**York College | The City University of New York**

**NESS100: College Survival and Success**

**COURSE SYLLABUS**

0 credits | 30 contact hours

Section:

Class Number:

Facilitator:

Email:

**COURSE DESCRIPTION**

This seminar provides orientation and facilitates transition for first time college students to the college environment, culture, and routine. Students will receive critical information on college and career services, policies, and procedures, as well as tools to empower them to be successful.

**LEARNING OBJECTIVES**

By the end of the course, students will:

* Explore and develop the academic and personal skills necessary to succeed in college.
* Identify the location and function of various offices at the college directly related to student success.
* Relate knowledge of self and personal goals to major(s) of interest and possible careers.
* Locate and understand curriculum requirements for their major(s) of interest and possible careers.
* Identify strategies (e.g., most effective time management method) to help them succeed academically and professionally
* Demonstrate the skills necessary to select, schedule, and register for courses.
* Use problem solving and critical thinking skills.
* Understand critical information on college policy and procedures.
* Understand the importance of Academic Integrity and identify instances of academic dishonesty.
* Understand the value of diversity in a global world.

**COURSE REQUIREMENTS**

Please note that with the exception of eightsupplemental face-to-face (F2F) meetings, this is a completely web-based, asynchronous course. Course meetings will be in the form of weekly online modules on CUNY Blackboard. Course materials, activities and interaction will be distributed, collected and facilitated via CUNY Blackboard. Because we will be interacting online, it is imperative that students are aware of the demands of taking a web-based course (e.g., logging onto the course site to participate regularly, submitting assignments on time, making substantive contributions to online forums, etc.) and should have a working knowledge of educational technology (e.g., Blackboard, Microsoft Office, etc.).

It is important to practice good time management and organizational skills to be a successful online student. The course facilitator will log in every day and check the Q&A forum for questions about the course as well as will interact with you in the ongoing discussions. Questions that are not likely to be relevant to the rest of the class participants can be directed via York email to the facilitator who will respond within 24 hours.

**Blackboard**

Proficiency in Blackboard is required for this course. The following resources are available to guide you through using Blackboard and participating in an online course.

<https://www.york.cuny.edu/academics/academic-affairs/ctlet/for-students/bbstudent>

<https://www.york.cuny.edu/academics/academic-affairs/ctlet/for-students/online-hybrid-course-support>

**Get Started:** You will need a York email account and a CUNY Portal account to login to Blackboard. Once students have logged in, they must choose their NESS 100 section and click

**Lynda.com**

Some course resources must be accessed through lynda.com. You can access this content through the York College website (login required).

Current Students > Resources > Lynda.com

**Discussion Board Posts**

You are required to participate in a class discussion on Blackboard responding to prompts related to the common reader. These posts serve as an interactive classroom dialogue. All written work is expected to be thorough and to meet college level academic writing standards (carefully proof read all work before posting it).

The initial post should be at least 100-150 words in response to each prompt or question. Students are also required to respond substantively to at least one classmate. The deadline for all posts will be Sundays (Day 7) at 11:59 PM.

**What qualifies as a substantive post/response?**

Quality and quantity are critical components of participation. A post that simply says “I agree,” for example, would not constitute participation because it does not add anything of substance to the discussion.

The following are acceptable responses to a classmate’s post:

* Asking a probing question
* Expanding on the classmate’s posting with additional insight and resources

**Scavenger Hunt**

You will work in small groups on a scavenger hunt throughout the course in order to familiarize yourself with the campus, its resources, and the policies and procedures of the College.

**Course Schedule**

This course schedule has the assigned readings and activities for the course. All readings should be completed before the session in which they are listed so that they may be discussed or referenced.

**Please note that the course schedule is subject to change. Any updated syllabi will be posted to our Blackboard course site.**

| Week/Date | Mode | Topic | Reading & Assignment |
| --- | --- | --- | --- |
| Week 0 Orientation: Preparing for Success |
| Wed, Aug 14 |  **F2F** | **New Student Orientation (NSO)**:Meet with Group and Peer Leaders **NESS Seminar Orientation:**(Breakout into Groups)* Meet with Peer Leaders and Academic Liaisons
* Assign to Freshman Seminar group
* Introduction to NESS 100
* Introduction to the Common Reader
* Introduction to Blackboard
 | **Connect** with your NESS 100 cohorts and peer leader Ice Breaker**Review:** NESS 100Course SyllabusNESS 100 Cardinal Commitment |
| Week 1 | **College Policy and Procedures** |
| Tues 8/27 – Sun 9/1 | **F2F** | **Introduction to Blackboard****College Policy and Procedures** * Academic Integrity
* FERPA
* Title IX

**Academic Integrity** * What is Academic Integrity?
* What are Ethics and Values?
* Plagiarism & Avoiding it
* Cheating & Avoiding it

Consequences for Plagiarism, Document falsification and Cheating**Academic Calendar*** Academic Planning and Decision Making

