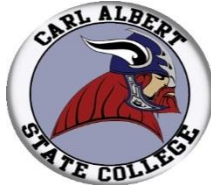


COLLEGE SUCCESS
FRESHMEN ORIENTATION
FALL 2012



SCHOOL:
DIVISION:
HOURS, CREDIT NUMBER/TITLE:

Carl Albert State College
Title III FAS-TRAC Program
1, ORI 1111/ORIENTATION

INSTRUCTOR:

Name: Office Phone:
Office: Email:
Office Hours:

TEXTBOOK(S):

None

COURSE DESCRIPTION AND PREREQUISITES:

The College Success Program is designed to aid students in the adjustment to college and enhance academic success. This course also develops and sharpens the skills necessary for success in college and beyond. The purpose of the College Success Program is to provide an opportunity for students to learn and adopt methods to promote success in college and then apply the lessons learned to work and life.

PERFORMANCE ASSESSMENT:

In Orientation, students will complete assigned coursework, which will be assessed by the following scale:

Grade Scale: Standards

A: 90-100: An assignment that receives this grade will be exemplary. It will address all parts of the assignment. It will be well organized, moving smoothly from section to section and from point to point. It will develop generalizations fully with appropriate and complete examples and illustrations. The writer's use of language and textual conventions will be nearly flawless.

B: 80-89: An assignment that receives this grade will address all requirements, but less effectively or complete than a paper that receives an A. Readers may experience occasional dislocations in the assignment's organization. Generalization and abstractions will be developed, but less thoroughly and effectively than in a paper that receives an A. Examples and illustrations may be less appropriate or less complete than in a paper that receives an A. In general, the student will display an excellent command of language and textual conventions, though the assignment may show occasional minor errors.

C: 70-79: An assignment that receives this grade will usually contain a major shortcoming. The writer may not address all parts of the assignment, or may do so superficially, leaving abstractions and generalizations undeveloped, or providing only minimal examples and illustrations. The assignment's organization may have more than occasional problems. The student's incomplete command of language and written conventions will be evident through numerous misspelled words, incomplete or poorly constructed sentences, or a simplistic, repetitive, or monotonous sentence style. These problems will distract the reader, but will not interfere with readability. When documentation is required, the student might show an incomplete grasp of its purpose and form.

D: 60-69: An assignment that receives this grade will treat the task superficially. The writer will neglect major parts of the assignment, provide few examples or illustrations, and organize ineffectively, perhaps confusing the reader. The student will display difficulty dealing with language and textual inattention to detail. Some errors may be so serious as to interfere with readability.

F: Below 59: An assignment that receives this grade will treat the task very superficially, neglecting major parts of the assignment, provide little or no examples or details, and little or no organization. The student will display great difficulty dealing with language, resulting in numerous textual errors so serious as to interfere with readability.

COURSE REQUIREMENTS:

Carl Albert State College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations should make their request in the following way:

* Talk with your instructor after class or during hours about your disability or special needs related to work in class.

FOR WEB COURSES

* Call or e-mail your instructor about your disability or special needs related to work in web course.

AND

* Complete the Request for Special Accommodations Form with the ADA Coordinator located in the Disability Services Office in the Guidance Center in Office HH 112 D.

FOR SALLISAW CLASSES

Complete the Request for Special Accommodations Form with the Assistant ADA Coordinator located in the LRC.

YOU MAY ALSO RETRIVE THIS INFORMATION ON THE WEB BY:

1. Going to our website at www.carlalbert.edu
2. Click on the link titled Future Student or Current Student.
3. Click on the link titled Student Disability Services.
4. Please read all information on this page.
5. Click on the link at the bottom of the page titled Student Disability Services Intake Form and complete the form.
6. Once this information is complete, submit the form to the appropriate address labeled on the form.

CLASS ATTENDANCE:

Responsibility for attending class rests upon the student. **Attendance in class is expected.** Each faculty/staff member will determine his or her attendance policy. The staff member may require between 75 and 90 percent attendance for credit in the course. My Attendance Policy is that attendance in class is **required** for a **minimum of 81 percent** attendance to receive credit for the course. For this class, any student who misses class more than **three (3)** times will lose **one (1)** letter grade at the end of the semester and any student who misses class more than **six (6)** times for any reason will **FAIL** the class. **There are no "excused" absences (unless you are on a school activity. In that case, I will need a note from your advisor).**

LATE WORK POLICY

Assignments are due on the dates indicated and at the beginning of class. Papers turned in after the class period will have 1 letter grade deducted for up to **three (3) days**; after three days, a 0 will be given. For example, a late paper will receive: **1 day late = B, 2 days late = C, 3 days late = D, 4 days late = 0.** No paper will be accepted **after three days** from the original due date (unless prior arrangements have been made with the professor). Make-up exams will be given; however, the student must make proper arrangements within three (3) days of the missed exam or a grade of 0 will be given. It is the responsibility of the student to make the arrangements!

Academic Integrity and Plagiarism Policy

Carl Albert State College as an academic community considers all forms of academic misconduct and dishonesty serious matters which warrant serious attention. **Academic dishonesty includes, but is not limited to, cases of cheating and plagiarism, and is, at the very least, subject to disciplinary action by the instructor of record. More serious infractions will warrant disciplinary actions by the college.**

Cheating is considered to be a serious infraction of academic integrity and as such is not tolerated at CASC. Specifically, cheating includes, but is not limited to, instances where work is turned in that is not one's own, copying others' answers in exams and/or papers, infiltration of grading systems, use of deception in acquisition of answers in course requirements, and/or instances of forgery.

Plagiarism is considered an unacceptable and prohibited practice and incompatible with the educational mission of Carl Albert State College. Since plagiarism always carries with it consequences, all students are expected to be familiar, at a functional level, with the rules for avoiding plagiarism.

Intentional plagiarism is a deliberate act of academic dishonesty in which an individual knowingly represents the work or knowledge of another person as one's own, knowingly incorporates into one's work the words or ideas of another person without clear attribution, fails to acknowledge clearly the partial or full authorship of someone else when submitting a work, and/or consistently fails to cite or quote textual resources properly.

Faculty Complaint Protocol

A student who feels he or she has serious grounds and evidence to demonstrate unfair treatment by a faculty member may file a formal written complaint with the department chair. First, however, the student is encouraged to visit with the faculty member on an informal basis to discuss the situation. If, after that visit, the student still wishes to file a formal complaint, the department chair will call a meeting between the student and the faculty member to discuss the complaint and any further action.

NOTE: The instructor reserves the right to make any changes in the syllabus he/she deems necessary.

CLASS CONDUCT:

- 1. Tardiness:** Tardiness (being late for the beginning of class) is severely frowned upon. Students are expected to arrive in class on time. Please let me know if you know that you are going to be late for some reason.
- 2. Students are expected to read and follow the syllabus and to know what their assignments are for each class session.** Students are responsible for all reading and writing assignments listed on the schedule and syllabus and are responsible for reading the syllabus fully.
- 3. I am NOT responsible for any paper left in my mailbox, on my desk, or under my office door.** Students of course may place papers there, but I am responsible ONLY for those papers left in my hands.
- 4. NO CELL PHONES!!!** Turn off cell phones once you enter the classroom!
- 5. Please do not speak while the instructor is speaking.**

Respect and Common Courtesy will be maintained at all times for students and instructor. The Golden Rule is the basic operating principle in all of my classes. I truly welcome you to my class and I want each of you to feel comfortable and relaxed. I look forward to a good semester with all of you. I trust you to do your best and you can trust me to do my best.