Course Information

IDS1100: First Year Experience-Career Exploration for Personal Growth and Development

Section 01: Monday, 12:00 pm – 12:50 pm, Dunham Hall RM120
Section 02: Wednesday, 12:00 pm – 12:50 pm, Dunham Hall RM120
Credit: 1 credit (Elective)
Last Day to Drop a 16-week Course: April 2, 2011

Instructor Information

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Office Hours for both instructors: Call 630-844-6870 to schedule an appointment

COURSE DESCRIPTION

This course will enable you to develop career goals and lay out a path for achieving these goals. You will examine your personal interests, aptitudes, values, decision making skills, academic plans, and career awareness. This personal, educational, and occupational information will then be organized and translated into an individual course of action to help you in planning for your second year at Aurora University. Integration of career goals with current and future college course work will be stressed.

COURSE OBJECTIVES

1. To identify personal interests, abilities, and skills
2. To demonstrate an understanding of how individual characteristics relate to achieving personal, social, educational, and career goals.
3. To use appropriate career resources in order to research the job market pertaining to a variety of career alternatives.
4. To develop a plan for an academic program based on career goals.
5. To develop a resume.
6. To develop a cover letter.
7. To identify necessary steps involved in the interview process.

RESOURCES AND MATERIALS

Campus ToolKit (see handout for ordering instructions)

Aurora University Undergraduate Catalog (2010-2011)

ASSIGNMENTS/GRADING

The course will be divided into the following topics:

- Motivation
- Introduction to College
- Leadership
- Employment (Resume, Cover Letter, and Interviews)

In order to maintain your attention and insure application of the concepts to your life as a college student, a variety of instructional strategies will be used so you can meet the objectives for this course. Lectures, field trips, audiovisual presentations, guest speakers, and/or group/individual work will be used. A variety of handouts and self-assessments will be used to assist you in helping you to develop personal, academic, and career goals.
Aside from the assignments listed on the Class Activity Calendar, there may be other assignments that will be announced or distributed in class. We will also be posting updates on our class’s Campus ToolKit site. It will be your responsible to visit the site on a regular basis for changes and updates.

You will earn a letter grade based on your participation in class and completion of assignments, projects, and papers.

**Grading Scale:**

- **A** = 90 – 100%
- **B** = 80 – 89%
- **C** = 70 – 79%
- **D** = 60 – 69%
- **F** = less than 60%

**Note:** You need to earn at least 60% of the points to get credit for the course.

**University and Classroom Policies**

**Disability Services**

Aurora University values diversity and inclusion and recognizes disability as an aspect of diversity. Our shared goal is to create learning environments that are accessible, equitable, and inclusive. If you anticipate barriers related to the format, requirements, or assessment of this course, you are encouraged first to contact the disability office (630-844-5520) in the Center for Teaching & Learning, then to meet with the instructors to discuss options or adaptations.

**Cell Phones and Other Electronic Devices**

As a courtesy to the instructors and your fellow classmates, please turn your cell phones on vibrate and turn off all other electronic devices (e.g., iPods) during class. Using these devices at any time during class is not allowed, except for emergency situations.

**Attendance**

Attendance will be taken during all class sessions. It is our expectation that you are on time and present for all classes. Your attendance (both being absent or late) will be factored into your final grade for the class. **If you miss 2 or more classes, your final grade will be dropped by at least one full letter grade.**

**Classroom Behavior**

You are expected to arrive promptly, be attentive to fellow students as well as the instructors, participate in classroom discussions and group work, and read the assigned material in advance.

**Late Assignments**

You are responsible for submitting your assignments on the due dates discussed in class. All assignments will be collected at the beginning of the class on the day that the assignment is due. **We will not accept assignments past the due dates, unless you have discussed an arrangement with us prior to the assignment being due.**

**University Emergency Procedures**

Students are encouraged to be aware of measures that Aurora University has taken to create a safe learning environment. All classrooms and labs have a deadbolt lock installed in entry doors. The university has also installed location maps in each room on campus. These maps include the floor plan of the floor on which the room is located; the name and address of the building; emergency exits for the building; and safety zones in the case of severe weather. As the university puts in place other safety procedures or plans, the campus community will be notified. Please remember that it is important for everyone to report suspicious or threatening objects, people, or conditions to Campus Safety. In emergency situations call 630-844-5450 or 911 or x555 (if calling from on campus); in non-emergency situations call 630-844-6140 or x6140 (if calling from on campus).
In addition, Aurora University has an Emergency Text Messaging system in the event of either campus canceling classes or closing offices due to inclement weather or a critical situation on a campus. We urge all students to enroll in this system. Here are the steps to follow to enroll:

Visit the AU Website at www.aurora.edu
1. At the bottom of the home page -- click on WebAdvisor
2. Log in to WebAdvisor
3. Click on Students
4. Click on Address Change Link
5. Follow the instructions located approximately in the middle of the web page

If you do not see your cellular provider listed, please contact us at itshelp@aurora.edu or call ext 5790 on Aurora campus or ext 8562 on the GWC campus.

If you do not have text messaging enabled on your cellular phone, you can check the AU website home page to see if there is an emergency announcement.

Academic Integrity Policy

Aurora University’s core values include integrity and ethical behavior. A community of learners, Aurora University students and faculty share responsibility for academic honesty and integrity. The University expects students to do their own academic work. In addition, it expects active participation and equitable contributions of students involved in group assignments. Aurora University’s Code of Academic Integrity (henceforth, the Code) prohibits the following dishonest and unethical behaviors, regardless of intent.

A. Cheating. Cheating is obtaining, using or attempting to use unauthorized materials or information (for example; notes, texts, or study aids) or help from another person (for example looking at another student’s test paper, or talking with him/her during an exam), in any work submitted for evaluation for academic credit. This includes exams, quizzes, laboratory assignments, papers and/or other assignments. Other examples include altering a graded work after it has been returned, then submitting the work for re-grading; or submitting identical or highly similar papers for credit in more than one course without prior permission from the course instructors.

B. Fabrication. Fabrication is unauthorized falsification, invention or copying of data, falsification of information, citations, or bibliographic references in any academic course work (for example, falsifying references in a paper); altering, forging, or falsifying any academic record or other University document.

C. Plagiarism. Plagiarism is representing someone else’s work (including their words and ideas) as one’s own or providing materials for such a representation, (for example, submitting a paper or other work that is in whole or part the work of another, failing to cite references, presenting material verbatim or paraphrased that is not acknowledged and cited).

D. Obtaining an Unfair Advantage. This is (a) stealing, reproducing, circulating or otherwise gaining access to examination materials before the time authorized by the instructor; (b) stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; (c) intentionally obstructing or interfering with another student’s academic work; or (d) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students’ academic work.

E. Unauthorized Access to computerized records or systems. This is unauthorized review of computerized academic or administrative records or systems; viewing or altering computer records; modifying computer programs or systems; releasing or dispensing information gained via unauthorized access; or interfering with the use or availability of computer systems of information.

F. Facilitating academic dishonesty. This is helping or attempting to assist another commit an act of academic dishonesty in violation of this Code (for example, allowing another to copy from one’s test or allowing others to use or represent one’s work as their own).