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

**NESS 200: Transfer Seminar**

**COURSE SYLLABUS**

**COURSE INFORMATION**

0 credits | 24 contact hours

Section:

Class Number:

Facilitator:

Email:

**COURSE DESCRIPTION**

This seminar facilitates incoming transfer students’ academic and social transition into the college environment, culture and routine. Through participation in collaborative activities, students will receive critical information on college resources, services, policies, and procedures. Students will explore majors of interest and career opportunities to help develop a successful academic plan for degree completion.

This course is for all students transferring to the college. This course should be taken in the first semester at York College.

**LEARNING OBJECTIVES**

By the end of the course, students will:

* Continue the journey to explore and develop their academic and personal skills necessary to succeed in college.
* Identify and access the campus resources available to support their transition to the college.
* Locate and understand curriculum requirements for their major(s) of interest and possible careers.
* Learn and develop the necessary skills to engage in career planning and development
* Interpret degree audit information for course selection and academic planning
* Effectively use online technological systems and resources
* 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.
* Build relationships with peers, faculty and staff to develop a support network.

**COURSE REQUIREMENTS**

Please note that with the exception of twosupplemental face-to-face 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 completely online during the course, 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 the students 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 students 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:** Students 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 200 section and click

**Get Started** on the toolbar for a Video Tutorial. Instructions in this video will show how the course is organized. Students will be told step by step what they are expected to do during the semester.

**Lynda.com**

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

Current Students > Resources > Lynda.com

**Required & Supplemental Reading**

Students are expected to read course materials for each class. Supplemental readings are also required.

**Discussion Board Posts**

Students are required to participate in a class discussion on Blackboard. 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).

**Scavenger Hunt**

Students will work on a scavenger hunt in the course in order to familiarize themselves with the campus, its resources, and the policies and procedures of the College.

**Course Schedule**

This represents most of the assigned readings and activities for the course. Other readings, individual objectives/activities for each session may be included and will focus on more specific issues than those outlined below. If so, these will be posted on a weekly basis in a Blackboard announcement. **Please note that the course schedule is subject to change. Any updated syllabi will be posted to our Blackboard course site.**

