

ADMN 405: Freshman Academic Experience I

Fall 2015 Course Syllabus

Course Coordinators:

- Tamara Rury, Associate Director of Undergraduate Advising, Undergraduate Programs and Advising Office, tamararury@unh.edu, PCBE Suite 101
- Molly Campbell, Paul College Special Projects Coordinator/Lecturer in English, m.campbell@unh.edu, PCBE 270

Peer Advisor: _____

FIRE Program Mission: The Peter T. Paul College FIRE initiative aims to build a community of engaged student learners who value academic excellence, intellectual, personal and professional development, inclusion and ethical conduct.

Course Description: This course is an introduction to the nature of academic knowledge, academic standards, and academic management skills essential for success in the University and the Paul College. This course, along with ADMN 406 which follows in the spring term, provides the academic foundation of the FIRE (First-year Innovation and Research Experience) Program. ADMN 405 and 406 are required of all 1st-year students in Paul College

Course Goals:

In order to support a successful transition to life and learning at the University of New Hampshire, the Freshman Academic Experience I course will:

- Provide an introduction to the university academic community.
- Discuss the time management and academic skills essential for success.
- Assist students in developing information literacy skills.
- Enhance students' ability to work in groups/teams.
- Provide opportunities for practicing presentation skills.
- Explain the value of a liberal arts foundation for education and the academic requirements at UNH that must be completed to graduate🔥
- Guide students in the development of personal and academic goals for their college experience and future academic pursuits.
- Assist students in developing personal and academic responsibility.
- Expose students to the importance of writing and critical thinking skills in the first year.

Students successfully completing the course are expected to have:

- Developed methods for effective time management and goal formation🔥
- Learned techniques to help them become active and engaged learners through participation in class discussions and group activities.
- Used information from library holdings and other scholarly resources in papers and presentations.
- Become confident collaborators and work effectively with students from diverse backgrounds.

Course Structure: This course meets once a week for an hour in small breakout sections, each led by a Paul College Peer Advisor. The Peer Advisors, in turn, meet regularly with the course coordinators. Students are responsible for attending and participating in all class sessions and other activities as assigned throughout the course. *Some of these activities and meetings may be at times other than the normal class time of the group.*

Grading:

- This is a 1-credit, credit/fail course.
- Grades for this class will be based on attendance, participation, and satisfactory completion of all assignments.

If a student fails the class,

- a) they will not receive credit;
- b) the failing grade will appear on their permanent UNH transcript; and
- c) they may be placed on academic warning from the Paul College.

Note: ADMN 405 and 406 cannot be repeated; therefore, a failing grade will remain on the transcript.

Evaluation:

1. **Class Participation and Attendance= 50%:** Students are expected to attend each class prepared. Students are also expected to actively participate in class discussions and other activities.
 - Students are expected to attend and participate in all classes, group meetings, and any other required activities (which may be at different times than the regular class time).
 - As class participation and attendance makes up half of the course grade, missing more than two meetings will result in failing course grade.
 - “Attendance” implies both attendance as well as participation. Not participating or being attentive during the meetings is the same as missing the meeting🔥 This determination is made by the Peer Advisor.
 - Anyone missing more than one meeting may be required to meet with the Course Coordinator. Absence from this meeting may result in immediate failure of the course.
2. **Academic Assignments= 50%:**
 - a. **Academic Autobiography =30 points** A written self-reflection helping you to examine your past academic experiences and create a profile of your academic strengths and weaknesses.
 - i. **Due:** Monday, September 28th, submitted to Canvas by 11:00pm
 - b. **Lens Summary = 30 points** A written summary viewing your academic challenge through the assigned lens.
 - i. **Due:** Monday, November 16th, submitted to Canvas by 11:00pm
 - c. **Lens Presentation = 30 points** A short group presentation to the class addressing their challenge topic through the assigned lens. At the time of the presentation students will need to submit a bibliography of the references used.
 - i. **Due:** During Session 12, (November 30th- December 3rd)

Academic Honesty: In this class it is possible you will attend required events with other students. All written work must be your own and will be upheld in accordance with the UNH Student Rights, Rules and Responsibilities: <http://www.unh.edu/vpsas/handbook/academic-honesty>. Failure to comply may result in failure of the course or suspension from the University.

