

ACAD 103-01: University Seminar
9:25-10:40 TR CLS 2109
Course Syllabus
Fall 2003

Instructor: Paisly Di Bianca

Office, Telephone, and E-mail: A-111, (773) 442-5470, and P-DiBianca@neiu.edu

Office Hours: 11:00am to 3:30pm, Monday-Friday

Required Materials:

- Text: *Urban Learners*, 3rd edition, Robert C. De Lucia
- NEIU Fall Schedule of Classes and 2003-2004 University Catalog
- Notebook and Pocket Folder or 3-Ring Binder for Portfolio
- Calendar/planner/PDA
- Activated NEIU computer account (explained on first day of class)
- Computer disc

Welcome to University Seminar. In this course you will examine the purposes of higher education, expand your knowledge of the resources and services of Northeastern Illinois University, practice and refine formal and informal writing skills, engage in career/major exploration activities, gain/refine computer literacy skills, and develop a personal academic plan. **The ultimate goal of this course is to assist you in defining your own academic strengths and weaknesses and making the most of your University experience. You will gain strategies and methods of approaching problems that will help you through college and beyond.** This course carries three semester hours of credit which are counted toward graduation credits and which are calculated as part of your grade point average.

COURSE EXPECTATIONS

Freedom and responsibility In this class you are free to express your opinions and to share your ideas. But with that freedom comes the responsibility to do your best work, to turn in your assignments on time, and to treat other class members with courtesy and respect.

Attendance Policy

Attendance is important as is coming to class on time. You are an adult and must make your own decisions regarding the best use of your time. Please be aware of the repercussions of choosing not to attend class.

Phones, beepers, PDAs, etc

All electronic devices should be turned off during our class.

Evaluation & Grading Scale

During the course of the semester you have the opportunity to earn approximately 1000 grade points through a variety of exercises, activities, papers, quizzes, and other projects. Your grade will be a percentage of the points you have earned divided by the total of possible points of the assignments. The grading scale is as follows:

100-90% =	A
89-80% =	B
79-70% =	C
69-60% =	D
59% less =	F

There are no curves. Your grade reflects your efforts and achievements. Points will be earned as follows:

Attendance (30 days x 5 pts)	150 pts
Weekly Bb Discussion questions (15 weeks x 5 pts) Each week a discussion questions will be posted at the Bb site. You will be responsible for posting at least one new comment and responding to at least one.	75
Reading reviews (15 weeks x 10 pts) Each week you will write a minimum one paragraph description of the assigned readings. Can be handwritten.	150
Other assignments (see syllabus for details):	
Autobiography	50
Master syllabus	50
Personal Goal Plan	50
Review of Personal Goal Plan	50
Guest Speaker reviews (50 pts each)	500
Article Review	50
Article Presentation	25
BA plan	50
“You in society” essay	50
Final Exam	250
TOTAL POSSIBLE POINTS	

You will also be required to maintain a portfolio for this class. Portfolios are on-going, systematic collections of your work, allowing you the opportunity to actively participate in the evaluation process. You are required to save all of your assignments for this course. You will be provided a Portfolio Rubric that you can use to record your progress.

Please note

There is a lot of writing practice in this class. If an assignment says it should be “double spaced,” it should be typed. A paragraph should:

- have a strong topic sentence to provide focus and direction
- have a beginning, middle, and end
- avoid repetition
- have an inherent logic in which the sentences flow from one to the next.

(From *Concise Process Handbook*, by Dennis M. Clausen.)

Course Schedule
ACAD 103-01: University Seminar
Fall 2003

Note: You should complete all reading and discussion assignments before the beginning of the week in which that topic will be discussed.

Week 1: Defining College

Read: Chapters 1 & 2

8/26: Introductions, Surveys, Computer Lab B105, Blackboard (Bb)

8/28: Due: Reading Review, Bring Catalog to class

Introduction to University life. What is a seminar? "How did you get here?"

Assignment: Autobiography. Your autobiography should include the following:

Some personal information. What kind of family dynamic do you have (siblings, parents, extended family, children)? Has anybody else in your family gone to college? Why did you decide to go to college? What important events in your past have had the most influence on who you are today? What factors in your background/environment do you think have had the greatest positive and the greatest negative impact on their personal development?

About 3-5 paragraph, double-spaced essay.

Week 2: Note Taking Strategies and Learning Styles

Read: Chapters 3 & 6

9/2: Due: Autobiography & Reading Review

Discuss Note Taking Strategies

Explain Joint Exercise with LING 120: Note-Taking

9/4: Review Joint Exercise

Discuss Learning Styles/Teaching Styles.

Introduce concept of time management.

Assignment: Master Syllabus. You will be given a form to fill out indicating *all* of the due dates of *all* of your assignments from *all* of your classes.

Week 3: Time Management

Read: Chapter 4

9/9: Due: Master Syllabus & Reading Review

"The Unschedule." In class time-management exercise.

9/11: Discussion of goal setting.

Assignment: Write up a personal goal plan that can be accomplished by Thanksgiving.

Week 4 : Test-Taking Strategies and Dealing with Test Anxiety

Read: Chapters 7 & 8

9/16: Due: Personal Goal Plan & Reading Review

What to do before a test ? The day of the test. What do you learn from a test?

9/18: Guest Speaker from Counseling Office: Will Hutter

Discussion of Test Anxiety and the Counseling Office.

Assignment: Review of Guest Speaker. Who was it? What office? What did you learn? Did you still have questions? About 3-5 paragraph, double-spaced essay.

