"Be proud that you have again begun a new path of growth. Your journey, ... will be a great one. Things are going to be all right."

Will Keim, The Education of Character (1995)

I. COURSE DESCRIPTION

CGED 100/101 - First-Year Student Seminar is a two-semester requirement for first-year students and transfer students with twenty-eight (28) or fewer credit hours. The Seminar is provided to assist students in making the transition to successful postsecondary study and to obtain the necessary academic and personal reinforcements to meet the myriad demands of University life and to persist to graduation. (1 credit hour each semester)

II. COURSE PURPOSE

This course is designed to provide first-year and transfer students with an introduction to the Clark Atlanta University community and to strategies for successful transition to and participation in this community. Through this course the values and expectations of the University are defined, regulations and requirements are transmitted, institutional resources and support services are identified, and issues and topics are introduced, which are aimed at helping students to understand the purpose and value of higher education, to develop positive attitudes toward the teaching-learning process, to acquire skills needed for successful college life, and to make appropriate choices related to their personal, academic, civic and professional goals.

III. PREREQUISITES

There are no prerequisites for this course.

IV. REQUIRED TEXTS: Celebrating Our Heritage: Clark Atlanta University, 2008 – 2009

Spirit of Greatness: A Chronological History of Clark Atlanta University

SUPPLEMENTARY MATERIALS:

Clark Atlanta University Academic Regulations and Procedures Handbook for Undergraduate Students

Clark Atlanta University Student Affairs Handbook

Clark Atlanta University Undergraduate Catalog

V. COURSE STRUCTURE

The First-Year Student Seminar extends throughout the first year of matriculation at Clark Atlanta University. The Seminar is required for graduation and must be completed with a passing grade. Assignment to a course section is usually made on the basis of the student=s intended major and course instruction is generally provided by an instructor from the major area or division. The course meets once per week for a one-hour-and-fifteen-minute session.

The course is organized to achieve the learning objectives stated in this syllabus. The subject matter
is presented through a series of instructional modules that require students to read about, discuss, and do research on a range of topics and issues. The course will incorporate active learning techniques, and will include a variety of out-of-class and cocurricular requirements which contribute to a meaningful first-year experience. These include:

! **University Convocations, Special Lectures and Cultural Programs**

Students enrolled in the *First-Year Student Seminar* are expected to attend University convocations, special assemblies and cultural programs/events as assigned in your Seminar course. A *Lyceum Report* is required for each program.

! **Community Service and Service Learning**

Students enrolled in the *First-Year Student Seminar* are expected to participate in a community-service project in the fall and a service-learning project in the spring. Students will be required to complete a minimum of 20 field hours to fulfill the service-learning requirement. In this activity, students are formed into teams around major course components to structure their service learning under the guidance of the course instructor, Peer-Teaching Assistant and the Community Service Office. The service-learning projects are conducted with a public or nonprofit agency within the University environs or the surrounding community. Students must submit a Service-Learning Journal and Field Report.

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VI. COURSE OUTLINE AND INTENDED LEARNING OUTCOMES

The common topics and issues, relating to the course goals that are to be addressed in all course sections are:

! **Unit I, Confronting the Challenges of College**

"Quality is never an accident; it is always the result of high intention, sincere effort, intelligent direction, and skillful execution; it represents the wise choice of many alternatives."  Willa F. Foster

**Discussion Topics**

- The role of the student and advisor in the advisement process.
- How do I successfully manage college and personal finances?
- Am I a resourceful and responsible learner?
- Have I conducted self-assessments in the following areas: study skills and habits; organizational and other learning skills, including reading comprehension and vocabulary; time management; stress management; taking tests; listening; note taking; and communicating effectively with instructors and peers.
- What are the resources available to assist me in these areas and am I willing to avail myself of necessary resources? How do I use them? (Campus Resources Handout)
- How do I develop appropriate learning and coping skills to be successful at Clark Atlanta?
- What are the basics of the internet, including search skills, internet-related terms, and the use of e-mail?

**Intended Learning Outcomes**

Overall through appropriate assignments and activities the students will:
Apply effective skills, habits, and traits needed to meet successfully the challenges of University life.

