

SYLLABUS ADDENDUM

Syllabus is located at <https://www.kckcc.edu/academics/syllabi/index.html>

Course Title Freshman Seminar: Bettering Life Utilizing Education

Course Number BLUE 0101-24B 8-Week Session

Semester Fall 2024

Course Delivery On-ground ☒ **On-line** ☐ Blended ☐ Virtual

Textbooks There are two (2) textbooks for this class:

1. Purchase an ACCESS CODE for *Clifton Strengths for Students* from the **KCKCC Bookstore**. This code is necessary to take an online student survey that will be of great value as you move through your college career.
2. An open-source, free, electronic text titled *College Success* available via the links that are embedded in the course shell. No bookstore purchase is necessary to access the *College Success* resources.

Additional Learning Materials None

Instructor: Dr. Todd Miles

Office: Fire Science Building, 6840 State Avenue, Kansas City, KS

Phone: 913-288-7241

Blackboard course messaging is the official means for electronically communicating with students.

Office Hours: I do not have a set of office hours; however, if you do need to talk about an assignment or something else, send me a course message, and we can decide if we need to meet in my office.

Communication Plan: The best way to contact me is through a course message or my email address; tmiles@kckcc.edu

METHODS OF ASSESSMENT

Category	Points	Notes
Assignments	315 points (16 ASSIGNMENTS @ various point values)	All ASSIGNMENTS are due by Sunday, 11:59pm of the week in which they are assigned.

Category	Points	Notes
Discussion Boards	135 points (6 DISCUSSION BOARDS @ 15 points each)	All DISCUSSIONS are due by Sunday, 11:59pm of the week in which they are assigned.
Simulations	30 points (4 Blackboard SIMULATIONS @ 5 points each) (1 Campus Services SIMULATION @ 10 points)	Progress all the way through each SIMULATION and click the "EXIT" button at the end to ensure that your points are logged to the grade book. All SIMULATIONS are due by Sunday, 11:59pm of the week in which they are assigned.
Quizzes	5 points (Introduction QUIZ)	All QUIZZES are due by Sunday, 11:59pm of the week in which they are assigned.
Total	485 points	

COURSE PLAN

Dates are subject to change

<u>Module</u>	<u>Reading</u>	<u>Assessments/Assignments</u>
I 10/14 – 10/20 - Course Overview - Introductions - Time & Task Management	- Syllabus & Course Overview <i>College Success</i> (electronic textbook in Blackboard shell) - Accessing Email / Introducing Yourself to Your Instructor - Time and Task Management	- QUIZ Introduction Quiz (5 points) - BLACKBOARD SIMULATION Posting in a Discussion (5 points) - DISCUSSION Class Introductions / MINDSET (15 points) - BLACKBOARD SIMULATION Sending a Course Message (5 points) - ASSIGNMENT Email Introduction to Instructor (20 points) - DISCUSSION Time & Task Management (15 points)
II	<i>Clifton Strengths for Students</i> pp. 1 - 16	ASSIGNMENT Explore Your CLIFTON STRENGTHS

10/21 – 10/27 • CLIFTON STRENGTHS Signature Themes • Financial Management	<i>College Success</i> • Submitting an Assignment • Calculating GPA	Signature Themes (20 points) • BLACKBOARD SIMULATION Submitting an Assignment (5 points) • DISCUSSION KCKCC Financial Aid Processes (15 points) • ASSIGNMENT Budget Exercise (20 points) • MINDSET Discussion (A)
III 10/28 – 11/3 • Goal Setting • Campus Resources		• ASSIGNMENT Your Goals (20 points) • SIMULATION KCKCC Campus Services (10 points) • ASSIGNMENT Campus Resources (20 points) • MINDSET Discussion (B)
IV 11/4 – 11/10 • Title IX • Career Exploration	<i>College Success</i> • Check Grades in Blackboard	• BLACKBOARD SIMULATION Check Grades in Blackboard (5 points) • ASSIGNMENT Total Points & Grade (5 points) • ASSIGNMENT Title IX Certificate (15 points) • DISCUSSION Respect and Inclusion (15 points) • ASSIGNMENT Career Assessment Assignment (20 points) • DISCUSSION Dream Job (15 points)
V 11/11 – 11/17 • CLIFTON STRENGTHS Big Six • Note Taking & Test Taking Skills • A.L.I.C.E.	<i>Clifton Strengths for Students</i> • pp. 17 - 37 <i>College Success</i> • Note Taking • Test Taking	• DISCUSSION CLIFTON STRENGTHS Big Six (15 points) • ASSIGNMENT Note Taking Assignment (15 points) • ASSIGNMENT A.L.I.C.E. Assignment (10 points)
VI 11/18 – 11/24 • Health and Wellness	<i>College Success</i> • Health and Well-Being • Stress Management	• ASSIGNMENT Real Age Results (10 points) • DISCUSSION Health, Wellness, Stress Management (15 points) • ASSIGNMENT Goals ACTION STEPS (20 points)

