

***Student Support Services/TRIO***  
*WVU Student Affairs*  
***Orientation 293E Syllabus***



**Fall 2009**

**Course number:** 83151

**Section:** 004

**Class day:** Tuesday

**Instructors:**

**Name(s):** Dr. Barbara Copenhaver Bailey

Ms. Katie Utterback

Ms. Vivian G. Lama

Ms. Cynthia A. Drumm

**Class time:** 11:30-12:20

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**Class location:** 100 Gaskins House

**Office hours:** by appointment only

M-F 8:30 a.m. – 5:00 p.m.

**Phone:** 293-6629

**Website:** <http://sss.wvu.edu/>

**Course Description**

The purpose of the Student Support Services Orientation 293E at WVU is to provide you, the first year student at WVU and participant in Student Support Services, with information and tools for making a successful transition to college; to ensure that you become an active member of the student body at WVU; to help you develop a better understanding of the learning process; and to help you acquire basic academic skills to assist you towards completion of your baccalaureate degree. This course is also designed to introduce you to the Student Support Service/TRIO program and the staff so you will be able to utilize the services offered to the maximum.

**Course Objectives and Learning Outcomes**

<b>Course Objectives –</b> This course is designed for you:	<b>Learning Outcomes –</b> After taking Orientation 293E, you will be able to:
1. to develop and enhance your academic skills.	<ul style="list-style-type: none"> <li>• identify ways to improve academic skills such as time management, study &amp; test taking skills, etc.</li> <li>• critique various learning styles</li> </ul>
2. to gain experiences in which you can relate to and value people of diverse cultural backgrounds.	<ul style="list-style-type: none"> <li>• recognize the benefits of diversity</li> </ul>
3. to understand how to balance the freedoms and responsibilities that are a part of University life.	<ul style="list-style-type: none"> <li>• know where to find Student Rights &amp; Responsibilities Handbook</li> </ul>
4. to understand your financial responsibilities in college	<ul style="list-style-type: none"> <li>• know how to read your financial aid package</li> <li>• recognize the responsibilities of credit</li> </ul>
5. to understand the academic advising process	<ul style="list-style-type: none"> <li>• identify a major or several areas of interest</li> <li>• know how to register for classes</li> </ul>
6. to consider the options available when making decisions.	<ul style="list-style-type: none"> <li>• synthesize information when decision making and problem solving</li> <li>• understand the decision making process</li> </ul>
7. to explore campus and community issues, resources, culture and history.	<ul style="list-style-type: none"> <li>• identify important offices and resources on campus and in the community</li> <li>• identify important issues effecting students on campus and in the community</li> </ul>
8. to introduce you to the Student Support Services/TRIO program and the services it will provide to you as a participant.	<ul style="list-style-type: none"> <li>• understand what services SSS/TRIO can provide for participants</li> </ul>
9. to assist you in making connections with SSS staff so you will have a contact on campus for assistance.	<ul style="list-style-type: none"> <li>• know how to make contact with the SSS/TRIO staff</li> <li>• comfortably ask questions &amp; request assistance from SSS/TRIO staff</li> </ul>

### Required Materials

- ◆ Text. none
- ◆ **Day Planner.** We require each student to have a day-timer or planner so you can more effectively manage your time and schedule. This will be provided to you if you don't already have one. Since planners will be collected and checked periodically, it is highly recommended that you bring yours with you to each class. *Please note: electronic devices such as cell phones are not an acceptable substitute.*
- ◆ **MIX Account:** All students are required to use their MIX account for course assignments and communication.
- ◆ **e-Campus:** All course materials and student grades will be posted on e-Campus.

