

**KENNEBEC VALLEY COMMUNITY COLLEGE**

**FAIRFIELD, MAINE**

**Humanities Department**

**Approval Date: 5/6/13**

**Semester:** Fall 2013

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| **COURSE NUMBER:** | FYE125 | **CREDIT HOURS:** | 1 |
| **COURSE TITLE:** | First Year Seminar | **CLOCK HOURS:** | 15 |
| **PREREQUISITES:** | None | | |
| **CO-REQUISITES:** | None | | |

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| **INSTRUCTOR** | **VOICE MAIL** | **OFFICE** | **E-MAIL ADDRESS** |
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| **OFFICE HOURS:** | Click here to enter text. | | |

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| **TEXTS & OTHER MATERIALS:** |
| Feldman. *First Year Seminar – Custom Publication*. McGraw Hill, 2013. Print. |

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| **COURSE DESCRIPTION:** |
| The First Year Seminar is designed to introduce students to the culture and expectations of the KVCC community, explore transfer and career opportunities, and develop the skills and strategies necessary for a successful college experience. Course activities may include readings, discussions, guest lectures, and projects. Each student will develop a plan to achieve his or her personal, professional and academic goals. |
| **COURSE OBJECTIVES:** |
| Upon successful completion of this course, the student should be able to: |
| 1. Adapt and apply appropriate academic strategies to their courses and learning experiences. 2. Identify appropriate campus resources and opportunities that contribute to their educational experience, goals, and campus engagement. 3. Develop an academic plan that demonstrates their responsibility for their own education, specifically how it relates to their interests, abilities, career choices and personal development. |

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| **COURSE CONTENT:** |
| Introduction  Lesson 1: The Role of the Student  Lesson 2: Student Code of Conduct and Civility  Lesson 3: Communicating at KVCC  Lesson 4: Time Management  Lesson 5: Learning Styles and Self-Assessment  Lesson 6: Memory and Study Strategies  Lesson 7: Note Taking and Academic Writing  Lesson 8: Test Taking  Lesson 9: Financial Management  Lesson 10: Stress Management  Lesson 11: Personal Wellness  Lesson 12: Advising and Career Planning |

Complete 4 External Seminars of your Choice

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| **COURSE ACTIVITIES:** |
| ***Seminar***  As a part of this class you will need to attend 4 separate “Seminars” of your choice and write a reflection paper on each one. (Refer to the in-class Course Navigator for specific due dates for this part of the course).  ***Seminar Plan***  Early in the semester you will be required to submit a PLAN that outlines the 4 seminars you are going to attend and address specific questions outlined in the Seminar section of the online course.  Assignments are not like the Lesson Reflection quizzes. You will complete these assignments using a word process (MS Word) and submit a copy of the FILE to an assignment drop box  ***Seminar Reflections***  After you have completed each seminar you will be asked to complete a reflection paper related to your experience. You will be submitting 4 separate files to 4 separate assignment drop boxes in the course.  *Refer to the Seminar link in the Menu of the online course for more information and direct access to detailed instructions on all aspects of the Seminar aspect of this class and access to all the drop boxes*  In order for me to be able to view any file that you send me it is important that it is saved in a format that I can open. KVCC’s standard file format for documents is Microsoft Word (any version). However, if you do not have Microsoft Word you can usually use your word processor to save the file in “Rich Text Format” (be mindful that RTF does not usually support pictures).  When you send a file you have to be sure to name it using the following convention:  The file should be named starting with your first initial, then your last name, then the name of the assignment. If I were to submit a document in Microsoft Word for the assignment titled “Assignment Intelligence” it would be named as follows:  *YourName-SeminarPlan*  *YourName-SeminarOne* |
| **GRADING WEIGHTS:** |
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| **GRADING SCALE:** |
| FYE 125 is graded on a Pass/Fail scale. However, you must earn at least a “C” in order to pass the class.  Letter Grade Scale  A 4.00 grade points per credit hour 95-100  A- 3.67 grade points per credit hour 90-94  B+ 3.33 grade points per credit hour 87-89  B 3.00 grade points per credit hour 83-86  B- 2.67 grade points per credit hour 80-82  C+ 2.33 grade points per credit hour 77-79  C 2.00 grade points per credit hour 73-76  C- 1.67 grade points per credit hour 70-72  D+ 1.33 grade points per credit hour 65-69  D 1.00 grade points per credit hour 60-64  F 0.00 grade points per credit hour below 60 |
| **ATTENDANCE POLICY:** |
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| **COURSE REQUIREMENTS:** |
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| **OTHER INFORMATION:** |
| Student Resources: Kennebec Valley Community College provides a wide range of support services to aid in your success both personally and academically. Services can be accessed through the Mickey Marden Center for Student Success located in King Hall Room 130. The telephone # is 453-5084.  Help with your writing is available through the KVCC Writing Center located in Carter Hall Room 119. Watch your KV e-mail for scheduling notices. Additionally, online tutoring is available through the Farnham Writing Center at http://www.colby.edu/writers.center. Finally, your KVCC ID allows you access to most public libraries and the Miller Library at Colby College. |

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| **STUDENTS WITH DISABILITIES (2011)**  In accordance with state and federal law, this College is committed to assisting qualified students with disabilities achieve their educational goals.  ***If you are in need of an accommodation in this course:***  • Students must contact the Dean of Students, Enrollment Services Center, Frye Building, 453-5019, [knormandin@kvcc.me.edu](mailto:knormandin@kvcc.me.edu)  • Students must provide current, appropriate documentation of their disability.  • Students must make a timely request for accommodation to the Dean of Students.  • Accommodations will not be provided until the faculty member receives a request form for accommodations. This form is created with the Dean of Students and is supported by the documentation of said disability.  • Requests for accommodation must be renewed each semester for each course.  This document is available in enlarged print and on audio tape. Please contact the Dean of Students at 453-5019 or [knormandin@kvcc.me.edu](mailto:knormandin@kvcc.me.edu)  **NOTICE OF NON-DISCRIMINATION (2013):**  Kennebec Valley Community College does not discriminate on the basis of disability in the admission to, access to, or operation of its programs, services or activities. Students requesting classroom accommodation should be forwarded to Director of the Marden Center, 130 King Hall, phone: 453-5084 or Dean of Students, Enrollment Service Center, Frye Building, 453-5019.  Complaints about College decisions related to disability accommodations or discrimination must be forwarded to Affirmative Action Officer and ADA Compliance Officer, KVCC Annex Building, 50 Eskelund Drive, Fairfield, ME 04937, phone: 453-5000. |