Locate and use a variety of University and community resources.

Demonstrate an understanding of the role of the individual in becoming a resourceful and successful learner.

Unit II, Setting and Achieving Personal Goals

"Knowing others is intelligence, knowing yourself is true wisdom. Mastering others is strength, mastering yourself is true power." - Lao-Tzu

Discussion Topics

- Why am I attending Clark Atlanta University?
- What are my goals for college/higher education/professional and personal development?
- How do I define success?
- Have I developed a plan for attaining future goals--both short-range and long-range? Do I understand my personal responsibility in this process?
- Am I willing to work hard?
- Do I possess positive self-esteem?
- Do I reflect a positive self-image in my behavior, demeanor, and dress?

Intended Learning Outcomes

Upon completion of the course, students will be able to:

Express in oral and written formats goal statements that include both long-range and short-range personal, educational, and career objectives with projected time lines.

Demonstrate an understanding of the requirements (e.g., major and/or degree requirements, experiential background, and other prerequisites) for achieving these goals.

Unit III, Clark Atlanta University Academic Regulations and Procedures Handbook for Undergraduate Students and Core Curriculum Requirements (Supplement)

"Don't ever stop learning and improving your mind." - Marian Wright Edelman

Discussion Topics

- What are the academic policies, regulations, and procedures that govern undergraduates at Clark Atlanta University? (Clark Atlanta University Academic Regulations and Procedures Handbook for Undergraduate Students)
- What are the rules governing student life? What processes and procedures are in place to ensure enforcement? (Student Handbook)
- What is the CAU Code of Conduct? (Student Handbook)
- What is my personal relationship to the Code?

Intended Learning Outcomes

Upon completion of the course, students will:

Understand, state and apply (as appropriate) the academic and social policies, rules, regulations, and procedures of Clark Atlanta University.
Demonstrate an understanding of the CAU Student Handbook and Code of Conduct.
Demonstrate understanding of and appreciation for the importance of a personal code of conduct, ethics, and values.
Understand the significance of rules relating to plagiarism and other violations of the CAU Code of Conduct.

Unit IV, Clarifying Values in Contemporary Society

"Making ethical decisions today will make your tomorrows more enjoyable and your yesterdays less regrettable. Take time to think before you act."  Will Keim

Discussion Questions

- Have I developed a personal sense of moral and ethical values?
- Am I able to affirm myself and my beliefs in my environment?
- Do I value honesty and morality?

Intended Learning Outcomes

Upon completion of this course and related activities, students will
Demonstrate understanding of people and ideas that are different from themselves and their own ideas.
Explore issues relating to personal value, self-esteem and the ongoing struggles to unravel truth and discard uncertainties.
Evaluate consequences of values in decision-making as related to one=s own life and the lives of others.
Understand how values are affected by consciously employed cultural mores relating to race, gender, age, etc.

Unit V, The Spirit of Greatness; A Chronological History of Clark Atlanta University

"I will find a way or make one; Culture for Service."  University Mottos

Discussion Topics

- What are the key historical events in the University's history?
- What individuals and groups played key roles in its development?
- What is the University's role and contribution, both past and present, as a leader in higher education (within the AUC, Atlanta, the state and region, nation and world)?
- Who are some of its illustrious alumni (models of success)?
- What inspiration and insight do I gain from the University's splendid past and current status as "A University for A New Day?"
- Do I understand the importance of the Clark Atlanta University legacy and commit to passing it on to others who will come after me?
- How is the University organized to assist me in achieving my goals?
- What is the academic and administrative structure of CAU?
- How is the curriculum organized? What is the function of the "core curriculum?"
- What are the requirements of my major area of study?
Intended Learning Outcomes

Upon completion of this course and related activities, the students will:
S Demonstrate knowledge of the evolution of Clark Atlanta University, including the significant individuals and events essential to an understanding of the University and its past and present standing in American higher education.
S Demonstrate an understanding of the academic structure of the University and be able to describe the location, function, and responsibilities of the major academic and administrative units.
S State and apply (as appropriate) the academic and social policies, rules, regulations, and procedures of Clark Atlanta University.

