



Syllabus

SCHOOL OF HEALTH AND SOCIAL SCIENCES **OR 103: Advanced Academic Skills**

1 Credits

Effective: Winter 2011/2012

Access to the Internet is required.

All written assignments must be in Microsoft-Word-compatible formats.

See the library's APA Style Guide tutorial for a list of resources that can help you use APA style.

FACULTY

Faculty Name: FACULTY NAME

Contact Information: CONTACT INFORMATION

[INSTRUCTOR MAY INSERT PERSONAL MESSAGE IF DESIRED]

COURSE DESCRIPTION

This course builds on the skills and abilities developed in OR 102 including academic writing, time management, study skills and test taking, interpersonal communication, critical thinking, research, and information literacy, and goal setting. It includes additional emphasis on application to the student's subject-oriented coursework.

COURSE RESOURCES

Required and recommended resources to complete coursework and assignments are found on the course [Reading List](#). The reading list can be found under Course Information in Blackboard as well as from the library homepage.

Note: Required resources that must be purchased by the student are tagged "Purchase from a vendor of your choosing." Required resources with a direct link, "Available through CityU Library", are available at no cost to students.

Students in Canada will see required resources they need to purchase tagged "Purchase from the Canadian Bookstore." Students outside the U.S. and Canada should contact their advisor or textbook coordinator for additional information.

CITYU LEARNING GOALS

This course supports the following City University learning goals:

COURSE OUTCOMES

In this course, learners:

- Construct the key elements of an academic paper.
- Apply skills in conflict resolution.
- Follow the ethical expectations of students, including scholastic honesty.
- Implement a plan to achieve educational and personal goals.
- Improve study and test-taking skills.
- Use learning-style strengths to improve as a learner.
- Apply time-management skills.

CORE CONCEPTS, KNOWLEDGE, AND SKILLS

- Academic writing

- Conflict management
- Critical thinking
- Diversity
- Ethical expectations
- Goal-setting
- Information literacy
- Interpersonal communication
- Learning styles
- Study skills
- Test preparation
- Time management

OVERVIEW OF COURSE GRADING

The grades earned for the course will be derived using City University of Seattle’s decimal grading system, based on the following:

<i>Overview of Required Assignments</i>	<i>% of Final Grade</i>
Individual achievement portfolio	40%
Oral presentation: Conflict resolution 3	30%
Instructor determined assignments	30%
TOTAL	100%

SPECIFICS OF COURSE ASSIGNMENTS

The instructor will provide grading rubrics that will provide more detail as to how this assignment will be graded.

Individual achievement portfolio

Following the format provided by the instructor, students will add a sample paper from another course, a reflection on a student success workshop, a brief paper on an ethical topic, and an updated goal achievement plan, to the portfolio from OR 101 and OR 102.

Sample paper: students will select a paper completed for one of their subject-area courses and add it to their portfolio, with a brief reflection on the strengths and challenges of their academic writing.

Student success workshop reflection: students will participate in one of CityU's student success workshops, and will write a 1-2 page reflection on what they learned and how they will apply it to their academic work.

Ethical topic paper: students will write a 1-2 page paper focusing on the importance of scholastic honesty, and applying it to a specific course or assignment in a course.

Goal achievement plan: students will update their goal achievement plan, looking ahead to their next academic year or term, and either identify new goals or provide additional steps for completing the ones they already identified.

<i>Components</i>	<i>% of Grade</i>
Ethical expectations	15%
Academic writing	25%
Improve study skills	20%
Goal setting and achievement	40%
TOTAL	100%

Oral presentation: Conflict resolution 3

Using the presentation they worked on in OR 102, students will prioritize and make a recommendation for resolving the conflict, and give an updated 10-minute (minimum) presentation to the class. In their presentations, students will describe the conflict and make a recommendation for the one or two most important steps that could be taken for resolving the conflict, along with a clear rationale for selecting those steps.

<i>Components</i>	<i>% of Grade</i>
Conflict resolution skills	60%
Oral Presentation	40%
TOTAL	100%

Instructor determined assignments

The instructor will determine a set of assignments that are tailored to the needs of the class, including participation and discussion activities.

