Sample Syllabus for College 101

Required Text(s)/Software/Tools:
TBA

Course Description
Our College 101 program is designed to provide you with an introduction to the academic and social expectations of first-year college students. You will choose a topic of focus and participate in a series of workshops dedicated to preparing you for the challenges of freshman year. This program will serve you well in your final high school years and help prepare you for college from the application process to your first semester.

Morning Session Topics (required for all College 101 students)
• Introduction to College Writing: Tackle the challenges of college writing; how ideas are gathered, arranged, and expressed as a discourse. Class content includes basic techniques and strategies like using heuristics, and isolating and organizing important points. Audience, tone, word choice, grammar, and style will be closely examined. Style will include both the appearance of the document and the formation of individual sentences.
• Skills for Academic Success: Learn new techniques to improve organization, time management, note taking, test taking, concentration, and critical thinking. Topics include improving memory skills, motivation, concept development, and analogical reasoning. Various exercises and workshops are used to help with organizational and time-management skills.

Afternoon Session Topics – Based on topic choice
• Sports Management and Leadership
• Introduction to Health Sciences
• Introduction to Engineering

Course Outcomes
Upon successful completion of College 101 students will have the opportunity to:
• Comprehend the main idea, evidence, and purpose of a text
• Identify tools and techniques for a successful transition into college life
• Know that writing is a process, and apply personal and collaborative revision and editing skills (including knowledge of focus, development, organization, and grammar/punctuation) in the service of substantive revision
• Delving more deeply in your topic of interest to better understand the major and career opportunities

Course Methodology
Each week, you will be expected to:
1. Review the week's learning objectives
2. Complete all assigned readings
3. Complete all lecture materials for the week
4. Participate in the Discussion Board
5. Complete and submit all assignments and tests by the due dates
6. Daily 1 page journal entry. Submit finished journal on the next to last day of class
Participation/Discussion Board

- Each student is expected to take part in an active and engaged discussion about each text and be willing to push our discussions forward with new analyses that bridge each others’ ideas.
- Each student must post one primary response to a discussion board question by Tuesday, and one secondary response to other students’ posts by Thursday each week.

Communication/Submission of Work

In the Assignments folder, click on the View/Complete Assignment link to view and each assignment. Attach your completed assignments here and click Submit to turn them in to me. Once your assignment has been graded, you will be able to view the grade and feedback I have provided by clicking on My Grades in the Tools module from the Northeastern University Online Campus tab.

On-ground Attendance and Participation Policy

- Continuity and active participation are crucial to your success in this course. You are expected to complete all assigned readings prior to class and be prepared to discuss them. Further supplemental readings may be distributed as the course progresses.
- You are expected to attend (punctually) all classes and be an active participant in all lectures, class discussions, and group activities.
- You are allowed a total of 1 absence (unexcused/excused) from the on-ground class.
- A second on-ground absence will deduct 10 points from your final grade for the course.
- A third on-ground absence will result in automatic failure of the course.
- Two late arrivals to the on-ground class constitute an absence for grading purposes.
- Immediately following your second absence from class, your instructor will expect you to arrange a meeting to discuss your strategy for successfully attending all remaining classes; it is your responsibility to arrange this meeting with the instructor.
- Attendance will be taken at the beginning of each class. In spite of the absence, all out-of-class assignments must be submitted on time and all in-class assignments must be completed by an agreed-upon date.
- Cell phones and electronic devices must be turned off and stowed away during class time. If you decided to send or receive or read text-messages during class, you will be asked to leave the classroom and counted absent for the day. Laptops will not be permitted for use during class time unless specifically requested by the instructor.

Grading/Evaluation Standards

Every student is expected to attend class regularly, actively participate in class, respond on time to Blackboard discussion posts, and draft, revise, and write 3 analytic papers. Based on these requirements, grade breakdown is as follows:

- Attendance and Participation: 20%
- Paper #1 – Personal Narrative: 20%
- Paper #2 – Process Paper: 20%
- Paper #3 – Analysis Paper: 25%
- Daily Journal: 15%
## Class Schedule / Topical Outline

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<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>1</td>
<td><strong>Monday:</strong> Introduction to class; Writing personal narratives</td>
<td><strong>Monday:</strong> Nothing Due</td>
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<td><strong>Tuesday:</strong> Drafting</td>
<td><strong>Tuesday:</strong> Draft of Personal Narrative Due</td>
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<td><strong>Wednesday:</strong> Revising; Peer-Review</td>
<td><strong>Wednesday:</strong> Reading (process writing)</td>
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<td><strong>Thursday:</strong> Process Writing</td>
<td><strong>Thursday:</strong> Personal narrative (Final Draft)</td>
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<td>2</td>
<td><strong>Monday:</strong> Compare and Contrast Analysis</td>
<td><strong>Monday:</strong> Process Essay Due</td>
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<td><strong>Tuesday:</strong> Research and Citation</td>
<td><strong>Tuesday:</strong> Nothing Due</td>
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<tr>
<td></td>
<td><strong>Wednesday:</strong> Documentation</td>
<td><strong>Wednesday:</strong> Compare and Contrast (Working Draft)</td>
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<td><strong>Thursday:</strong> Peer Review/ Wrap Up</td>
<td><strong>Thursday:</strong> Nothing Due</td>
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<td><strong>Friday:</strong> Final Draft Due</td>
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### Academic Integrity Policy

The University views academic dishonesty as one of the most serious offenses that a student can commit while in college and imposes appropriate punitive sanctions on violators. Here are some examples of academic dishonesty. While this is not an all-inclusive list, we hope this will help you to understand some of the things instructors look for. The following is excerpted from the University’s policy on academic integrity; the complete policy is available in the Student Handbook. The Student Handbook is available on the CPS Student Resources page > Policies and Forms.

- **Cheating** – intentionally using or attempting to use unauthorized materials, information or study aids in an academic exercise
- **Fabrication** – intentional and unauthorized falsification, misrepresentation, or invention of any data, or citation in an academic exercise
- **Plagiarism** – intentionally representing the words, ideas, or data of another as one’s own in any academic exercise without providing proper citation
- **Unauthorized collaboration** – instances when students submit individual academic works that are substantially similar to one another; while several students may have the same source material, the analysis, interpretation, and reporting of the data must be each individual’s independent work
- **Participation in academically dishonest activities** – any action taken by a student with the intent of gaining an unfair advantage
- **Facilitating academic dishonesty** – intentionally or knowingly helping or attempting to violate any provision of this policy
For more information on Academic Integrity, including examples, please refer to the Student Handbook, pages 9-11.

Northeastern University Online Policies and Procedures
For comprehensive information please go to http://www.cps.neu.edu/online/

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