

**Beginning the Academic Journey (BAJ) SYLLABUS  
NSM 1000 - SECTION 004  
FALL 2012**

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**Class Meeting Times:**

11:00-11:50 am M/W in Wolfe Hall 3246 or other locations to be announced.  
Some class meetings will be devoted to out-of-class activities.

**COURSE PERSPECTIVES AND OBJECTIVES**

The BAJ course is an orientation course for students who are beginning their college experience. It is designed to assist in the development of the college skills required to become a successful independent learner in an undergraduate program at a metropolitan research university. A major effort will be directed toward helping new students identify specific academic, career and personal goals, learn about themselves, become aware of the student support services available at UT, and become an active member of the university community.

The BAJ core curriculum is designed to provide all new students with a common experience and foundation that includes (1) developing a familiarity with the benefits of higher education and a general orientation to the functions and resources of UT, (2) strengthening skills for critical thinking, decision making, problem solving, and written and oral communication, (3) reduction of anxiety about course requirements by strengthening and refining academic skills, (4) developing a sense of community on campus with other students, faculty and administrators, (5) promoting computer literacy, (6) encouraging career exploration, academic planning and goal setting, and (7) promoting respect for cultural diversity.

**Campus Resources**

A listing of campus resources including information about academic resources, i.e., tutoring; multicultural and international student services, student involvement and career services can be found at:  
<http://www.utoledo.edu/offices/mentoring/campus.html>. See also the last page of this syllabus for more helpful sites.

**Grading:**

In order to successfully complete this course, you must fulfill attendance the requirement (I) and complete all course projects (II) as described below.

**I. ATTENDANCE:**

- Attendance at all formal class meetings is mandatory and participation in class discussion is expected. *(If a personal or family emergency makes it impossible for you to be present at a scheduled class event, please notify either your instructor or a peer mentor in advance or as soon as possible; email is best).* Participants with more than one (1) unexcused absence will receive a grade deduction. Multiple deductions may result in failure of the course.

**II. COURSE PROJECTS:**

- Group Project: You must complete the group project at a level deemed satisfactory by the instructors. You will be assigned to groups (randomly) and will, as a group, select a topic related to biology and/or medicine. Your group will then research that topic and give an oral presentation to the others in the class during the last few weeks of the course.
- Groups will give a short (10 minute) presentation near the end of the term discussing their topic, and will also INDIVIDUALLY prepare and hand in a short summary of the information gathered (1-2 pages). Papers are due at the time of the oral presentation. The report must be typewritten and presented at a level deemed satisfactory by the instructor (ie freshman college level). More details about the project will be provided during the second week of class.
- There will also be at least two (and perhaps 3-4) computer-based assignments called “modules”. These will be accessed through the blackboard website and will be completed out of class. Further instructions will be made as the assignment dates approach.

An approximate breakdown of the grading scheme will be as follows:

Attendance (both in class and out of class)	55%
Project (oral + written)	35%
Online module assignments	10%

<b>Likely grading scale:</b>	<b>A</b>	<b>90-100%</b>
	<b>B</b>	<b>80-89%</b>
	<b>C</b>	<b>70-79%</b>
	<b>D</b>	<b>60-69%</b>
	<b>F</b>	<b>Below 60%</b>

**CLASS SCHEDULE: Close to final!**

Week	Date	Topic
Week I	August 20	Introductions/Course Overview/
	August 22	Class Discussion on Study Skills/Note taking/Survey
Week II	August 27	Discussion of Project Topics/Project Outline
	August 29	Legal Services /Campus Security
Week III	September 3	Labor Day, No Class
	September 5	Medical Technology and Bioinformatics Programs
Week IV	September 10	Attend Life@College program (see handout) MUST turn in vouchers to receive extra credit for attending
	September 12	Sharon Schnarre – pre-professional information
Week V	September 17	Pictures, Discussion of Academic dishonesty/plagiarism University of Salford and Honors Program Overview
	September 19	Careers in Biology: Local biologists speak!
Week VI	September 24	Advising/Class schedule for Spring Semester Catalog/Time schedule/Add-Drop
	September 26	Work on Projects in class
Week VII	October 1	No Class – Fall Break
	October 3	Group presentations (groups 1,2,3)
Week VIII	October 9	Group Presentations (groups 4,5)
	October 11	Group Presentations (groups 6,7)

