

Spring 2013

Course: **Academic Success Experience**

## **ASE 1111-08**



Course meets: **3:00-3:50 MW**  
In STC 116

Instructor:  
**Dr. Carol Johnson-Gerendas (Dr. CJ)**

Office:  
**OCH 101**  
Office Phone: **817.531.5832**  
Cell Phone: **214.729.7184 before 10 p.m.**

Office Hours: **in OCH—11:00-12:00 MW; 10:00-2:00 T; TH & F; by appointment**

"It is in the shelter of each other that we live."  
Irish Proverb

"Teaching is not the filling of a pail,  
but the lighting of a fire."  
William Butler Yeats

Email: [cigerendas@gmail.com](mailto:cigerendas@gmail.com) or  
[cjohnson07@txwes.edu](mailto:cjohnson07@txwes.edu)

Professor's Website: <http://cigerendas.com>

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### **Course Description**

*This course is designed to help you succeed as a college student. We will address issues related to the successful transition from high school to the university, campus resources, college-level study skills, time management, interdependence, goal-setting, multiple intelligences, and other issues relevant to your journey as a college student. We will engage in collaborative learning activities, reading and class discussion, field investigations, writing, reflection, and presentation. Our objective is to use this class to stay on track and directed on a path toward graduation and self-worth.*

#### ***What is this document?***

This is called a **course syllabus**. You should receive one of these for each of your courses. **Keep this syllabus for the entire semester** because it tells you how to do well in this course. While the syllabus is a guide for the course, your instructor may make changes in the syllabus with verbal and/or written notice.

#### ***Who is my professor?***

Dr. Johnson-Gerendas is an Assistant Professor of Communication and Program Coordinator of Liberal Studies at Texas Wesleyan University in Fort Worth, Texas.

Dr. Johnson-Gerendas holds a Ph.D. in Rhetoric from Texas Woman's University where she earned a master's degree in English/Literature and a bachelor's degree in English. At Texas Wesleyan University, she is a member of the Learning Community Advisory Council, the Goostree Committee, the University College Day Committee, and the Board of Trustees Development Committee. She teaches professional and persuasive writing, speech, and communication for the Communication and Business departments at Wesleyan.

### ***What are the goals of this course?***

Through this first-semester seminar, I hope that you will:

- Get to know the University, its policies, and the services available to you
- Get to know your classmates and view them as resources for academic and social support
- Become a better communicator with your peers and your professors
- Develop good study skills, including effective reading, listening, note-taking, studying, and test-taking skills
- Become more self-aware, self-motivated, self-managing, and interdependent with successful people
- Effectively manage time, resources, and stressors to make the most of your college experience

### ***What is the structure of this course?***

We will meet as a class for two 50-minute periods per week (as listed in the course schedule). Please be aware that there will be some **required** meetings in addition to class time. You will also meet with me for at least one individual conference during the semester (in my office, in our classroom, or in the advising center in the library).

### ***What materials are required?***

An academic planner/calendar with space for daily write-ins  
+ BRING **pen, paper, and planner** to every class meeting!

## **Evaluation & Grading**

### ***How will I be graded?***

Your course grade will be determined as follows:

<b>Attendance and In-Class Participation in Activities:</b>		
1) Attendance (each class meeting =100 for present / 0 for absent)		<b>20%</b>
2) Discovery, Question, & Quote (due Wednesdays 10 @ 10 pts each / no make-ups)		<b>20%</b>
3) One email to <a href="mailto:cjgerendas@gmail.com">cjgerendas@gmail.com</a> between Monday 1p.m. and Tuesday 1 p.m., for 6 weeks—this email tells me how you are.		<b>20%</b>
4) 10 Assignments (10 pts ea, assigned by prof, no make-ups)		<b>20%</b>
5) Motivational Speech + Powerpoint presentation with Success Team		<b><u>20%</u></b>
	<b>Total</b>	<b>100%</b>

The grading scale for this course is as follows:

90 to 100 = A  
80 to 89 = B  
70 to 79 = C  
60 to 69 = D  
59 or less = F

- **“DQQ Entries” (Discovery, Question, & Quote each week for 10 weeks):**

Our class will be focused mainly on discussions and activities that will require everyone's active participation, reflection, and articulate discussion. Every Wednesday starting with the 3rd week of class and going for ten weeks, bring

a **hand-written entry in the Monday lines of your calendar/planner or a bound journal, containing:**

- a) a **3+sentence discovery that is relevant to personal and academic success and the college experience (about you, about college, about classes, about Fort Worth, about campus life, etc.),**
- b) **a question we can all explore answers to together (something you need to know!)**
- c) **a quote that you will read to the class slowly and clearly and for which you will provide a source citation (who is credited with saying it).**

(10 weeks x 10 points for a total possible 100 points)

Being present to participate in DQQ discussions means you will gain all sorts of useful answers to very real questions!