- Goals ACTION STEPS - CLIFTON STRENGTHS Domains in Leadership	<i>Clifton Strengths for Students</i> pp. 39 - 44	- ASSIGNMENT CLIFTON STRENGTHS Domains in Leadership (15 points) - MINDSET Discussion (C)
11/25 - 12/1 Fall Break NO CLASSES		
VII 12/2 – 12/8* - CLIFTON STRENGTHS Themes in Action - Success Plan - Goals Update	<i>Clifton Strengths for Students</i> "Themes in Action" starting on p. 49	- ASSIGNMENT CLIFTON STRENGTHS Themes in Action (15 points) - ASSIGNMENT Success Plan Submission (20 points) - DISCUSSION Race Matters (15 points) - DISCUSSION Success Plan Discussion (15 points) - ASSIGNMENT Goals Update (20 points)
VIII 12/2 – 12/8* - CLIFTON STRENGTHS Big Six Development **Final Assessment (COMMON ASSIGNMENT)		- ASSIGNMENT CLIFTON STRENGTHS Big Six Development (20 points) **ASSIGNMENT Final Assessment (COMMON ASSIGNMENT) (50 points) This is a REQUIRED assignment.

*Wrap-Up Weeks

GRADING SCALE

Grade Percentage

A 90-100%

B 80-89%

C 70-79%

D 60-69%

F Less than 60%

COURSE GUIDELINES

- All course Assignments, Discussions, Simulations, and Quizzes must be submitted via the Blackboard shell.

- You are expected to complete and submit your weekly assignments by the deadline, use proper grammar, and be in a proper length to complete the requirement. All discussion posts require two additional responses to two different classmates. Note: All discussion post and respond must have a minimum of 3 complete sentences. Students have until **11:59pm Sunday** to submit weekly assignments. Late assignments will not be accepted without *prior* permission of the instructor. Even with such permission, there may be point deductions due to late submission.
- All postings and submissions must be respectful and appropriate. Ideas may be debated and analyzed; however posts must contain no profanity, obscenities, or personal attacks.
- All work turned in for the course must be original. Plagiarism and cheating are serious offenses and may have consequences of failure on the assignment and/or failure in the course.
- **ADMINISTRATIVE WITHDRAWAL** may occur for the following reasons:
 - a total of 5 or more missed assignments (referral for Retention Services may occur when the course grade drops below 60%)
 - profanity, obscenities, or personal attack in class interactions.
- **No grade of INCOMPLETE (I) will be given for the course.** The grade earned by the student at the conclusion of the semester will be submitted. In extenuating circumstances (determined at the discretion of the instructor) an agreement may be made to complete and submit incomplete assignments at a later date (this date is not to exceed one year from the conclusion of the course). Upon completion and submission of these assignments, the new grade will be calculated and a grade change form submitted by the instructor.
- Messaging your instructor **within the Blackboard online class shell** is the *preferred method of communication*. Messages received Mondays through Thursdays will be responded to within forty-eight (48) hours. Messages received Fridays-Sundays may result in a longer response time. Alternatively, you may email your instructor through KCKCC email or leave a voicemail. Response times should be approximately the same as for Messaging through the online class.
- **COVID-19** – To protect your own health and safety, as well as the health and safety of other students; masks may be worn over the mouth and nose while interacting with one another.

In the event of illness, please **do not come to campus**. All assignments and necessary materials are available in the Blackboard shell.

NOTE

Course information is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and guidelines the instructor will adhere to in evaluating the student's progress. This is not intended to be a legal contract. Questions regarding this document are welcome at any time.