

First Year Experience - FYE-101-D10 - 2022SP - Syllabus

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Required Textbook(s)/Reading(s)

No required textbook for this course. We will utilize resources from various Internet sources, such as the STCC website, YouTube and other multimedia outlets.

Course Description

This course will address the many transitional needs of the new students at Springfield Technical Community College. By engaging with subject matter that prepares them to achieve in a collegial setting, they will be equipped with tools to assist in their educational success. The prescriptive course will cover topics such as study skills, academic planning, communication skills, and conflict resolution. Students will actively engage in areas like conflict resolution, locating campus resources, and how to advocate for oneself during advising or financial aid conversations. Assessments may include writing assignments, campus resource visits, oral presentations, etc.

Prerequisites

None

Student Learning Outcomes

Engaged students will be able to:

- Identify and apply time management strategies
- Compare cultural differences and the intersection among cultures.
- Identify culture influences, demonstrate cross cultural communication and conflict-resolution strategies
- Identify and analyze different learning styles.
- Learn about the job search process, and identify on-campus resources for creating effective job documentation, such as resumes and cover letters,
- Develop a career plan
- Learn various study skills to prepare for exams
- Apply test-taking strategies to prepare for tests and exams
- Locate, access and compare Blackboard, Webadvisor and Gmail, along with the STCC portal and other campus technology tools; and explain the purpose of each technology platform's use.
- Identify STCC resources on campus and online available to assist students in trouble shooting
- Identify and know how to contact their Academic Advisor
- Students will describe how their course of study assists in their future career and educational plans, and devise a preliminary plan for both
- Students will investigate transfer options and identify the necessary requirements for their chosen program.

Teaching Procedures/Instructional Method

This course is offered as a fully-online course. All course materials, discussions, assignments, and surveys will be available within Blackboard Learn, the course software for Springfield Technical Community College (STCC).

- The course is divided into 5 weeks modules. Each week will contain 2-3 folders of various topics.

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- Over the course of the class, you will be exposed to technologies such as Google Docs, Hypothes.is, Blackboard Ally and other software to enhance your skills in school and in a future workplace.
- During the first week of class, you are asked to complete a course survey. This survey helps me make initial adjustments to topics of interest to you, and based on the classes technical skills as a whole.

To access the course materials within Blackboard

1. From the Course Menu, select “Course Content”
2. Select the folder you wish to access
3. All materials and links for that week/topic will be in that folder

Course Expectations

Student Handbook

All members of this course will follow STCC rules and regulations as members of the community. You are responsible for reviewing the [Student Handbook 2021 - 2022](#). If it becomes available during the course, I will make sure to provide the new link. I highly recommend you review this handbook each term, so you are aware of both your rights and responsibilities.

Respectful & Responsible Community

An online class is no different than any other academic space. We are now part of a community of learners. It is my hope that we create a space where people feel respected and safe to communicate their experiences and opinions, but also hold each other accountable.

Attending Class / Time Management

This course is intended to help you start your STCC and college experience. You will get out of it what you put in. As if you were attending a campus course, I highly recommend booking a few times each week to “attend” your online class. It will make a big difference and help you stay on track.

Written Communication

Great communicators are not born that way; they work at it. Here is some advice for participating in weekly discussions: Read, question, clarify and respond – before responding to an email or discussion post, take the time to understand what someone is saying. If you don’t understand, ask. Once you have clarification, respond. Not only will you really “get” what someone is saying, but you will also make better connections with me and your fellow students. I am not a fan of “ditto” or not answering the questions posed. I truly want to read what you are feeling and thinking about the topics. I often reply individually to students through the course.

Access to Computer / Technology

Taking an online course requires stable internet connectivity and computer access. Please ensure that you have adequate access to a computer or time to use a computer in the STCC computer labs to take this course. You can use a mobile device to review course materials, but it is not recommended to submit assignments, participate in discussions or surveys. Blackboard does have a mobile app that can be downloaded from any mobile “store” if you would like to explore that option.

Office Hours / Faculty Contact

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I will be available online throughout the week to answer questions, review submissions and participate in discussions. However, an online class isn't Facebook Messenger or texting, but immediate responses may not happen. I will get back to you in a timely manner.

- If you write to me Monday – Friday, expect a response within 24 - 48 hours at the latest.
- If you write to me between Friday 4pm – Monday 9am, my response may take longer, but I will respond by Monday before 5pm.
- I will also expect the same, a timely, not immediate response from you.

Attendance Policy

Online classes are different from traditional campus courses. The [STCC Attendance Policy](#) provides information on tardiness and attendance, but does not reflect how attendance works in an online class. There are no requirements to login on national or religious holidays where the campus may be closed. For this class, your participation in discussions, completion of assignments, and group activities will be an indicator of attendance.