### Course Requirements

- ➡ **Class Attendance:** *In all university courses, attendance is essential for your success.* Attendance and coming to class on time are mandatory. If you are not present when attendance is taken but come in late, it is your responsibility to make sure your attendance is correctly noted. If you are absent, not only will you lose points for each absence, but if you miss more than one class, your letter grade will be reduced by one letter for each absence beyond the one. This is reflected in the grading scale below. (25 pts x 14 classes = 350)
- ➡ **New Student Convocation & First Floor Meeting:** You are required to attend New Student Convocation (NSC) and First Floor Meeting the weekend before classes begin. You will receive a yellow ticket at NSC and a blue ticket at the floor meeting that you must bring with you and turn in to your ORIN 293E instructor in order to receive credit for attendance. *If you lose the tickets or forget to bring them to class by the second week, you will not receive credit.* (25 pts)
- ➡ **Individual Conference with SSS Counselor:** You are required to meet with your SSS Counselor to complete your intake and get your file updated. During this meeting, you will also review your financial aid for the year and discuss any other issues you or your counselor identify for the semester. **This meeting must take place during the first five weeks of the semester in order to receive credit for the meeting.** (200 pts)
- ➡ **SSS Events & Summary Papers:** You are required to attend at least four SSS events throughout the semester. *Two of the four must be Academic Programs (AP).* The list of activities will be reviewed during class as well as at your meeting with your SSS counselor. You must attend the **entire** event and complete an event summary form to receive credit. If you are having difficulty identifying four programs you will be able to attend due to time conflicts, you **MUST** notify Vivian Lama in writing by the fifth week of class (by September 23<sup>rd</sup>) so that an alternate plan can be developed. An alternative plan will not be developed after the fifth week of class. *Please note the importance of the SSS events in the grading list below.* (100 pts x 4 events = 400 pts)
- ➡ **Semester Reflective Exercises:** You will be required to complete two reflective exercises, including one essay, on your experiences, observations, opinions, and perceptions of your semester at WVU. You will be given detailed instructions in class on how to proceed with these two exercises. (50 pts x 2 exercises = 100)
- ➡ **Homework:** You should prepare for class completing all assignments before coming to class. Each homework assignment, the due date, and number of points is found on the syllabus calendar. *If you miss class, you MUST contact the instructor, TA, or a classmate for information about the assignments. This is your responsibility. You are expected to turn in all assignments on time regardless if you missed class. LATE ASSIGNMENTS WILL NOT BE ACCEPTED.* (275 pts)
- ➡ **Examination:** You will complete one examination at the end of the semester. The content of the questions will come from material covered in the readings, class presentations, assignments and discussions. You will be provided a review worksheet prior to the examination to assist you in your preparation. (150 pts)

**Grading**

Your final grade will be determined by the following scale:

Assignment	Points for each	Total Points
1. Attendance	25 (x14)	350
2. New Student Convocation Attendance	25	25
3. Individual Conference with instructor	200	200
4. SSS Events & Summary papers	100 (x4)	400
5. Reflective Exercises (on semester)	50 (x2)	100
6. Homework	Variable	275
7. Examination	150	150
		<b>Total = 1500</b>

GRADING SCALE: All three requirements in each grade category must be met to receive the indicated grade				
A Range	B Range	C Range	D Range	F Range
1350 - 1500 pts.	1200 - 1349 pts.	1050 - 1199 pts.	900-1049 pts.	899 and below
4 SSS events	3 SSS events	2 SSS events	1 SSS events	0 SSS events
0/1 class absence	2 class absences	3 class absences	4 class absences	5+ class absences

If you miss a class and can, therefore, not turn in the assignment that was due in that class, you must make arrangements with Vivian Lama **PRIOR TO THE CLASS** you miss regarding when you will turn in the assignment. **IF ARRANGEMENTS ARE NOT MADE PRIOR TO MISSING CLASS, THE ASSIGNMENT WILL NOT BE ACCEPTED LATE.**

It is your responsibility to keep track of your grades/points. If you have a question regarding your status, you should discuss it with your teaching assistant or instructor. It is extremely difficult to deal with issues at the end of the semester that occurred weeks or even months earlier. Stay on top of your assignments and grades and you have a better chance at catching any problems early and being able to rectify the problem with the instructor.

**REMEMBER, THIS IS A REQUIRED COURSE FOR THE SSS PROGRAM AND CAN TAKE THE PLACE OF THE WVU REQUIREMENT FOR UNIV 101 IF NEEDED.**

***Academic Honesty and Integrity***

In this course and all courses at WVU, we expect and value academic honesty and integrity. We expect that our students will subscribe to the highest levels of integrity and abide by university policy and conduct as outlined in *The Mountie – WVU Student Handbook, Code of Student Rights and Responsibilities of Students, Section 3.1.1.3*. This can be found online at <http://www.arc.wvu.edu/rights.html>

***Social Justice Statement***

West Virginia University is committed to social justice. I concur with that commitment and expect to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. Our University does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color or national origin. Any suggestions as to how to further such a positive and open environment in this class will be appreciated and given serious consideration.