Email Protocol: Email is an important professional communication tool. It is important to practice appropriate email etiquette consistently. All emails must be from your UNH email account and include the subject of the email in the subject line and your first and last name. You are expected to write in complete sentences using proper grammar and punctuation (this is not a text.) Emails not conforming to this protocol will be returned to you to correct before it will be answered.

Course Communications: UNH is transitioning to a new learning platform next year, but selected courses have been selected to pilot the new program. ADMN 405 will not be found in blackboard as it is using the MyCourses, powered by Canvas, site. To access MyCourses please navigate to: mycourses.unh.edu and login using your enterprise credentials (same user ID/password as Blackboard). You will need to log into this site to access your course materials, updates and other information. You are responsible for anything posted on the course site and should check your account on a regular basis (we recommend daily🔥).

Classroom Expectations: Turn off all cell phones and other electronic devices during class unless the peer advisor or facilitator instructs you to use it for class related activities. Being late to class is disruptive to your peer advisor and to fellow students. Students more than 10 minutes late may be asked to leave and attendance for that day of class may be forfeited.

Part of the undergraduate experience may entail being exposed to differing opinions and beliefs than those of your own. Be respectful of others unique backgrounds and life experiences. Personal attacks are strictly prohibited.

ADMN 405: Freshman Academic Experience I Fall 2015 Course Schedule

Session	Topic	Dates
1.	Course Introduction and Expectations Time Management I What is FIRE? FIRE Teams: Logo and Team Name Guidelines	August 31 st – September 3 rd
2.	Logo and Team Name Formation Independently <i>No In-Class Meetings/Labor Day Monday</i>	September 7 th – 10 th
3.	Time Management II UNH Resources PAUL Academic Requirements Academic Goal Setting Grand Challenges Introduced/Challenge Group Assignments *Team Name & Logo Due: Monday 9/14 - 11pm	September 14 th -17 th
4.	Study Skills Time Management III Grand Challenge Topic Group Discussions Course Assignment Given: Academic Autobiography, Due Monday 9/28, 11pm	September 21 st – 24 th
5.	Grand Challenge Group Information Sharing Grand Challenge Topic Team Rankings Course Assignment Due: Academic Autobiography, Due: Monday 9/28, 11pm	September 28 th – 30 th
	Homecoming Carnival Team Grand Challenge Selection	Friday, October 1 st 3:00 p.m.
6.	Group Dynamics – Project Management Interdisciplinary Lens Introduction Lens Groups Formed Course Assignment Given: Lens Summary, Due: Monday 11/16, 11pm	October 5 th – 8 th
7.	SHARPP Presentation	October 12 th – 15 th Multiple presentations (TBA), must attend one.

8.	Mid-Semester Check-In & Goal Assessment Grand Challenge/Lens Group Work Class Draft of Lens Summaries Reviewed	October 18 th – 22 nd
9.	Communication Skills Professionalism Lens Presentation Planning Course Assignment Given: Group Lens Presentation Due: class session 12.	October 26 th – 29 th
10	Registration Preparation Degree Requirements Review	November 2 nd – 5 th
11	Individual Pre-Registration Appointments (Each student schedules 15 minute Pre-Registration Appointment with Peer Advisor during the two week period) Course Assignment Due: Lens Summary (Individual) Monday, November 16 11pm)	November 9 th – 19 th
12	Lens Presentation Practice – <i>Each group will be given a 15 minute time block to meet with peer advisor to practice their presentation and get feedback.</i>	November 16 th – 19 th
	<i>Thanksgiving Week – No Classes</i>	November 23 rd – 26 th
13	Lens Group Presentations Course Assignment Due: - Lens Presentation, Due: Class Session 12.	November 30 th – December 3 rd
14	Semester Wrap-up Exam Preparation	December 7 th – 10 th