Instructor: Gina Mairose
Email: Gina.Mairose@usd.edu
Course Number: A&S 101 U820T
Office Phone: (605) 677-8864
Class Meetings: Online

Important Dates: Class begins on October 16th and ends December 13th. End of Add/Drop for Fall 8-Week Session II is Friday, October 20th. Last day to drop with a “W” is Monday, November 27th.

Course Description
This course is designed for students who want to explore various academic majors and/or occupations. Through self-assessment, students will be provided with a greater understanding of how their personal characteristics, interests, values, and skills influence career development, and will have the opportunity to explore a variety of options. In addition, students will gain an increased understanding of how to use a variety of career resources, will explore the link between liberal learning and employer needs, and will establish career goals and develop a plan for achieving them.

Required Textbook

**IMPORTANT:** The textbook is required for this course. There will be weekly quizzes based on the chapters assigned for that week. The book can be found at Barnes & Noble at USD or through a number of online bookstores.

Instructional Method
This course will be instructed entirely online via Desire2Learn (http://d2l.sdbor.edu) (see also the “Desire2Learn” section below). While this is an online class, it does not mean it is a self-paced or correspondence-like course. Each week you will be required to complete a number of tasks as outlined in the sections below.

Expectations

Students
First and foremost, students are expected to read, understand and abide by all policies and procedures outlined in this syllabus as well as those in the CDE Online Orientation, which can be accessed from the “Getting Started” section on the course homepage. The latter contains important information about the various academic, student and technical resources and services available at USD.

In terms of time commitment, the South Dakota Board of Regents (SDBOR) defines a credit hour as constituting one hour of classroom or direct faculty instruction, and two hours of out of class student work. To that end, as this is a one credit-hour course, students should expect to invest around 3 hours per week in the course.
Because this is an online course, and meant to be an asynchronous experience, we will not be meeting face-to-face, so the SDBOR engagement requirement will be reproduced by the following activities, all of which will be due by the end of the week: posting in the weekly discussions, taking the weekly reading quizzes, and completing the weekly activities.

**IMPORTANT:** The instructor will provide regular updates during the week, so students should log into D2L to check for announcements at least three times per week, if not more frequently. Please send emails to my regular USD email address at gina.mairose@usd.edu **Please do not use the email function within D2L.**

**IMPORTANT:** Make-up assignments will only be available under conditions such as serious illness, family emergencies, etc., and will be provided solely at the discretion of the instructor. When possible, students should notify the instructor prior to missing any assignments.

One important thing to remember: when all is said and done, this is your class; it is what you make of it. Your level of participation will be directly proportional to your class experience. In other words, you will get out of it what you put into it.

**Instructor**

The instructor will strive to provide every possible opportunity for feedback and, unless otherwise stated, will respond to all communications within twenty-four (24) hours on weekdays, or within forty-eight hours (48) on the weekends. All written assessments will be graded using a standard rubric, which can be found within the course.

Finally, the instructor will also abide by all policies set forth in this syllabus and those by the CDE Online Orientation, The University of South Dakota, and the SDBOR.

**Course Objectives:**

Students successfully completing this course will:

- Clarify academic and career goals; describe the steps of effective decision-making.
- Identify the vital link between university liberal learning and employers’ needs.
- Gather, analyze, and integrate information about oneself, academic majors, and occupations.
- Connect with faculty, university staff, professionals, and/or the work environment.
- Formulate strategic action plans to achieve one’s academic and career goals.

**Weekly Reading Quizzes**

Each week, students will need to take a short, five-question quiz over the week’s assigned reading from the textbook. Each quiz is worth 50 points. The quizzes will become available to students at 8:00am CT each Monday morning and must be finished by 11:59pm CT on Sunday. **Students will have 15 minutes to finish each quiz and will only get one opportunity to take each quiz.**
Weekly Activities
Each week, students will complete one longer activity/assignment. These activities are meant to get students active in learning about themselves and the career exploration process. Each activity is worth 10 points and is due in the Dropbox by 11:59pm CT on Sunday (unless otherwise noted in the weekly class notes).

The activities for this course are as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>About Me Survey</td>
<td>100</td>
</tr>
<tr>
<td>Wandering Map</td>
<td>100</td>
</tr>
<tr>
<td>Interest Assessment</td>
<td>100</td>
</tr>
<tr>
<td>Career Exploration Worksheet</td>
<td>100</td>
</tr>
<tr>
<td>Possible Self Activity</td>
<td>100</td>
</tr>
<tr>
<td>Resume &amp; Cover Letter (rough draft)</td>
<td>100</td>
</tr>
<tr>
<td>Final Paper (2 pages)</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>700</td>
</tr>
</tbody>
</table>

*Papers must be submitted as Word documents (DOC or DOCX) via the Dropbox—not through course mail.* Graded papers will be returned to students via the Dropbox within two (2) week of the due date, unless otherwise stated.

**Graded Assessments: Discussions**
Each week there will be an associated discussion on topics for the activity and supplemental course content. Students will need to post a direct response to the instructor’s prompts and then respond to the postings of at least TWO class members.

When posting in the discussions, each student needs to abide by the “Netiquette” section in the CDE Online Student Orientation, which can be found in the “Getting Started” section on the course homepage. Additionally, each student will need to post a substantive response to the question or questions posed by the instructor and then reply substantively to another student’s response. A substantive response is more than simply saying, “I agree,” or “I disagree;” rather, it will provide arguments to support the student’s response.

