CLSK 100 - College and Life Skills
Fall 2014 Course Syllabus

Instructor: Sarah Forbes
Email: forbes@rose-hulman.edu
Phone: 812-877-8839
Office: Hadley Hall, H-205

Sophomore Peer Educator: Alex Bair
Email: bairan@rose-hulman.edu
Room: Speed 310

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.

# Course Schedule and Assignments

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Room #</th>
<th>Assignment</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>September 5</td>
<td>Campus Involvement &amp; Leadership</td>
<td>Crapo Hall, G-308</td>
<td>Photos for club involvement</td>
<td>Uploaded to Moodle by November 7</td>
</tr>
<tr>
<td>(Small Group)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td>September 12</td>
<td>Career Services – Building Your Resume</td>
<td>Myers Building, M-137</td>
<td>Resume</td>
<td>Uploaded to Moodle by September 19</td>
</tr>
<tr>
<td>(Large Group)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td>September 19</td>
<td>Career Services – Preparing for the Career Fair</td>
<td>SRC Multipurpose Room (157)</td>
<td>Dress for an Interview</td>
<td>In class</td>
</tr>
<tr>
<td>(Large Group)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Week 4</td>
</tr>
<tr>
<td>Week 4</td>
<td>September 26</td>
<td>Professional Etiquette</td>
<td>Crapo Hall, G-308</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Small Group)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 5</td>
<td>October 3</td>
<td>Policy and Procedures for Civil Rights Equity</td>
<td>Myers Building, M-137</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Large Group)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 6</td>
<td>October 17</td>
<td>Prevention of Sexual Violence and Misconduct on Campus</td>
<td>Crapo Hall, G-308</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Small Group)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 7</td>
<td>October 24</td>
<td>Tour of Logan Library &amp; Introduction to the Learning Center</td>
<td>Logan Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Large Group)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 8</td>
<td>October 31</td>
<td>Time Management</td>
<td>Crapo Hall, G-308</td>
<td>Time Management Schedule</td>
<td>Show Alex on or before November 14</td>
</tr>
<tr>
<td>(Small Group)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td>November 7</td>
<td>Money Management</td>
<td>Myers Building, M-137</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Large Group)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 10</td>
<td>November 14</td>
<td>Wrap-Up, Evaluations, Freshman Poll [Bring Laptop!]</td>
<td>Crapo Hall, G-308</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Small Group)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>