexual Violence and Misconduct on Campus	Crapo Hall, G-308		
Week 7 (Large Group)	October 24	Tour of Logan Library & Introduction to the Learning Center	Logan Library		
Week 8 (Small Group)	October 31	Time Management	Crapo Hall, G-308	Time Management Schedule	Show Alex on or before November 14
Week 9 (Large Group)	November 7	Money Management	Myers Building, M-137		
Week 10 (Small Group)	November 14	Wrap-Up, Evaluations, Freshman Poll [Bring Laptop!]	Crapo Hall, G-308		