Week 5: Critical thinking

Read: Chapter 6

9/23: Due: Review of Guest Speaker & Reading Review

Define and discuss critical thinking. Practice critical thinking skills. Getting the most out of your text book.

9/25: Reading about current events. What's going on today? How does it affect you?

Is there a difference between reading for school and keeping yourself informed outside the classroom?

Assignment: Article Review. Find an article from newspaper or magazine on an issue related to linguistics (e.g. bilingualism, new words added to lexicon, ESL issues, etc.)

Critically analyze article in about 3-5 paragraph, double-spaced essay—what was the author trying to say? Did they convey their idea well? Did they provide evidence? You will also do a brief (5 minutes) presentation of the article in class on 10/2.

Week 6: Communicating Your Ideas

Read: Chapter 5

9/30: Due: Article Review & Reading Review Introduction to argumentation – organizing an argument from both sides of the line. Free writing exercises and brainstorming. Informal versus formal writing. Writing in everyday life (petitions, letters, etc.).

Assignment: Write a 3-5 paragraph, double-spaced essay in which you express your opinion on some matter related to linguistics (e.g. bilingualism, are animals capable of language, how is language empowering) or college life. Justify your position with evidence (e.g. quotes, references).

10/2: Due: Article Presentation. Speaking in class. Extemporaneous speaking.

Week 7: Academic Planning—The Order of Things

Read: Catalog pgs. 28-47

10/7: Due: Reading Review

Academic planning. Northeastern Illinois University graduation requirements.

10/9: Registration for subsequent semesters. Planning out your degree.

Assignment: Make a plan that explains how you will complete your BA based on your chosen major (if you are undecided, choose one for this assignment). Can be an illustration, narrative, outline, note cards, etc. It should be a plan that reflects your learning style.

Week 8: Your place in society

Read: Chapters 10

10/14: Due: Plan for BA & Reading Review Your place in society. How do others see you?

How do you see yourself?

Assignment: You in Society Essay. Answer the question “What do you think are the qualities upon which people make assumptions about you most often?” in a 3-5 paragraph, double-spaced essay.

10/16: Discuss BA plans

Week 9: Career Planning

Read: Chapter 13

10/21: Due: Reading Review Guest Speaker from Counseling Office: David Helfand (9:30-11)

What are your interests and aptitudes. How does that relate to career planning and major choices.

10/23: Guest Speaker from Counseling Office: David Helfand (9:30-11)

Assignment: Review of Guest Speaker. Who was it? What office? What did you learn? Did you still have questions? About 3-5 double-spaced paragraphs.

Week 10: Academic Resources on Campus

10/28: **Due: Guest Speaker Review & Reading Review** Computer Lab B105. Using the Internet for research

10/30: Meet in the Library for Guest Speaker: Bob Larsen. Learning to use the library

Assignment: Review of Guest Speaker. Who was it? What office? What did you learn? Did you still have questions? About 3-5 double-spaced paragraphs.

Week 11: Other Resources on Campus

Read: Chapters 12 & 14

11/4: **Due: Reading Reviews**

?Guest speakers from Health Services and Physical Education Complex?

Discussion of health issues and how they apply to student life. Stress, drugs, exercise, nutrition., meditation, soul-searching.

11/6: Guest Speaker from Financial Aid: Marshall Jennings.

Discussion of financial aid and credit management.

Assignment: Review of Guest Speaker. Who was it? What office? What did you learn? Did you still have questions? About 3-5 double-spaced paragraphs.

Week 12: Family & Relationships

Read: Chapters 8 & 9

11/11: **Due Reading Review** Balancing family and school

11/13: Forming Healthy Relationships

Week 13: Preparing for the End

Read: Chapter 11

11/18: **Due: Reading Review**

In class review of master syllabus – what’s right around the corner? Are you caught up in all of your classes? Why or why not? If not, what will it take to get there? If so, is it time to kick back and relax?

11/20: Discussion of Final Exam (take-home)

Assignment: Revisit your goal you set in September. Did you meet it? What did you do to insure that it was met? How would you share you strategies for success with others? If you didn’t meet it, what obstacles prevented you from completing it and how can you avoid them in the future? About 3-5 double-spaced paragraphs.

Week 14: Preparing for the End

Read: TBA

11/25: **Due: Goal Review & Reading Review**

Computer Lab B105. Workshop on Microsoft Office Applications

11/27: HOLIDAY-No Classes

Week 15: Preparing for What's Next

Read: TBA

12/2: Due: Reading Review

Open for discussion. How was your first semester.

12/4: Final surveys and assessments

Week 16: Final Exams

Final Exam Due By Thursday, December 11, 10am.

Some quotes to ponder:

“I don't need time. What I need is a deadline.”

—Duke Ellington, jazz pianist, composer, and conductor (1899-1974)

“Self-esteem is the reputation we acquire with ourselves.”

—Nathaniel Branden, psychotherapist (1930-)

“Talk doesn't cook rice.” —Chinese proverb

“If you always do what you always did, you will always get what you always got.”

—Moms Mabley.

“To resist the frigidity of old age one must combine the body, the mind and the heart - and to keep them in parallel vigor one must exercise, study and love.”

—Karl Viktor von Bonstetten, author (1745-1832)

“Many people take no care of their money till they come nearly to the end of it, and others do just the same with their time.”

—Johann Wolfgang von Goethe, poet, dramatist, novelist, and philosopher (1749-1832)

Those who know nothing of foreign languages know nothing of their own.

—Johann Wolfgang von Goethe, dramatist, novelist, and philosopher(1749-1832)

“Language exerts hidden power, like a moon on the tides.”

—Rita Mae Brown, writer (1944-)