**Career Development Self-Assessment**: **(**Knowing about yourself, interest, skills in career development)**Diversity** | **Action Item:** Meet with Group and Peer Leaders **Survey:** -Pre-Test Assessment Survey-Freshman Workshop Experience Survey**Review:** Academic Integrity (pptx. slides)**Quiz:** Academic Integrity Quiz**Assignment:** Download Academic Calendar and make notes of key dates on the form **Assignment:** Career Self-Assessment**Handout:** Developing Cultural Awareness |
| Week 2 Common Reader: Considering Our Beliefs and Identities |
| Mon 9/2 – Sun 9/8 | Online | **Common Reader**: Engage and discuss “This I Believe” Essays:“The Right to Be Fully American” “Admittance to a Better Life” “The Mysterious Connections That Link Us Together”  | Review how to create, post and respond to Discussion Board **DB:** “This I Believe” Assigned Readings and Responses |
| Week 3 Technology: Navigating Systems  |
| Mon 9/9 – Sun 9/15 | **F2F**Online | **Meet with Group and Peer Leaders***Attend* *Fall 2019 Convocation**Date: Thurs, Sept 12**Time: 12:00 p.m. – 2:00 p.m.**Location: PAC Building* * Blackboard
* CUNYfirst
* DegreeWorks
* FACTS
* Library

**Connecting Self Knowledge/Skill to Career:** (FOCUS 2 Career Tool) **Important Dates and Milestones****Early Alert – Faculty Interaction Form*** Assess Academic Progress

**Academic Advisement** | **Action Item:** Meet with Group and Peer Leaders **(at PAC)****Use** your **York email** on a regular basis to receive updates on campus events and opportunities**Attend** a **DegreeWorks** Workshop- “What If” function-GPA Calculator**Visit** the **Library** (Know the resources available) **Career Assessment:** (FOCUS 2 Career Tool, Monster, etc.,)**Assignment:** * Early Alert – Faculty Interaction Form

(Meet with 2 Professors)**Review:** Important Dates and Milestones(Undeclared Students-Meet with an advisor in the AAC) |
| Week 4 Common Reader: Considering Our Beliefs and Identities |
| Mon 9/16 – Sun 9/22 | Online | **Common Reader: Song Lyrics and Commentary****Academic**  **Advisement** | **Discussion Board (DB):** Responses to “This I Believe” Song Lyrics Chosen by Students(Undeclared Students-Meet with an advisor in the AAC) |
| Week 5 Discovering and Connecting |
| Mon 9/23 – Sun 9/29 | **F2F** | **Campus Resources*** Support Services (CLS, Registrar, Bursar, Financial Aid)
* Scavenger Hunt
* Student Development Handbook
* Student Activities
* Online Bookstore

**Networking** (Building Relationships) * Peers (study groups)
* Faculty: Mentors
* Programs (Honors, Scholarships)
* Clubs
* YC Cardinal App
* YC Facebook

**Scholarships*** Scholarship Opportunities
* Study Abroad Opportunities
* Honors Program
* Undergraduate Research

**Academic Advisement** | **Action Item:** Meet with Group and Peer Leaders Identify and Access Campus Resources**Assignment:** NESS Scavenger HuntGet connected with a club online and like their page on FB.Connect with York College via social media (YC Cardinal App or YC Facebook)Attend a Scholarship Workshop or stop by the Scholarship Center to learn about scholarships and grant opportunitiesParticipate in the Honors Program, Undergraduate Research and/or Study Abroad(Undeclared Students-Meet with an advisor in the AAC) |
| Week 6 |  **Common Reader: Considering Our Beliefs and Identities** |
| Mon 9/30 – Sun 10/6 | Online | **Common Reader: Song Lyrics and Commentary** **Academic Advisement** | **Discussion Board (DB):** Choosing andResponding to Song Lyrics (Continued)(Undeclared Students-Meet with an advisor in the AAC) |
| Week 7 Academic Planning |
| Mon 10/7 –Sun 10/13 | **F2F** | **Proactive Advisement*** Advisement Awareness/Month
* Advisement Readiness
* Academic Plan
* DegreeWorks
* Degree Maps
* 4 to Soar!

**Bulletin*** Academic Policies & Procedures
* Pathways General Education
* Academic & Professional Programs
* Minors
* Special Programs
* Pre-Engineering
* Pre-Law
* Pre-Med
 | **Action Item:** **Meet with an Academic Advisor** during *Advisement Month* for Winter/Spring 2020 Registration**To Do:** Bring a copy of Degree Map (major of interest) to advising sessionTrack your Degree Progress in **DegreeWorks****Bulletin:** Explore major and minor program requirements |
| Week 8 |  **Common Reader: Developing Ourselves** |  |
| Mon 10/14– Sun 10/20 | **F2F**Online | **Common Reader: TED Talk** (“Why Some of Us Don’t Have One True Calling”)* Mid-Semester Check-in
 | **Discussion Board (DB): TED Talk Responses** **Action Item:** Meet with Group and Peer Leaders **Assignment:** Submit Mid-Semester Grades Assignment and Action Plan |
| Week 9 |  | **Career Planning and Exploration** |  |
| Mon 10/21–Sun 10/27 | **F2F**Online | * Career Exploration (Connecting major to career)
* STEM Careers
* Sources of Information:
* Occupational handbook
* O\*NET
* US Dept. of Labor
* Career Outlook
* Career Search Scavenger Hunt
* Departments and Majors
* Other Education and Training Options-Certification, Licensure
 | **Action Item:** Meet with Group and Peer Leaders (Room TBA)**Review:** Websites (specific to career)Occupational handbook**Assignment**: Career Exploration assignment**Assignment:** Career Search Scavenger Hunt**Assignment:** Career of Interest |
| Week 10 |  **Common Reader: Developing Ourselves**  |  |
| Mon 10/28 – Sun 11/3 | Online | Common Reader: TED Talk (“Why It's Worth Listening to People You Disagree With”) | **Discussion Board (DB): TED Talk Responses (Cont.)** |
| Week 11 Career Action Plan: Strategies for Implementing Career Plans |
| Mon 11/4 – Sun 11/10 | Online | * Four Year College Career Plan
* Career Workshop
* Guidance
* Resume Writing
* Interviewing
* Internships