If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please advise the instructor and make appropriate arrangements with Disability Services (293-6700).

<b>Student Support Services/TRIO - Orientation 293E Course Schedule</b> The syllabus, homework assignments, and all materials distributed in class can be found in eCampus.		
Class # and Date	Topic	In Class Activities, Homework and Assignments Due
Class 1 – Aug. 25	Class Introduction & Welcome	<ul style="list-style-type: none"> <li>◆ Introductions</li> <li>◆ Review Syllabus</li> </ul>
Class 2 - Sept. 1	Getting To Know One Another	<ul style="list-style-type: none"> <li>◆ Homework Assignment Due – Goal Setting (25 pts)</li> <li>◆ Team building</li> </ul>
Class 3 – Sept. 8	Understanding Your Financial Aid	<ul style="list-style-type: none"> <li>◆ Review Financial Aid requirements, deadlines, applications, etc.</li> </ul>
Class 4 – Sept. 15	Tips & Tricks for Academic Success	<ul style="list-style-type: none"> <li>◆ Homework Assignment due – Financial Aid (25 pts)</li> <li>◆ Study Skills &amp; Time Management</li> </ul>
Class 5 – Sept. 22	Getting Acquainted with Campus and the Community	<ul style="list-style-type: none"> <li>◆ Homework Assignment due - Study Skills/Time Management (25 pts)</li> <li>◆ Meeting with SSS Counselor must be complete (250 pts)</li> <li>◆ Learning about campus resources; Learning about what Morgantown has to offer</li> </ul>
Class 6 - Sept. 29	Academic Advising 101	<ul style="list-style-type: none"> <li>◆ Homework Assignment due- Campus &amp; Community Resources (25pts)</li> <li>◆ Calculating GPA, how to stay in good academic standing, review of General Education Curriculum, working with your advisor, choosing a major, working towards graduation</li> </ul>
Class 7 - Oct. 6 <small>Oct. 3 – Mid-Semester</small>	Questions & Answers	<ul style="list-style-type: none"> <li>◆ Homework Assignment due - Note Card Questions (25 pts)</li> <li>◆ Homework Assignment due – Academic Advising 101 (25 pts)</li> <li>◆ Upper class SSS participants will facilitate discussion and answer questions</li> </ul>
Class 8 - Oct.13	Academic Advising 102 *Location TBA	<ul style="list-style-type: none"> <li>◆ Preparing to register for classes, knowing where to go to get your questions answered</li> <li>◆ Reflective Exercise #1 due (50 pts)</li> </ul>
Class 9 - Oct. 20	Celebrating Diversity	<ul style="list-style-type: none"> <li>◆ Homework Assignment due – Academic Advising 102 (25 pts)</li> <li>◆ Building an Inclusive Community</li> </ul>
Class 10 - Oct. 27	“Major” Decisions	<ul style="list-style-type: none"> <li>◆ Choosing a major and career that’s right for you</li> <li>◆ Distribute Review Worksheet</li> </ul>
Class 11 - Nov. 3	On-line Communities	<ul style="list-style-type: none"> <li>◆ Homework Assignment due- “Major” Decisions (25 pts)</li> <li>◆ Review worksheet due (50 pts)</li> <li>◆ Suggestions for utilizing on-line communities safely</li> </ul>
Class 12 – Nov.10	Making Healthy Choices	<ul style="list-style-type: none"> <li>◆ Homework Assignment due – On-line Communities (25 pts)</li> <li>◆ Presentation on Healthy Sexuality</li> </ul>
Class 13 - Nov. 17	EXAM DAY	<ul style="list-style-type: none"> <li>◆ “What can SSS Do For You”</li> <li>◆ Final Examination (150 pts)</li> </ul>
Nov. 23-27	THANKSGIVING BREAK	NO CLASSES – Residence Halls are closed
Class 14 - Dec 1	Final Class	<ul style="list-style-type: none"> <li>◆ Reflective Exercise #2- Semester Experience Essay due (50 pts)</li> <li>◆ In-class quotes activity</li> <li>◆ Course Evaluations</li> </ul>

**LATE ASSIGNMENTS WILL NOT BE ACCEPTED – NO EXCEPTIONS**

**\*\* The instructors reserve the right to make adjustments to the syllabus as needed throughout the \*\*  
\*\* semester. Any changes will be announced in class with adequate prior notice to students. \*\***