Unit VI, Contemporary Social and Health Issues

Discussion Topics
S What is the Crisis of Black Leadership and how does it relate to you?
S What is the impact of HIV/AIDS on the African-American Community?
S How does the service-learning experience relate to our motto "Culture for Service"?
S What is the impact on our environment relative to the amount of energy and resources we use in our daily lives?
S Do I understand and respect diversity?
S Do I avoid "risky" behaviors (e.g., drugs, alcohol, and other negative acts)?
- Do I understand the need to protect the natural environment in which we live?
S What is my commitment to community service and collective social welfare?

Intended Learning Outcomes

Upon completion of this course and related activities, students will be:
S Aware of the myriad contemporary social and health issues affecting college students.
S Able to delineate positively the value of community service and its role in academic and personal development.
VII. COURSE REQUIREMENTS

The following general requirements apply to students enrolled in this course:

! **Class Participation and Preparation**
Class participation is imperative and required. When work has been assigned for this course, it is expected that it will be completed in a thorough manner and submitted on the due date.

! **Seriousness of Purpose**
Students must demonstrate mature and appropriate conduct during all class and cocurricular events. Students must arrive in class on time and behave in a manner that is appropriate for the classroom.

! **Attendance at a Specified Number of Campus Programs and Convocations**
Students are required to attend lectures and convocations (number and programs will be specified by instructor). Lyceum Reports and/or personal reflections will be required following attendance at sessions. Attendance at University Convocations is mandatory for all students. The Clark Atlanta University Art Gallery is a required lyceum for all students.

**Additional Note:**
When attending convocations and lectures, students must (1) arrive before the program begins and remain until the program ends; (2) secure a printed program (if available), write name and CAU 9 digit ID number on the program to be submitted to the instructor; and (3) complete a Lyceum Report or personal reflection (journal entry) as specified by instructor. Failure to follow the above steps may result in no credit for attendance.

! **Effective and appropriate communication and problem-solving skills**
Students will be required in this course, as in others, to use appropriate and effective written and oral communication skills as well as critical skills of reasoning and problem-solving. All written assignments and oral presentations must adhere to standard rules of writing and speaking.

! **Community Service and Service Learning**
Documentation of successful completion of a community-service project and a service-learning project must be submitted prior to successful completion of course.

! **Leadership and Professional Development**
Students are required to participate in one seminar per semester. Verification of completion of this assignment is required. (To be specified by instructor)

! **CAU Experience**
The major goal of the CAU Experience is to provide for new students, first-time and transfer, a positive and enriching one-week, intensive immersion into the academic and cultural life of Clark Atlanta University.

! **First-Year Honors Program - Spring 2009**
First-year students with a 3.0 fall semester grade point average will be recognized. Students must complete at least 12 hours (no grades below A-C and no Incomplete grades).
VIII. ATTENDANCE POLICY

"Much of success hinges on being present when important decisions are made and important topics are discussed. Knowledge is power." Will Keim

Attendance is very important in this course as is coming to class on time. Attendance is required unless you have an official, authorized excuse form or you are involved in an approved University activity (documentation required). UNEXCUSED ABSENCES IN A GIVEN SEMESTER WILL RESULT IN A LETTER GRADE PENALTY.

Initial Class Attendance Policy – To confirm enrollment in each scheduled class, a student must attend each class within the first two weeks following the official start of the semester. After this period, students will not be permitted to enter any class and the professor will report a student’s nonattendance to the Office of the University Registrar. A student that is reported for nonattendance will be withdrawn from the class with the grade of “WU” assigned.

IX. COURSE EVALUATION AND GRADING PROCEDURES

Students earning a letter grade "A," "B," "C" or "D" will receive one (1) credit hour each semester. Students earning a grade of "F" will be required to repeat the course during the next semester of enrollment. The AI® is given only when the student has an acceptable excuse for not taking the final examination or for failing to complete other requirements for reasons that are acceptable to the instructor, but is otherwise doing passing work as determined by the instructor.