

ADMN 406: Freshman Academic Experience II Spring 2016 Course Syllabus

Course Coordinators:

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- Sean Stewart, FIRE Program Coordinator, Undergraduate Programs and Advising Office, sean.stewart@unh.edu, PCBE Suite 101

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 the second part of Freshman Academic Experience for all first year students in Paul College. The second part of the courses reviews academic skills and begins to focus on your “academic career” as a student in Paul College including: major choices, opportunities for enrichment, networking, internships and career paths. Additionally, groups will continue researching their Grand Challenge culminating in a group business plan and presentation at the end of the semester.

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.

You will have project group meetings that will occur outside of the normal class time of the group, these are just as important as class meetings. Failure to attend project group meetings will affect your final course grade.

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. Participation is not limited to class time, but also includes group project meetings.
 - 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 a Course Coordinator. Absence from this meeting may result in immediate failure of the course.
2. **Academic Assignments= 50%:**
 - a. **Resume Draft and Final = 20 points** You will submit a draft and a final version of your resume. The final resume should have been reviewed and edited several times. There should be no grammatical or formatting errors.
 - i. **Draft Due:** Sunday, February 14 by 11:00pm (submitted to Canvas)
 - ii. **Final Due:** Friday, March 4 by 11:00pm (submitted to Canvas)

- b. **Product/Service Proposal Presentation = 20 points** A short presentation in class with your assigned group. Groups will be required to pitch a potential product or service to the remainder of their team for the URC Final Project.
 - i. **Due:** During Session 5, (February 29th – March 3rd)
- c. **URC Final Project = 50 points** This assignment will consist of a business plan for the product or service your team wants to implement into the market as part of the Grand Challenge. The written business plan will be accompanied by a poster and presentation at the URC and research/literature review. Each FIRE team will be separated into groups to accomplish all of the components of this project.
 - Presentation, due: Saturday, April 30 (at the URC in Paul)
 - Business Plan, due: Friday, April 29 by 11:00pm (submitted to Canvas)
 - Poster, due: Sunday, April 17 by 11:00pm (submitted to Canvas)
 - Research/Literature Review, due: with business plan (submitted to Canvas)
- d. **Group Progress Report = 10 Points** Each student will evaluate their fellow team members on their work and effort in the URC Final Project.
 - i. **Due:** Friday, May 6 by 11:00pm (submitted to Canvas)

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 406 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 406
Spring 2016 Schedule

	First Week of Semester – No ADMN 406	January 25 th – 28 th Classes
1.	<p>Spring Course Introduction and Expectations</p> <ul style="list-style-type: none"> • Explain philosophy of second semester • Full detail of list of assignments <p>Goals - Skill Development Involvement and Experience</p> <ul style="list-style-type: none"> • Handout of Paul College organizations • Paul Careers handout <p><u>Course Assignment Given:</u> Goals Writing Assignment (in-class on Canvas)</p>	<p>February 1st – 4th</p> <p>Events:</p> <ul style="list-style-type: none"> • Dodgeball Tournament Hamel Rec Center Feb. 2 from 7-9pm
2.	<p>Introduction to Resume Writing Grand Challenge Product/Service Proposals <i>Pick top four from class and separate into teams</i></p> <ul style="list-style-type: none"> • Review Grand Challenge handouts • Rubrics needed <p><u>Course Assignments Given:</u> Product/Service Proposal Presentations & Resume Draft</p>	<p>February 8th – 11th</p>
3.	<p>Networking LinkedIn Profile Career Fields Explored Establishing a Career Blueprint</p> <p><u>Course Assignment Given:</u> Questions to ask Alumni Advisor (submitted through Canvas)</p>	<p>February 15th – 18th</p> <p>Events:</p> <ul style="list-style-type: none"> • Mocktail reception Piscataqua Room Feb. 16 from 7-9pm <p><u>Course Assignment Due:</u> Resume Draft, (on Canvas) due: Sun, Feb. 14 by 11pm</p>
4.	<p>Planned Session with Alumni Advisor</p> <ul style="list-style-type: none"> • Resume Review • Interview Tips • Searching for internships • Career path • LinkedIn • Grand Challenge • Business Plan 	<p>February 22nd – 25th</p> <p>Events/Games:</p> <ul style="list-style-type: none"> • Career/Internship Fair Bootcamp Location TBD Feb. 26 from 2-4pm <p><u>Course Assignment Due:</u> Questions to ask Alumni Advisor (on Canvas), due Sun, Feb. 21 by 11pm</p>

5.	Group Business Plan Presentations & Selection of Team Product/Service	February 29 th – March 3 rd Events/Games: <ul style="list-style-type: none"> • UNH Career & Internship Fair Whittemore Center <p>Mar. 2 from 12-4pm</p> <p>Course Assignments Due:</p> <ul style="list-style-type: none"> • Product/Service Proposal Presentations (in –class) • Resume Final (on Canvas), due Sun, Feb. 28 by 11pm
6.	NO CLASS MEETINGS – <i>Peer Advisor Interviews</i>	March 7 th – 10 th Week before Spring Break
	<i>SPRING BREAK</i>	March 14 th – 18 th
7.	URC Business Plan Project <ul style="list-style-type: none"> • Poster Designers & Presenters • Presentation Creators & Presenters • Business Plan Writers • Research/Literature Review Project Management Class <ul style="list-style-type: none"> • Planning and Delegating • Establishing Group Roles • Group Dynamics <p>Course Assignments Given: URC Business Plan Project & Group Progress Report</p>	March 20 th – 24 th
8.	Guest Speaker – ES student <ul style="list-style-type: none"> • Organize ideas/thoughts for business proposal • Work on materials for first draft of proposal 	March 28 th – 31 st
9.	Registration Preparation Meetings Planning Your Academic Career Major/Option/Minor + Experiences	April 4 th – 7 th Course Assignment Due: Business Plan Proposal, Presentation, Poster, & Research Draft (on Canvas), due: Fri, Apr. 7 by 11pm
	Individual Pre-Registration Appointments Teams meet during the time period to work on Poster and Business Plan presentations	April 11-21 Appointment Time Scheduled Individually with Peer Advisor

10.	Business Plan Working Class (work on peer advisor revisions) <ul style="list-style-type: none"> • Poster Presentation • Business Plan Presentation 	April 11-14
11.	Beyond the Resume, What Will Help You Stand Out? Opportunities at UNH <ul style="list-style-type: none"> • Study Abroad • Study Away USA • Research Opportunities • Leadership Workshops 	April 18 th – 21 st Course Assignment Due: Final Poster (on Canvas) due: Sun, Apr. 17 by 11pm
12.	Mock Presentations (Poster and Business Plan)	April 25 th – 28 th
	URC Final Business Plan Presentations to Judges Panel Awards Ceremony	Saturday, April 30 th Course Assignments Due: <ul style="list-style-type: none"> • Final Presentation (at presentation) • Final Business Plan Proposal (on Canvas), due: Fri, Apr. 29 by 11pm
13.	Final Class Review of Experience/Survey 3 Grand Challenge Topics Proposed Write a letter to the entering class of 2020 Transition to Sophomore Year Opportunities at UNH and Beyond	May 2 nd – 5 th Events/Dates: <ul style="list-style-type: none"> • Final Event/Awards Ceremony Granite State Room May 10 at TBD Course Assignment Due: Group Progress Report (on Canvas), due: Fri, May 6 by 11pm