BCE 101
SAMPLE COURSE SYLLABUS

Instructor: [Name]
Office/Office Hours: /By appointment
Telephone/E-mail: [E-mail]
Class Time: [Time]
Class Location: [Location]
Credit: 2 credit hours, Pass/Fail

Also required: An academic planner (monthly calendar), and The University of Alabama Undergraduate Catalog

Course Description
This course is open only to first-year UA students and provides an introduction to the nature of higher education and to the functions, resources, and activities of The University of Alabama. BCE 101 is designed to help students make a successful transition to the University, develop a better understanding of the learning process, and acquire basic academic survival skills. The ultimate goal of the course is to equip each student with the confidence and basic skills necessary for degree attainment.

Course Purpose
All sections of BCE 101 share the common purpose of facilitating the academic and social integration of first-year UA students through (a) interactions among students, faculty, and advisors, (b) exploration of the UA environment, expectations, and resources, (c) involvement in campus academic and co-curricular activities, (d) acquisition of academic skills, and (e) participation in career development activities.

Course Objectives: Upon successful completion of this course students will be able to:
1. Describe significant and unique aspects of The University of Alabama in order to gain a sense of institutional tradition
2. Utilize the University Catalog, My Bama, and Degree Works to find information
3. Identify campus facilities and their services
4. Identify his/her academic advisor and utilize the advising/registration process
5. Define personally appropriate steps to be taken in the process of career/academic decision-making
6. Describe University academic, social, and cultural, recreational resources and routes of involvement
7. Develop and follow an appropriate time-management plan
8. Apply college-level study strategies to textbook reading, note taking, and test preparation
9. Use computers for correspondence and search purposes (E-mail, Internet)

Methods of Instruction
Small group exercises; group discussion; individual exercises; guest speakers; audiovisuals; out-of-class assignments; lectures; visits to the Center for Teaching and Learning, the university library, and the Career Center; assigned chapters in the textbook; weekly writing assignments.

Course Expectations
Attendance is very important, as is coming to class on time. You may miss no more than four classes. These four absences should be used only for illness or emergencies. Failure to comply with this attendance policy will result in receiving an "F" for the course.

It is expected that students will complete all of the assignments by the assigned due date. Assignments turned in late will be subject to a reduction in grade.

Students are expected to complete all assignments. If a student is absent on the date a particular assignment is due, he/she must submit a valid medical excuse in order to avoid a reduction in grade.

**Course Requirements:** All of the following are required of all students

**Attendance policy** as stated above. Also, students are expected to participate actively in classroom activities and discussions. Lack of class participation may result in a reduction in grade.

**Weekly letters:** Students are to submit a letter to the instructor at the beginning of class each Monday. These letters are intended to be a record of your college experience as well as to respond to specific assignments or topics. The letters should be used to record observations about the transition to college, about performance in classes or as a member of a group, or about other matters. The letter can be considered one end of a written conversation with the instructor. It is the place to make comments or ask questions and is kept confidential. Each letter should be a minimum of one page and may be typed, handwritten, or sent via e-mail.

**Web-based Health Modules:** (Healthy Bama/UA 100) Students will complete several internet-based health modules. These modules will address areas of concern that impact student success in college: personal health, financial health, and mental health and well-being. The modules will be available as an out-of-class assignment, and will include pre and post tests. More information about this activity will be given in class.

**Faculty interview:** Students will interview a faculty member, preferably one of their own instructors, or an instructor in a discipline they are interested in. Students will then make a presentation to the class on the results of their interviews.

**Cultural events:** Students are expected to attend one play and one musical event in the Moody Music Building. The instructor will explain this requirement further.

**Student organizations:** Students are expected to attend the campus wide “Get on Board Day” held on August 31th, and become familiar with at least two student organizations that interest them. Students will make a report to the class on these organizations.

**Visit the Career Center, the Center for Academic Success, and a University Library.** Various classroom activities and assignments will relate to these visits.

