

# COMPREHENSIVE COURSE GUIDE

(Revised 09-14-09)

**Course Department and Number:** DART 1000

**Title:** First Year Experience

**Credit Hours:** 2 \*(Institutional)

**Course Description:** DART 1000 is a two hour first year experience course. This course is designed to assist first year students in adjusting to the academic and social community at Darton College. DART 1000 is required for each first-time, full-time, on campus entering freshman.

**Prerequisite or Co-requisite:** First-time, full-time, on campus entering freshman. Part time students with a learning support requirement in reading or English.

**Frequency of Offering:** All semesters

**Required Texts:** **Stairway to Success**  
Darton College Catalog  
Student Handbook Planner

**Supplemental Reading Materials:** Assigned by instructors from a departmentally approved list. Check with your instructor before purchasing your textbooks.

## Course Objectives

At the end of the course, students will:

1. Demonstrate an understanding of college policy, financial aid, and how to use the college catalog.
2. Demonstrate the ability to identify and resolve concerns and issues including cultural diversity, conflict resolution, civility/appropriate student behavior, civic responsibility and /or community involvement by completing assignments relative to concerns and issues.
3. Develop or improve study, testing and time management skills.
4. Have a three-year plan career/academic plan.
5. Develop ways to manage academic stress and understand health and wellness issues.
6. Be able to conduct library research, know how to use Darton e-mail and take a READI Assessment.
7. Demonstrate a knowledge of registration procedures and calculation of hypothetical GPA's.
8. Be able to demonstrate positive communication skills.
9. Demonstrate knowledge of one occupation they are interested in, as well as other occupations that might appeal to them and their individual personality type.

## **Minimum Procedural Requirements:**

### **I. Tests (30%):**

Tests will be given over instructional material and textbook chapters.

### **II. Exploration Activities (30%):**

Students will attend or engage in five-six on campus activities. An exploration form must be completed for each activity for student to receive documented credit. Exploration forms are found in the appendix of *Stairway to Success*.

### **III. Projects (40% Total):**

#### **Learning Styles Reflection (10%):**

Not everyone learns the same way, and knowing how you best learn is essential for college success. You'll take a learning styles inventory and, in a 500 word paper, apply the feedback to develop a strategy for learning the material in your courses this semester. **Option:** Instructor may use a text based assessment as a substitute for this assignment.

#### **On-line Scavenger Hunt (10%):**

Many Darton College Resources are available on-line. This exercise is to be completed individually. You will receive more details in class.

#### **Career/Academic Plan (10%):**

You'll submit either a two-page career exploration paper or an exercise outlining the courses you would need to take in order to graduate in 2-3 years. You will receive more details in class.

#### **Time Management Exercise (10%):**

You'll 1) record how you spend your time for a week in one-hour increments; 2) comment on how effectively the way you spent your time reflects your goals for college; and, 3) devise a template for how to spend your time the following week. You will receive more details in class. **Option:** Instructor may use a text based assessment as a substitute for this assignment.

## **Policies**

### **Attendance – Policies**

- I. Attendance - Absences greater than the equivalent of two class periods is excessive.

**NOTE:** Excessive absences are reported to the Registrar and to the various agencies administering financial aid. These absences can result in disruption or loss of financial support unless work is completed to the instructor's satisfaction. **Under certain circumstances the instructor may refuse to accept make-up work.**

- II. Make-up Work - Students who miss instruction time or an assignment will receive a grade of 0. Students may complete a substitute for the instruction, if one is available, and complete missed assignments at the discretion of the instructor.
- III. Testing Under Special Conditions - Written requests for consideration of physical or emotional problems that would interfere with test performance, as verified by the instructor and a Darton counselor and approved by the division chair, will be directed to the test administrator. Students are responsible for making such requests far enough in advance of the administration of the test to give the test administrator adequate time to respond appropriately to the request. Emergencies will be addressed case by case.
- IV. Disability Accommodations – In compliance with the Americans with Disabilities ACT (ADA), Darton College will honor requests for reasonable accommodations made by individuals with disabilities. Students must self disclose their disability to the office of Disability Services before academic accommodations can be implemented.
- V. Electronic Devices - It is the individual student’s responsibility to silence the ringer of his or her cell phone, beeper, or any other device before entering a class (including guest lectures and performances/recitals). The production of any audible alert by these devices when a class is in session is considered disruptive classroom behavior. The instructor may take appropriate actions to curb such disruption in accordance with the College’s Policies of Disruptive and Obstructive Behavior under Code of Conduct in the Student Handbook.

VII. Grading

Interpretation of the course grade:

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 50-59 F

**NOTE: Any grade below a C requires the course to be repeated.**

- VIII. Individual Conferences - Institutional responsibilities often call instructors out of their offices--even during posted office hours. Students are encouraged to schedule conferences with the instructor as needed.