



Student Transition, Achievement, Retention and Teaching Seminar

ENV 2270 Course Syllabus—Fall 2017

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Course web page: <http://kanat.jsc.vsc.edu/env2270>

Office hours: Scheduled office hours are from 8:30 to 9:30, Monday through Thursday; otherwise, stop in anytime or schedule an appointment. Office location: 332 Bentley.

Class time: Tuesday, 10:00 to 11:15 p.m. in WLLC 212.

Texts: Textbooks are not required for this seminar.

Pre-requisites: None.

Objectives

This course will continue to provide opportunities to cultivate improvement in the following areas: note-taking, test-taking, oral presentation, critical reading of scientific literature, research methods, writing skills, mathematics, time management, financial management, grant proposal and scholarship preparation, and preparation for participation in conferences. Assistance will also be provided for identification of internship opportunities, future employment, developing applications for positions, interviewing skills, and development of a personal resume. The course has been designed to encourage you to do your best and most creative work and prepare you for a career in the sciences or attend graduate school. Other JSC faculty and staff members will be invited to work with us during the semester.

Accommodations

Students with a documented disability who require accommodations should acquire an Academic Accommodations Form from Academic Support Services (Dewey 123, phone 635-1264).

Expectations

The primary expectation in this course is for you to develop as a scientist and to be critical, and respectful, of the work created by others. As your instructor, I will strive to respect each student in this course and his/her/their background and experience. In exchange, I expect you to demonstrate respect for your classmates, their backgrounds, their ideas, and their abilities. I encourage you to be critical of the ideas expressed and products created by others, yet be thoughtful in how you respond to, and critique, their work. I hope that you will build the skills associated with critical thinking, insightful critiques, and always do your best and most creative work as you prepare for a career in the sciences or graduate school. I also expect that you will be prepared for class, be professional, and that all assignments represent your best work. Punctuality and participation in class is crucial and expected of all students in this course.

Assessment

- Weekly assignments will be weighted appropriate to the expected level of work required for completion of the assignment.
- All grades will be posted on Moodle (the class management system used at this institution).
- All assignments and presentation summaries will be posted on the class web page; grading rubrics for many of the assignments will also be posted.
- It is expected that you will attend every meeting of the course.
- Bring a laptop to class each day.
- All material submitted for a grade must be presented in professional form.
- There are no make-ups offered for the final exam.
- Everything counts—no grades are dropped.
- Assignments are due at the start of the class period (or specified time)—otherwise they are late. For each calendar day (24-hour period) an assignment is late it will be down-graded by 10%. Please note that I recognize extraordinary circumstances may arise that would mitigate the late fee.
- I will be happy to meet with you at any time, except for the day before an assignment is due.
- The final grade will be distributed in the following way:
 - 40% participation
 - 40% weekly assignments
 - 20% cumulative final exam

Course Schedule: START Seminar

This is a year-long course that will follow the activities presented below. During the Fall 2017 semester, the Bentley Laptop Cart will be available on Tuesdays; we will have desktops for the Spring 2018 semester.

<u>Week</u>	<u>Content</u>
1	Discussion of the purpose of START and learn something about each participant. PC: Take apart a computer, discuss hardware, path filename conventions, and Outlook Webmail.
2	Introduce the Student Government Association, Science Club, and Math Club. PC: Use of Outlook Webmail, Moodle, search engines, folders, and backing up files.
3	Introduce Academic Support Services. PC: Word–navigation, page formatting and editing.
4	Introduce the Director of the First-Year Seminar, the Dean of Students, and other administrators. PC: Word–tabs, indents, and reference style (APA method).
5	Introduce students to the Wiley Library (online). PC: Word-Sections, pagination and view.
6	<i>Fall Break.</i>
7	Introduce the Director of the Career and Internship Center. PC: PowerPoint–objects, alignment and tools.
8	Introduce faculty members from EHS and MAT. PC: PowerPoint–animations.
9	Discussion about effective presentations. PC: PowerPoint–use of the Assertion-Evidence structure for PowerPoint slides.
10	PC: Excel–navigation, editing and formatting.
11	Lightning round presentations.
12	PC: Excel–equations and functions.
13	<i>Thanksgiving Break.</i>
14	PC: Excel–graphs.
15	PowerPoint presentations by students.
16	PowerPoint presentations by students.
Final	A practical exam on Thursday, 21 December 2017 at 8:00 a.m.

*We shall modify and improve upon the course schedule as the term progresses.
Due dates and work products may change.*

Plagiarism

Students at Johnson State College are expected to be honest in all their academic work. Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. You are responsible for knowing what specific acts constitute plagiarism. If you are unsure, then consult me, or read the Undergraduate Catalogue. Academic dishonesty in any form is prohibited and unacceptable.