**Two Tests** will be given; one around the middle of the term and one at the end of the term. Questions will come primarily from the textbook reading assignments. Questions may also be based on in- and out-of-class activities.

**Grade Requirements:** This course is graded on a Pass/Fail basis. Points are awarded for the following activities

**Total Possible Points / Activity**

**140 points / Weekly letters, 14 @ 10 points each**

These letters are required. Failure to turn in a letter will result in a reduction of 10 points. Turning in a letter late without a valid medical excuse will result in a reduction of 5 points.

**300 points / Attendance, 30 classes @ 10 points each**

Points will be deducted regardless of whether the absence is excused or unexcused.

**100 points / Oral presentations**

Failure to make a required oral presentation will result in a reduction in points.

**100 points / Written reports and assignments**

Failure to turn in a required written report will result in a significant reduction in points.

**100 points / Class participation**

Failure to participate actively in classroom activities will result in a significant reduction in points.

**100 points / Test 1 grade**

**100 points / Test 2 grade**

**940 TOTAL POINTS POSSIBLE**

NOTE: TO RECEIVE A PASSING GRADE, YOU MUST EARN 80% OF THE TOTAL POSSIBLE POINTS. TO PASS THE
COURSE OUTLINE AND SCHEDULE OF ASSIGNMENTS

The following is a general outline for the semester. This schedule may change somewhat because of scheduling conflicts or tours. The instructor will let you know if changes need to be made. YOU SHOULD CONSULT THIS COURSE OUTLINE FREQUENTLY. YOU ARE RESPONSIBLE FOR KNOWING WHEN ASSIGNMENTS ARE DUE. YOU ARE ALSO RESPONSIBLE FOR COMPLETING THE READING ASSIGNMENTS BY THE DATE INDICATED IN THIS OUTLINE.

<table>
<thead>
<tr>
<th>DATE</th>
<th>ASSIGNMENTS</th>
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<tbody>
<tr>
<td>Wednesday, Aug 24</td>
<td>Introduction and purpose of the course; course syllabus; course overview and requirements. Getting to know each other, group exercise. Assignment for Monday: Read the Introduction and Chap. 1.</td>
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<tr>
<td>Monday, Aug 29</td>
<td>Overview of Chapter 1 - exercises in Chap. 1. 1st letter to the instructor is due next Wednesday Sept. 7 Write about “What I have found to be different at college so far.”</td>
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<tr>
<td>Wednesday, Aug 31</td>
<td>CAS Tour: Class will meet at the Center for Academic Success, Osband Hall. Assignment: Read Chapter 3, Staying Healthy, for next time. Attend Get On Board Day today; find out about 2 student organizations. Be prepared to tell the class what you found out.</td>
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<td>Monday, Sep 5</td>
<td>Labor Day Holiday. No Class</td>
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<tr>
<td>Wednesday, Sep 7</td>
<td>1st letter to the instructor due, (see topic above). In-class: Discuss Chapter 3, Staying Healthy. In-class: Exercises from Chap. 3 Emphasis on alcohol awareness. Discuss Web-based Health Module expectations and assignments. Letter for next Monday: “How I have used my time appropriately and inappropriately so far,” and also mention “Something good that has happened to me at college.” Assignment: Read chapters 2 and 7 for next time.</td>
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<tr>
<td>Monday, Sep 12</td>
<td>Letter to instructor on time management due. Chapter 2, The Academic Lifestyle. In-class: Exercise from Chap. 2. Grade Point Averages. Also today, reports from Get On Board Day and .Chapter 7 dealing with getting involved. Group exercises. Discuss information from Chapter 7 on Becoming Involved.</td>
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<td>Wednesday, Sep 14</td>
<td>Chapter 4 Time Management. In-class: Exercises from Chapter 4. Group activities. Assignment: Exercise 4.2, Student need to buy some sort of calendar or planner for the semester. Letter for Monday: “Successes I have had at UA.”</td>
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<td>Monday, Sep 19</td>
<td>Chapter 4 continued. Priorities and To Do Lists. Letter on successes in college due. Be prepared to show instructor your calendar for the semester. In-class: Exercises 4.6 and 4.7.</td>
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Wednesday, Sep 21  
In-class: Chap. 5, Diversity at UA.  Letter for next Monday, "How is the culture at UA different from my high school culture? (think of the different types of diversity discussed in class)"