- **Assignments**

The ten assignments will reflect the course material and focus on providing you knowledge of college expectations and yourself as a person and as a college student. You will complete some of these assignments in class, some in groups, and others outside of class as homework with a due date. For example, the Strong Interest Inventory, your professor interview, and your Meyers Briggs survey count as assignments. You must attend class to stay informed of assignments and their due dates! (They will be announced in class only).

### **Absence Policy**

#### **UNIVERSITY ABSENCE POLICY FOR ASE 1111:**

According to your university handbook, **the maximum number of authorized absences during one semester is five for a Monday-Wednesday-Friday class, three for a Monday-Wednesday/Tuesday-Thursday class, and two for a class or laboratory meeting once a week.**

**When a student has a number of unauthorized absences equal to the number of hours the class meets per week, the student may be dropped from the class roll by the instructor of the class.** Because this is a student-centered course, attendance is IMPORTANT. When you attend, you are increasing your connectedness to your college experience and control over your circumstances. When you are on time, prepared, and willing to participate in class activities, you are setting yourself up for success!.

When you represent Texas Wesleyan University in a university-mandated activity that requires missing class, please provide official documentation of schedules and turn in work in advance. **Your university handbook offers details re: the campus-wide absence policy.**

ASE is a REQUIRED course for which you earn a GRADE. Set yourself up for success by being present and by holding yourself accountable for your investment in your grade.

#### *May I earn extra credit?*

Learning occurs in a variety of places, both inside and outside the classroom. Therefore, you may earn up to 10 replacement points on your discovery journal grade or an assignment for the following:

Bonus Point Opportunities:

- 1) Proof of attendance @ campus or community activities (ASC workshops, organization meetings, theater productions, guest speakers, art exhibits, museums, volunteer events, etc.) Show me the evidence and a paragraph you wrote.
- 2) Community service (with signed documentation from beneficiary or volunteer group)
- 3) 1-page "guide" to your classmates based on an on-campus learning experience. (Bring enough copies for the class) (This one can be humorous.)
- 4) Join a campus organization and bring proof of membership and/or involvement.
- 5) View a thought-provoking movie or performance and write a response to the message it sent.
- 6) Write a one-page description and reflection after exposure to something new and your reflection on it.

### ***What are the course policies and student objectives for this section of ASE 1111?***

Please arrive at class on time and prepared. Not only is it important to your grade, but it is also respectful to your classmates and facilitator. Please avoid disruptions and side conversations while someone else is talking. **HANDS OFF OF YOUR CELL PHONES DURING CLASS** (Put them on the table in front of you and leave them alone). There will be days when you will be asked to use your cell phones for a fun activity, but at all other times, they should be on the table top. Respect your classmates and your professor (No hats that cover eyes, no earphones, no cell phone use, no text messaging, no PDA use, no disruptions, no verbally disrespecting or harassing your classmates, no food munching unless there is food for everyone, no excessive tardiness, no sleeping on your neighbor's shoulder ☺.)

### **PROCEDURES AND EXPECTATIONS:**

1. Class discussion of concepts, review of out-of-class assignments, etc.
  2. In-class, supervised writing and group work.
  3. Word-processing of assignments outside of class time.
  4. At least two brief individual conferences with the instructor during the semester.
  5. Presentations, collaboration with classmates, and oral readings of your writing.
  6. Reading of assigned pages in advance, and preparation to discuss them on the day for which they are listed.
- All class materials, whether taken from the book or provided to you in class, are "fair game" for quizzes, assignments, or journals. You may be given additional reading assignments in class, so if you miss a class, be sure to contact me, call a classmate, or arrange with a classmate to get a copy of the materials you missed.

### **Texas Wesleyan University Policies**

- Students should read the current Texas Wesleyan University [Catalog](#) and [Student Handbook](#) to become familiar with University policies. These policies include but are not limited to academic integrity, grade appeal, sexual harassment, student access to records, and others; policies specified in the current catalog are applicable unless otherwise stated in this syllabus.
- Texas Wesleyan University adheres to a disability policy which is in keeping with relevant federal law. The University will provide appropriate accommodation as determined by the Director of the Counseling Center, Dr. Michael Ellison. Students must notify instructors of any permanent or temporary disabilities and must provide documentation regarding those disabilities prior to the granting of an accommodation. For assistance, students should consult with Dr. Ellison at [mellison@txwes.edu](mailto:mellison@txwes.edu) or (817) 531-7565.
- Due to the limitless variety of potentially hazardous chemicals that may be found in a scientific or other laboratory environment, students having known, or potential, health-related concerns, such as allergies, asthma, contact dermatitis, pregnancy, or other physiological sensitivities should check with their physician on the advisability of laboratory work. The instructor and/or chair of the teaching department will provide, upon request, a list of chemicals that will be used in experiments during the semester. More detailed information (that is, Materials Safety Data Sheets) will be furnished by the deans upon written request.
- Course syllabi are intended to provide students with basic information concerning the course. The syllabus can be viewed as a 'blueprint' for the course; changes in the syllabus can be made and students will be informed of any substantive changes concerning examinations, the grading or attendance policies and changes in project assignments.
- Any course taken at Texas Wesleyan University and repeated for a grade must be repeated at Texas Wesleyan University. Any course taken at another university may be repeated at Texas