For students taking the course online, to provide a structure for balanced participation and maximize the benefit of the discussion activities, students are required to follow these guidelines for online discussion activities:

- 1) Post responses to discussion questions in the first three days of the school week (Monday through Wednesday in online classes; various days in mixed-mode classes).
- 2) Post at least three or more thoughtful and topic-relevant comments to responses made by classmates over at least three different days of the school week.
- 3) Respond to any questions the instructor has regarding your original post by the end of the school week.

<i>Components</i>	<i>% of Grade</i>
Timeliness of responses	15%
Quality of responses	70%
Quantity of responses	15%
TOTAL	100%

COURSE POLICIES

Late Assignments

LATE ASSIGNMENT

Participation

PARTICIPATION

Professional Writing

Assignments require error-free writing that uses standard English conventions and logical flow of organization to address topics clearly, completely, and concisely. CityU requires the use of APA style.

UNIVERSITY POLICIES

You are responsible for understanding and adhering to all of City University of Seattle's academic policies. The most current versions of these policies can be found in the [University Catalog](#) that is linked from the CityU Web site.

Non-Discrimination & Prohibition of Sexual Misconduct

City University of Seattle adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The University is committed to ensuring that the education environment is bounded by standards of mutual respect and safety and is free from discriminatory practices.

In the U.S., the University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex include sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by City University of Seattle policy. City University of Seattle also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, visit <https://my.cityu.edu/titleix> or contact the Title IX Coordinator.

In Canada, in compliance with the British Columbia Human Rights Code, the Alberta Human Rights Act, WorksafeBC, and the Workers' Compensation Board of Alberta, the University believes that its environment should at all times be supportive and respectful of the dignity and self-esteem of individuals. Discrimination, harassment and bullying conduct, whether through person to person behaviour or via electronic communications such as email or social media is not acceptable and will not be tolerated. As an educational institution, it is our responsibility to cultivate an environment of excellence, equity, mutual respect and to recognize the value and potential of every individual. The University will take all necessary steps to meet or exceed the requirements of the law to prevent discrimination, harassment and bullying. The Respectful Workplace Policy for the prevention of discrimination, harassment and bullying policy and procedure can be found at <https://www.cityu.edu/discover-cityu/about-cityu/> under the Policies section or at <https://www.cityuniversity.ca/about/>.

Religious Accommodations

City University of Seattle has a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The University's policy, including more information about how to request an accommodation, is available in the University Catalog and on the my.cityu.edu student portal. Accommodations must be requested by the 20% mark of this course

(e.g. day 14 of a ten-week course, day 7 of a 5-week course) using the Religious Accommodations Request Form found on the student dashboard in the my.cityu.edu student portal.

Academic Integrity

Academic integrity in students requires the pursuit of scholarly activity that is free from fraud, deception and unauthorized collaboration with other individuals. Students are responsible for understanding CityU's policy on academic integrity and adhering to its standards in meeting all course requirements. A complete copy of this policy can be found in the University Catalog in the section titled [Academic Integrity Policy](#) under Student Rights & Responsibilities.

Attendance

Students taking courses in any format at the University are expected to be diligent in their studies and to attend class regularly. Regular class attendance is important in achieving learning outcomes in the course and may be a valid consideration in determining the final grade. For classes where a physical presence is required, a student has attended if they are present at any time during the class session. For online classes, a student has attended if they have posted or submitted an assignment. A complete copy of this policy can be found in the [University Catalog](#) in the section titled Attendance under Student Rights & Responsibilities.

Final Assignments Due Date

Final assignments for each class at CityU must be due on or before the final date of the course as indicated in the university's course information system. Due dates that extend beyond the final date of the course may negatively impact tuition funding for students.

SUPPORT SERVICES

Disability Services Accommodations Statement

Students with documented disability who wish to request academic accommodations are encouraged to contact Disability Support Services to discuss accommodation requests and eligibility requirements. Please contact Disability Support Services at disability@cityu.edu or 206.2369.4752 or visit the [Disability Support Services](#) page in the my.cityu.edu portal. Confidentiality will be observed in all inquiries. Once approved, information about academic accommodations will be shared with your course instructors.

Library Services

CityU librarians are available to help students find the resources and information they need to succeed in this course. Contact a CityU librarian through the [Ask a Librarian](#) service, or access [library resources and services](#) online, 24 hours a day, seven days a week.

Smarthinking Tutoring CityU students have 24/7 access to free online tutoring offered through Smarthinking, including writing support, from certified tutors. Contact CityU's Student Support Center at mycityusupport@cityu.edu to request a username and password.