**Seminar Outline of Topics/Expected Time Frame (8 Weeks/ 3 Hours per week)**

| Week/Date | Mode | Topic | Reading & Assignment |
| --- | --- | --- | --- |
| WEEK 0 ORIENTATION | | | |
| Wed, Jan 15 | **F2F** | **New Student Orientation (NSO)**:  Meet with Group and Peer Leaders  **NESS Seminar Orientation:**  (Breakout into Groups)   * Meet with Peer Leaders and Academic Liaisons * Introduction to NESS 200 * Introduction to Blackboard | **Connect** with your NESS 200 cohorts and peer leader    Ice Breaker  **Review:** NESS 200Course Syllabus |
| WEEK 1 GETTING STARTED: Connecting to York College | | | |
| Mon 1/27 – Sun 2/2 | **Online** | **Introduction to Transfer Seminar**  **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  **Evaluation of Transfer Credits** | **Review** Transfer Seminar (AAC website)  **Review** of Course Syllabus  **Quiz:** Academic Integrity Quiz  **Download** Academic Calendar   * Make notes of key dates * Beware of Deadlines! * Visit the Registrar’s Website   **Review** How Credits Transfer  **Transfer Credit Report**  Log-in to CUNYfirst   * Review Transcript * Review Transfer Credit Report |
| WEEK 2 TECHNOLOGY | | | |
| Mon 2/3 – Sun 2/9 | **Online** | **Navigating Systems**   * York Email * CUNYfirst * DegreeWorks * FACTS * Library   **Career Assessment: FOCUS 2 Career Tool** (Connecting Self Knowledge/Skills to Career)  **NESS 200 ILOs** | **Use** your York email on a regular basis to receive updates on campus events and opportunities  **Visit** theLibrary- (learn  the resources available)  **Attend a DegreeWorks Workshop**   * “What If” function * GPA Calculator * Student Educational Planner (SEP)   **Career Assessment:**  (FOCUS 2 Career Tool)  **Assignment**: NESS 200 ILOs |
| WEEK 3 |  | **CAMPUS RESOURCES** |  |
| Mon 2/10 – Sun 2/16 | **F2F/**  **Online** | **Meet with Group and Peer Leaders**  *Attend* *Spring 2020 Symposium*  *Date: Thurs, Feb 13*  *Time: 12:00 p.m. – 2:00 p.m.*  *Location: TBA*  **Campus Resources**   * Support Services (CLC, Registrar, Bursar, Financial Aid) * Student Development Handbook * Student Activities * Online Bookstore * Early Support System   **Scavenger Hunt**  (Collaborative Learning Exercise)  **NETWORKING**  (Building Relationships)   * Peers (study groups) * Faculty: Mentors * Clubs * YC Cardinal App * YC Facebook | **Assignment:** Scavenger Hunt (Identify and Access Campus Recourses)  **Connect** with your:  NESS 200 cohorts  Faculty Advisor/Mentor  Academic Advisement Support Staff  **Connect** to York College via social media  YC Cardinal App or  YC Facebook |
| WEEK 4 SCHOLARSHIP & HONORS PROGRAMS | | | |
| Mon 2/17 – Sun 2/23 | **Online** | **Scholarship Information and Eligibility Criteria**   * Scholarship Program * Scholarship Opportunities * Study Abroad Opportunities * Applying to Scholarship outside of York * Honors Program * Undergraduate Research   **Excelsior Scholarship**  **Career Exploration**   * Occupational handbook * O\*NET * US Dept. of Labor * Career Outlook | **Attend** a Scholarship Workshop or  stop by the Scholarship Center to learn about scholarships and grant  opportunities  **Excelsior Scholarship**  (Staying on Track Academically)  **Review:** “Need Help Writing Your Personal Statement Essay?”  **Connect** with faculty and staff to secure letters of recommendation  **Assignment:** Identify one scholarship you can eligible apply for. List the eligible criteria.  **Participate** in Honors Program, Undergraduate Research and/or Study abroad.  Career Search: **Review** different Sources of Information |
| WEEK 5 How to Persist to Timely Graduation | | | |
| Mon 2/24 – Sun 3/1 | **Online** | **Academic and Professional Programs**   * Academic Programs * Professional Programs   (Dept Listings)   * York College Professional Programs (Summary of Admissions Requirements-AAC Webpage) * Minors * Special Programs   (Pre-Engineering, Pre-Law, Pre-Med)  **Pre-Professional Development Plan**   * Action Plan: “Plan B” if “Plan A” needs adjustment   **Academic Progress** | **Evaluate** your Academic and Career Plan to confirm your choice of major  **Attend** Academic/Professional Program Information Sessions   * Identify Admissions Requirement   **Use** DegreeWorks “What If” function to explore other majors or interest (create a back-up plan)  **Meet** with an academic advisor to discuss progress towards your major or program of interest  **Academic Progress**   * Assess your academic progress to determine if you are on track for achieving your major or career goals   Utilize resources such as CLC and Academic Advising  **Assignment:** Pre-Professional Development Plan  Review Case Scenario,  Write up a Plan (considering other majors or institutions?) |
| WEEK 6 |  | **ACADEMIC PLANNING** |  |
| Mon 3/2 – Sun 3/8 | **F2F**  **Online** | **Proactive Advisement:**   * Advisement Awareness * Advisement Readiness (How to prepare for advisement, why register early, Securing payment method) * Assessing Academic Progress to stay on Track * Pathways Requirement * Academic Programs * Course scheduling   **DegreeWorks**  **Bulletin**   * Academic Policies & Procedures * Pathways General Education * Major & Minor Programs   Degree Maps  **4 to Soar!** | **Meet with an Academic Advisor:** Meet with an academic advisor for Summer and Fall 2020 registration  **Undeclared** Students-Meet with an advisor in the AAC  **Declared Majors**- Meet with a faculty advisor in your major department  **Create** an Academic Plan  **Track** your degree progress in DegreeWorks  **Bulletin:** Explore major and minor program requirements  **To Do:** Bring a copy of Degree Map (major of interest) to advising session |
| WEEK 7 CAREER PLANNING & EXPLORATION | | | |
| Mon 3/9 –Sun 3/15 | Online | **Career Services**   * Career Guidance * Four Year College Career Plan * Resume Writing * Interviewing * Internship * Preparing for Professional Exams   **Sources of Information** (Connecting major to career)   * Occupational handbook * O\*NET * US Dept. of Labor * Career Outlook | **Attend** a Career Services Workshop or stop by Career Services Center to learn about resources available  **Review:**  “Resume 101”  “Interviewing Crash Course”.pptx (  Career Fair Prep Video  Four Year College Career Plan  **Review:**  Websites (specific to career)    **Assignment:** Career of Interest |
| WEEK 8 |  | **NEXT STEPS** |  |
| Mon 3/16– Sun 3/22 | Online | **Post Undergraduate Planning**  Exploring Graduate Programs   * York College Graduate Programs * CUNY Graduate Programs * Applying to Graduate School (tips & advice, choosing a program) * Preparing for Post Baccalaureate Exams * Preparing for Certificate Exams   **Review and Wrap-up**   * Reflection * Challenges * Next Steps * Stress Management | **Discussion Board:** What do you envision in life after graduation; graduate school, employment, etc.  **Research** graduate school application process, timeline and tests to be taken, e.g.: GRE, LSAT, GMAT  **Evaluation**: Complete and Submit 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 twoface-to-face meetings (if extenuating circumstances prevent a student from attendingthemeetings, an alternative assignment will be provided)
* Seek academic advisement, resulting in the release of their ADV service indicator
* Participate in the discussion board on Blackboard
* Complete an Academic Plan
* Complete Career Assignments
* Complete the End of Seminar Evaluation

**Students who do not successfully satisfy the requirements of NESS200 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**

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**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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