## **Academic Policies**

The student is responsible for following all academic policies at the University. The student handbook is available at: <http://www.utoledo.edu/studentaffairs/index.html>

Academic Policies can be read in their entirety on the Academic Policy Webpage at: <http://www.utoledo.edu/policies/academic/undergraduate/index.html>

**Academic Dishonesty:** Academic dishonesty will not be tolerated. Among the aims of education are the acquisition of knowledge and development of the skills necessary for success in any profession. Activities inconsistent with these aims will not be permitted. Students are responsible for knowing what constitutes academic dishonesty. If students are uncertain about what constitutes plagiarism or cheating they should seek the instructor's advice. For examples of Academic dishonesty please visit the policy webpage.

### **Adding a Course:**

A student may add a course within the first three calendar days of a fall or spring term with no signature required as long as a seat is available. Student wishing to add a class between the fourth calendar day and the 15th calendar day inclusively of a new term may be able to do so with approval and signature of the course instructor. A late registration fee is assessed for initial registrations on or after the first day of the semester. The *form* to add a class is available on the registrar's web site. For more information visit the policy webpage

**Dropping a Course:** An undergraduate student has the right to make changes to their schedule of classes prior to the end of business on the fifteenth calendar day of the term. Summer sessions within the summer term are prorated.

**Missed Class Policy:** Students are expected to attend every class meeting of courses in which they are registered. Only in specific, unavoidable situations does the university excuse absences from class (see policy for specific on excused absences).

**Cheating/Plagiarism:** All students are expected to adhere to the academic integrity policy found in the UT Student Handbook. Students found cheating or plagiarizing will be referred for appropriate disciplinary action.

**Academic Accommodations:** Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss. Students with documented disabilities need to contact the Office of Accessibility at 419.530.4981 in RH 1820 to coordinate reasonable academic accommodations in accordance with ADA and Section 504 of the Rehabilitation Act of 1973.

**Course Materials:** Will be provided in class as needed. Most materials can be accessed through the course shell found under the student tab My Courses or the Learning Ventures website @ <http://wordpress.utoledo.edu/learningventures/tag/learning-ventures/>

### **Learning Outcomes:**

**Upon completion of the course, a student will be able to:**

- describe and discuss various study skills and how they apply to their discipline
- apply study skills appropriate for assignments in class, i.e., reading, note taking, outlining
- demonstrate the ability to engage in critical thinking in reading comprehension, oral and written communication, and alternative kinds of presentations
- reflect, critique, and complete personal assessment of time management and goal setting strategies
- describe the functions and services of various campus offices and resources and understand how they may impact their academic journey
- describe their own strengths, weaknesses, interests and skills and demonstrate an understanding of how they align with their academic journey and career goals
- define "diversity" and provide examples that illustrate an understanding of how diversity may positively or negatively impact the university and/or global communities.
- recognize, analyze and evaluate academic integrity as a core principle that underpins how we live and learn in a community of inquiry
- identify academic standards, conventions of documentation, course requirements, and UT institutional policies

### **Key Resources:**

#### **Online Learning Help Desk**

Website and chat window: <http://www.utoledo.edu/dl/helpdesk/index.html>  
Email support for students: [utdl@utoledo.edu](mailto:utdl@utoledo.edu)  
Phone: (419) 530-8835

#### **Blackboard Resources**

Training Schedule: [https://utdl.edu/DL\\_training/](https://utdl.edu/DL_training/)  
FAQs: <http://www.utoledo.edu/dl/faculty/bb9faq/login.html>  
Video Tutorial: <http://ondemand.blackboard.com>  
Self-Paced Guides: <http://www.utoledo.edu/dl/faculty/Bb9/index.htm>

**Biology Department Website:** <http://www.utoledo.edu/nsm/bio/index.html>

**NSM Student services:** <http://www.utoledo.edu/admission/apply/index.html>