Wesleyan, and the most recent grade on the course will be counted. When a course is repeated, the grade point average will be computed using the most recent grade achieved.

***Syllabus is subject to change with notice in class.***

**Academic Success Experience ASE 1111**  
**Spring 2013 Day-to-Day Syllabus**

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**WEEK 2**

Monday, Jan. 14

Collaborative Fun  
Syllabus Overview and Course Calendar  
Class Discussion: "The Culture of College"

Wednesday, Jan. 16

Assignment 1 written in class:  
**"I am..." writing assignment (ASSIGNMENT 1)**  
Class Forum: Discussion of Needs and Respectful Communication  
Culture and Customs of College  
Reminders: Ram Mail, Ramlink, and Smartphone setup

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**IMPORTANT: You must attend WORKSHOPS (a minimum of THREE sessions) outside of class time for this course. These workshops will help you with study skills, note-taking, college expectations, among other topics. Check the schedule in the Academic Success Center. The workshop leader will give you a slip of paper that proves your attendance. Bring that slip of paper to me for your workshop credit.**

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**WEEK 3**

Monday, Jan. 21

NO CLASSES.  
UNIVERSITY IS CLOSED FOR MARTIN LUTHER KING, JR. DAY.

Wednesday, Jan. 23

DUE: Discovery / Question / Quote #1 for Discussion  
Culture and Customs of College / Professors' Expectations  
*Discussion: Appreciating Diversity and Celebrating Differences*

**WEEK 4**

NOTE: This is the first week you are sending me your Email.

Monday, Jan. 28

Discussion: Campus Resources  
Campus "Scavenger Hunt" QUESTIONS assigned  
EMAILS START THIS WEEK! (Credit ONLY if sent between Monday 1 p.m. and Tuesday 1 p.m.)

Wednesday, Jan. 30

DUE: Discovery / Question / Quote #2 for Discussion  
DUE: Campus "Scavenger Hunt" ANSWERS (written on piece of paper given to you on Monday) (ASSIGNMENT 2)  
More about Campus Resources, Campus Diversity, and Texas microcultures. ☺

In-Class Writing: What are the communities to which I belong? (small and large, face-to-face or online, required or by choice, family or friends, faith-based or hobby-related, what “discourse communities” do you spend time communicating within?)

## WEEK 5

Monday, Feb. 4

(Email #2)

Discussion of Time Management

Syllabus and Master Calendar Planning

Wednesday, Feb. 6

DUE: PROOF of your calendar, filled with due dates, projects, assignments, exams, etc.

GroupShare on calendars and time management strategies / developing better behaviors

(ASSIGNMENT 3)

DUE: Discovery / Question / Quote #3 for Discussion

## WEEK 6

Monday, Feb. 11

( Email #3)

Texas Wesleyan University Librarians Visit Our Class

Wednesday, Feb. 13

MEET IN LIBRARY AT FRONT DESK. LIBRARY TOUR.

Earn an assignment grade today for completing assignment from librarians (ASSIGNMENT 4)

## WEEK 7

Monday, Feb. 18

(Email #4)

Discussion of Risk-Taking Behaviors that could decrease your success

“Risky Business” / sex, drugs, rock-n-roll, negative “scripts,” lack of boundaries,  
self-sabotage, self-esteem, best interests

Wednesday, Feb. 20

Organizing your Life

DUE: Discovery / Question / Quote #4 for Discussion

Perspective-taking, scenario-drawing, and risk management ☺

## WEEK 8

Monday, Feb. 25

(Email #5)

Career Explorations

Wednesday, Feb. 27

DUE: Discovery / Question / Quote #5 for Discussion

Discussion of Strengths / Preferences for Career Satisfaction

Strong Interest Inventory (ASSIGNMENT 5)

## WEEK 9

Monday, March 4

(Email #6)

What is your personality profile?

In-Class Activity: Meyers Briggs Survey (ASSIGNMENT 6)

Wednesday, March 6

DUE: Discovery / Question / Quote #6 for Discussion

Mid-term realities / Goal-Setting

Discussion Themes:

Victim-Creator Language, Interdependence, Self-Assessment,  
Re-writing Negative Scripts, and “What if” Upping.

