

# COMPREHENSIVE COURSE GUIDE

(Revised Summer 2010)

**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. First year students are required to take the course.

**Prerequisite or Co-requisite:** All entering freshmen, including online students.

**Frequency of Offering:**All semesters

**Required Texts:** Stairway to Success (Available for Purchase in Darton Bookstore)  
Darton College catalogue (Available in K Building)  
Student Handbook Planner (Available in Student Activities)

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

**Electronic Resource:** [www.prenhall.com/success](http://www.prenhall.com/success)

## Course Objectives

At the end of the course, students will:

1. Demonstrate an understanding of college policy, financial aid, use the college catalog.
2. Be able to conduct library research, know how to use Darton e-mail and take a READI Assessment.
3. Demonstrate a knowledge of registration procedures and calculation of hypothetical GPA's.
4. Demonstrate the ability to identify and resolve concerns and issues including cultural diversity, conflict resolution, appropriate student behavior, civic responsibility and /or community involvement by completing assignments relative to concerns and issues.
5. Develop or improve study, testing and time management skills.
6. Have a three-year plan career/academic plan.
7. Develop ways to manage academic stress and understand health and wellness issues.
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. Library Presentation**

All DART classes are required to attend a library presentation that provides students with the resources offered in the library, as well as a tutorial on how to conduct research. Classes will be assigned dates by the library.

### **II. Quizzes (10%):**

Each quiz will cover the course objectives and text chapters, as assigned.

### **III. Projects (80%):**

#### Campus and Cultural events: 20%

Students must attend one campus events (club/organization meeting, athletic event, etc.) and/or one cultural event (guest lecturer, symphony, theater performance, etc) and submit a one page paper outlining why they attended the event and what they gained from participating for each event. Approval of events is up to the individual instructor.

#### Career/Academic Plan: 20%

Students will submit a minimum two-page career exploration paper and an exercise outlining the courses they will need to take in order to graduate in 2-3 years.

#### 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. Use Multiple Pathways to Learning and Personality Spectrum in class textbook.

#### On-line/DC Catalogue 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.

#### 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.

#### Finance Group Project: 10%

Students will work in small groups to research and present various financial topics college students frequently encounter.

### **Other: 10%**

Journal Reflections: 5%

"Homework/Bookwork": 5%

## 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

*~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.*