**NESS 100 ILOs** | **Attend** Career Services Workshop or stop by the Career Services Center to learn about resources available**Review**:” Resume 101” **Review:** Interviewing Crash Course”.pptx (Career Services Website)**Review:** Career Fair Prep Video **Review** Four Year College Career Action Plan (Career Services Website)**Assignment**: NESS 100 ILOs |
| Week 12 Common Reader/Review and Wrap-up |
| Mon 11/11 – Sun 11/17 | **F2F**Online | **Common Reader: TED Talk** (“Boredom Can Lead to Brilliant Ideas”)**Focus Group**Review/Wrap-up* Reflection
* Challenges
* Next Steps

**Post-Test Assessment Survey****NESS 100 End of Seminar Evaluation** | **Discussion Board (DB): TED Talk Responses (Cont.)****Action Item:** Meet with Group and Peer Leaders (Room TBA)**Focus Group Discussion**: Reflection of course content, activities and assignments, challenges**Survey:** Post-test Assessment SurveyNESS 100 End of Seminar Evaluation |

**GRADING**

This seminar is graded as pass/no credit. In order to successfully complete this seminar course, the following is required:

* Attend a minimum of **six out of eight** face-to-face meetings (if extenuating circumstances prevent a student from attending **one** additional meeting, an alternative assignment will be provided)
* Complete both the pre-and post-survey
* Seek academic advisement, resulting in the release of their ADV service indicator
* Participate in the discussion board on Blackboard
* Complete the Freshman Workshop Experience Survey
* Complete the Scavenger Hunt

**Students who do not successfully satisfy the requirements of NESS100 will be required to retake the seminar during the following semester.**

**Equal access to education: accommodations for students with disability**

**“**CUNY York College is committed to providing access to programs and services for qualified students with disabilities. If you are a student with a disability and require accommodations to participate and complete requirements for this class, contact Center for Students with Disabilities; Academic Core Building, Room 1G02, 718-262-2191 for verification of eligibility and determination of specific accommodations."

<https://www.york.cuny.edu/student-development/csd>

# Center for Students with Disabilities (CSD) Services

Services provided by the Center for Students with Disabilities (CSD)

* **Workshops:**CSD offers workshops to students on how to best use the accommodations provided to them. CSD also offers workshops to faculty/staff on the office's policies and practices.
* **Priority Registration:**Students registered with the CSD office are given priority registration for classes each semester.
* **Testing Accommodations**
* **Note-Takers**
* **Readers/Scribes**
* **Assistive Technology:** CSD offers a wide array of assistive technology software and devices for use by our students in the CSD computer lab and throughout campus. CSD staff provides training to students who require assistive software or devices.
* **Information & Referrals**
* **CUNY LEADS (Linking Employment Academics and Disability Services):** A program established to facilitate successful academic and career outcomes for students with disabilities who are enrolled in CSD. [Click here to find more information about CUNY LEADS.](http://www.cuny.edu/about/administration/offices/sa/services/disabilities/LEADS.html)

**Policy on Academic Integrity**

*Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion from the College. Some examples for academic dishonesty include cheating (e.g., using notes during a closed book exam; changing graded exam and returning it for more credit, etc.), plagiarism (e.g., using another person’s words without quotation marks and footnotes attributing the words to their source; internet cut & paste techniques without proper attribution, etc.), or obtaining unfair advantage (e.g., stealing, reproducing or circulating examination materials; depriving other students of access to library materials, etc.).*

**Copyright**

This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

**Third-Party Software and FERPA**

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these are required assignments, you need **not** make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identifiable/sensitive information. If you have any concerns about this, please contact your facilitator.

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**Cardinal Commitment**

York College is committed to the values of integrity, excellence, respect, and engagement.

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As a Cardinal,

I will dedicate myself to learning and practice personal INTEGRITY and academic honesty;

I will challenge myself and others to achieve the highest level of academic EXCELLENCE by taking responsibility for my success;

I will value our culture of diversity, RESPECT those around me, and foster an inclusive community through inquiry, compassion, and celebration;

I will promote ENGAGEMENT and involvement in our community and beyond through participation, leadership, and service;

I promise to honor these values and lead by example.

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NESS 100 Section \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Peer Leader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

York Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_