## **NO CLASSES MARCH 9-17. STUDENTS HAVE SPRING BREAK.**

## WEEK 10

Monday, March 18

Discussion of “Interview a Professor” Assignment

Composing Interview Questions / Piloting Questions

**Do NOT procrastinate. Show respect and schedule interview in advance.**

**Be professional and respect your professor interviewee by planning ahead.**

**GREAT IDEA:** Buy a university catalogue from the Cashier’s office to use as we prepare for your path toward graduation with a four-year degree. (\$5.00)

Wednesday, March 20

DUE: Discovery / Question / Quote #7 for Discussion

Owning Your Advising

Discussion of the Advising Process (“General Education Curriculum,” Ramlink, degree audit, Choosing a Major, etc.)

Accessing Fall 2013 schedule online

**NOTE: TUESDAY, MARCH 26 is the Freshmen Advising Sign-up Day in the Advising Center (2<sup>nd</sup> floor of library). Prepare for this important day.**

## WEEK 11

Monday, March 25

FRESHMAN ADVISING is going on in Advising Center for the next 2 weeks

DUE TODAY for an ASSIGNMENT grade (ASSIGNMENT 7):

1) your printed DEGREE AUDIT from Ramlink;

2) a list of the courses you want for Fall 2013, complete with section numbers and times

Wednesday, March 27

DUE: Discovery / Question / Quote #8 for Discussion

Discussion of General Education Curriculum (GEC) continued

**NO CLASSES THURSDAY, MARCH 28 AND FRIDAY, MARCH 29. UNIVERSITY CLOSED FOR EASTER HOLIDAY.**

## WEEK 12

NOTE: FRESHMAN ADVISING RUNS FROM APRIL 1 TO 24. You will go to the Advising Center to Register for Fall 2013 classes. Be respectful and SHOW UP for your appointment. This commitment allows you to plan four months of your life.

NOTE: If you plan to pre-register, you must make sure you do not have a financial hold in the cashier's office. Financial holds will keep you from pre-registering until the hold has been cleared up. Financial holds can be for library fines or campus parking tickets or not making regular payments on your student account.

Monday, April 1

Discussion of personalities, body clock, wiring, and learning styles:

How to Plan your next semester by

reflecting on what works for you and what does not.

Wednesday, April 3

DUE: Discovery / Question / Quote #9 for Discussion

DUE for an ASSIGNMENT GRADE: Typed Professor Interviews. No excuses.

No make-ups. (ASSIGNMENT 8)

Discussion of our Personalities, Neuroscience, and Retraining the Brain

## WEEK 13

Monday, April 8

Discussion of MOTIVATIONAL SPEECH assignment

Designation of GROUPS for motivational speeches

Wednesday, April 10

NO CLASS MEETING. ATTEND A SESSION FOR UNIVERSITY COLLEGE DAY TODAY AND BRING A PRESENTER'S SIGNATURE AS EVIDENCE OF YOUR ATTENDANCE AT A SESSION. (See kiosks and UCD schedule in Rambler for topics and times of sessions)

## WEEK 14

Monday, April 15

Discussion: De-plete or Com-plete?:

Toxic Influences, Surrounding yourself with people who are going somewhere,

Finding a Mentor, Finding positive influences

REMINDER: Tuesday, April 16 is the LAST DAY TO DROP A CLASS

(Forms and signatures required. Take care of your business.)

Wednesday, April 17

DUE: Discovery / Question / Quote #10 (LAST ONE!)

DUE as an ASSIGNMENT grade: Your written final exam times for each class.

(Can be in your planner, but you have to show me) (ASSIGNMENT 9)

## WEEK 15

Monday, April 22

MOTIVATIONAL SPEECHES 1 AND 2

Discussion of LETTER-WRITING assignment (counts as ASSIGNMENT grade)

Letter to Myself



## Letter to Wesleyan Class of 2017

Wednesday, April 24

MOTIVATIONAL SPEECHES 3 AND 4

DUE: Final Typed Letters (2 letters due; see above) (ASSIGNMENT 10)

Volunteer Readings / Discoveries about New Dreams, New Habits, New Goals

REMINDER: Thursday, April 25 = first day to pre-register for summer and fall classes.

WEEK 16

Monday, April 29

Last Class Meeting

MOTIVATIONAL SPEECH 5

DUE: Bring a small care-package item for each classmate.

Be creative, resourceful, and have a sense of humor!

Care Package Exchange and Affirmations Activity

(Each student must stand and make eye contact with classmates and state an affirmation related to college success. Goal = to motivate your classmates for finals!)

REMINDER: FINAL EXAMS FOR ALL YOUR CLASSES BEGIN MAY 2 AND RUN UNTIL MAY 7.

# STUDY!