Monday, Sep 26  
Letter due on meeting others with different backgrounds.  Chap. 6. Take Learning Styles Inventory. Discuss results from Inventory.  Do other exercises in Chap. 6.  Assignment for Wednesday, read Chapter 8, Note Taking.

Wednesday, Sep 28  
In class, Chap. 8, Taking Notes.  In class, Exercise 8.2, 8.3.  Letter for next time: Am I getting enough rest? How can I change my habits to get more rest?  Assignment: Read Chap. 9 and obtain a University catalog, you will need it soon.

Monday, Oct 3  
Letter due on getting enough rest.  In-class: Chapter 9, Reading College Textbooks. Do in-class exercises.  Assignment: Begin reading Chapter 11.

Wednesday, Oct 5  
Chapter 11, Preparing for Tests.  In-class: Discussion and exercises from chapter 11.  Letter for Monday: "Things I have learned outside the classroom."

Monday, Oct 10  
Letter due on Things I have learned outside the classroom.  Chapter 11 continued.  Exercise 11.3. Review for test on Wednesday.  Assignment: Study for test on Wednesday.

Wednesday, Oct 12  
FIRST TEST, will cover chapters 1-9, 11, and in-class discussions.  Letter for next time: "Do I fit in at The University of Alabama?" can be e-mailed.  Read Chapter 10 for Monday.  Bring a University of Alabama catalog to class.

Monday, Oct 17  

Wednesday, Oct 26  
Library tour. Gorgas Library. To be arranged.  Library assignment will be done at the Library.  Instructor interview assignment due next Wednesday.  Letter for next week:

Wednesday, Nov 2  
Library tour. Gorgas Library. To be arranged.  Library assignment will be done at the Library.  Instructor interview assignment due next Wednesday.  Letter for next week:

Mon. Nov. 7 Letter due on goals.  Chapter 14 continued.  Guest speaker, faculty member will discuss what they do.  Be prepared to ask the faculty member questions.  Assignment: Instructor interview due soon (exercise 14.1).

Monday, Nov 7  
Monday, Nov 7  

Wednesday, Nov 9  
Wednesday, Nov 9
What I have learned about college teaching and college instructors.” Assignment: Read Chapter 15 for next time.

| Monday, Nov 14 | Letter due on college instructors. In-class, Chapter 15, Communication Skills. In-class exercises 15.1 and 15.2. Instructor interview assignment due Wednesday. Students will report their findings to the class. Also, read Chap. 16 for Wednesday. |
| Wednesday, Nov 16 | Instructor interview assignment due. Student reports on instructor interview. Chapter 16, Money Management, In-class discussion. Letter for next Monday: “Interesting things I have learned from this course.” Read Chapter 17 for Monday. |
| Monday, Nov 21 | Final letter due. Chapter 17. Historical aspects of UA presentation (Dr. Livingston) |
| Wednesday, Nov 17 | No Class. |
| Monday, Nov 28 | TEST 2 - will cover Chapters 10, & 12-17 as well as classroom activities and assignments. |
| Wednesday, Nov 30 | Instructor Discretion. |
| Monday, Dec 5 | Last Class. Last day to turn in assignments etc. Reports and presentations on cultural activities due. Summing up. Group Activity: “Advice I would give to next year’s freshman class.” Preparing for final exams. |
| Wednesday, Dec 7 | Instructor use as make-up day. Study for finals. |