Course Materials to Review and Complete

I will supply you with a checklist of what needs to be completed after the initial FYE Survey has been completed in Week 2.

Class Grade Distribution

Coursework	Points
FYE Survey, Advising Survey (2)	20
Class Discussions (15)	150
Resource Guide Submissions (5)	30
Journals (2)	20
Hypothes.is Assignments (3)	30
Final Presentation (1)	10
Total Points	260

Class Topics and Due Dates

Each week content is open on Fridays for early viewing. I encourage people to start the week early as possible. I start checking on participation in discussions and assignments starting each Monday. All work for that week is due the following Monday, and is listed as a “due date” in the last column. Content is available each week, Fridays at 5pm for early access.

Grade Calculation

To get a rough estimate of your grade, add all your grades together. Take that number and divide by the total points (260) for all coursework. Multiple that number by 100 to get the percentage score. For example, if you are at the end of the session with 210 points earned: $210/260 \times 100 = 80.769$ or a B-

Grading Policy

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The following is the grade distribution or breakdown for the semester's classwork and STCC Grading System.

Letter Grade	Quantitative Equivalent	Quality Points Earned per Credit Hour
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	< 60	0.0
I	Incomplete	No Grade
W	Withdrawn	No Grade

Course Activities

FYE Survey

An initial survey for me to get a better sense of you as an individual, your comfort level with technology and interests.

Weekly Discussions

After reviewing the course materials, formulate a discussion response and post in Blackboard. While some discussion posts vary in topic, please post your initial post in Blackboard by Wednesday of each week, and respond to at least three other students' posts.

Resources Guide

You will be asked to find a resource for a topic on your own. You will find 1 website, video or article that you find helpful. Each individual is responsible for their submission, and all submissions will be shared with the class each week.

Journals

You will be asked to complete two journals using the Blackboard Journal tool. This is an opportunity for me to interact with you individually during the course.

Homework Assignments

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Using a new tool at STCC, Hypothes.is, the class will read articles and comment on. Then you will provide responses to fellow classmates. Additionally, we may use other technology to complete assignments. You will receive detailed instructions and training prior to completing homework.

Weekly Schedule: Content Available & Due Dates

Week	Week(s)	Week Dates	Content Available	Due Dates (by 5:00pm)
Week 1	<input type="checkbox"/> Welcome	January 23 - January 29	January 23	January 31
Week 2	<input type="checkbox"/> STCC's Got Stuff - Campus Resources	January 30 – February 5	January 28	February 7
Week 3	<input type="checkbox"/> It's about that ...Time Management	February 6 - February 12	February 4	February 14
Week 4	<input type="checkbox"/> I've got...(Technology) Skills	February 13 - February 19	February 11	February 21
Week 5	<input type="checkbox"/> Write It Down! - Writing Skills & Note Taking	February 20 – February 26	February 18	February 28
Week 6	<input type="checkbox"/> Arrrgg ... tests - Test Preparation	February 27 – March 5	February 25	March 7
Week 7	<input type="checkbox"/> Wellness Week	March 6 – March 12	March 4	March 14

Spring Break

Week 8	<input type="checkbox"/> Use Your Words - Communication Skills	March 20 – March 26	March 18	March 28
Week 9	<input type="checkbox"/> Take some Advice - Advising @STCC	March 27 – April 2	March 25	April 4
Week 10	<input type="checkbox"/> You've Got Quite the Sense of ... Learning Styles	April 3 - April 9	April 1	April 11
Week 11	<input type="checkbox"/> Let's Explore Career Planning!	April 10 – April 16	April 8	April 18
Week 12	<input type="checkbox"/> Moving on up! Community College to 4yr Institutions / Advanced Education	April 17 – April 23	April 15	April 25
Week 13	<input type="checkbox"/> Culture with the Big C - Cultural Competency and Cultural Humility	April 24 – April 30	April 22	May 2
Week 14	<input type="checkbox"/> Wellness Week	May 1 – May 7	April 29	May 9
Week 15	<input type="checkbox"/> It's a Wrap: Semester Finale & Conclusion	May 8 – May 14	May 6	May 16
Finals	Complete Final Activity & Discussion	May 15 – May 21	May 6	May 21

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College / Department Policies

Office of Disability Services

In compliance with Springfield Technical Community College's policy and equal access laws, disability-related accommodations are available. Students who desire such accommodations should provide documentation of a disability to register with the Office of Disability Services (ODS). Proper registration will enable ODS counselors to verify the disability and determine reasonable academic accommodations.

Documentation can be sent:

Email: disability_services@stcc.edu.

Fax: (413) 755-6323

Mail: STCC, Attn: Disability Services, One Armory Square, Springfield, MA 01105

Please see additional information on registering with the Office of Disability Services, or contact ODS at 413-755-4785 or via email at [Disability Services](#) .