Discussion participation will be assessed at the conclusion of each discussion topic on the level and quality of participation.
IMPORTANT:

- Initial responses to the instructor’s question are due by **Friday @ 11:59 PM CT**. If you do not post your initial response by this time, **you will lose 30 points**.
- Weekly discussions will be closed on **Sunday @ 11:59 PM CT**. You must complete all requirements by that time or you will lose points for whatever requirements are incomplete.

**IMPORTANT**: Because of the interactive nature of discussions and fast pace of this course, if you miss a weekly discussion, even for an excused absence, you will NOT be able to make it up.

**Participation / Attendance / Discussion**

For an online class, attendance is based on participation in the weekly discussion forums. These discussions are essential for this class and points will be awarded as follows:

<table>
<thead>
<tr>
<th>Participation Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your post based on the week’s activity/discussion</td>
<td>30</td>
</tr>
<tr>
<td>(Due Friday by 11:59pm CT)</td>
<td></td>
</tr>
<tr>
<td>Your responses to two group members’ posts</td>
<td>20</td>
</tr>
<tr>
<td>(Due Sunday by 11:59pm CT)</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 50 Points

**Course Point Total**

Given the types of assessments and number of points each is worth, the total number of points in the course is broken down as follows:

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Quizzes</td>
<td>350</td>
</tr>
<tr>
<td>7 x 50 points</td>
<td></td>
</tr>
<tr>
<td>Weekly Discussions</td>
<td>350</td>
</tr>
<tr>
<td>7 x 50 points (due at midterm and the last day of class)</td>
<td></td>
</tr>
<tr>
<td>Assignments/Activities</td>
<td>700</td>
</tr>
<tr>
<td>7 x 100 points</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 1400 Points

**Grading**

Your grade will be calculated using the following scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>1260 - 1400</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>1120 - 1259</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>980 - 1119</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>840 - 979</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60%</td>
<td>&lt;840</td>
</tr>
</tbody>
</table>
IMPORTANT: You can check your current grade at any time during the semester by clicking on the “Grades” link off of the course homepage. You will also be able to check the grades for any assessment, as well as feedback on activities, using this link as well.

Course Sequencing
In general, a typical week in this course will be sequenced as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Start of the week; new materials and weekly assessments available</td>
</tr>
<tr>
<td></td>
<td>Open for independent work and discussions</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Open for independent work and discussions</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Open for independent work and discussions</td>
</tr>
<tr>
<td>Thursday</td>
<td>Open for independent work and discussions</td>
</tr>
<tr>
<td>Friday</td>
<td>Initial discussion postings due by 11:59 PM CT</td>
</tr>
<tr>
<td>Saturday</td>
<td>Open for independent work and discussions</td>
</tr>
<tr>
<td>Sunday</td>
<td>All weekly assignments due by 11:59 PM CT on Sunday night.</td>
</tr>
</tbody>
</table>

Course Schedule:
Please see the “Course Schedule” link under the Getting Started section of the course homepage.

Technology Requirements
The University of South Dakota has established minimum technology requirements for participation in online courses. These are outlined under the “Technology Support and Requirements” section in the CDE Online Orientation document in the Getting Started section of the course homepage.

Desire2Learn (D2L):
D2L will be used to facilitate all aspects of the course. In D2L, you will be able to:

- Communicate with your classmates and the instructor via D2L discussions and USD email
- View weekly class notes
- View and complete weekly reading quizzes
- Access assignments, activities, and additional course documents
- Access your course progress and grades

To access D2L, please visit the following URL: [http://d2l.sdbor.edu/](http://d2l.sdbor.edu/)

Student Resources:
The University of South Dakota provides a number of useful services to students:

- CDE Online Orientation Guide (see link in the Getting Started section of the course homepage):
This contains very important information related to the services provided by the University of South Dakota as well as the University policies. In it, you will find such information as:

- Academic support services such as the library, writing center, proctor and testing information, book purchasing, etc.
- Student support services such as advising and enrollment information, financial aid, student life, and counseling, etc.
- Technology support services like technology requirements, ITS Help Desk contact information, discounts on computers and software, etc.

**USD Portal ([http://myu.usd.edu/](http://myu.usd.edu/)):**
The USD Portal is your one-stop place for a majority of services offered to any student taking a USD course—like this course. You can access the following services from the “Academics” tab in the portal:

- WebAdvisor
- I.D. Weeks Library

**The USD Writing Center ([http://www.usd.edu/academics/academic-commons/writingcenter.cfm](http://www.usd.edu/academics/academic-commons/writingcenter.cfm)):**
The USD Writing Center was established to provide writing assistance to students in order to help them become better writers. It is available on campus during regular business hours and online in the evenings. Please visit the URL above for more information.

**Plagiarism Policy:**
Plagiarism is defined as using the words and/or ideas of another and representing them to be your own, without proper credit to the author or source. Whether intentional or unintentional, plagiarism will result, at a minimum, in a grade of zero for that assignment. Since it is impossible to evaluate a plagiarized paper, no credit can be given. At the discretion of the instructor, a student may be:

- reported to the program in which the student is majoring and that department may take additional action
- allowed to rewrite and resubmit the assignment for credit
- assigned a reduced grade for the course
- dropped from the course
- failed in the course

**Freedom in Learning:**
Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards
should contact the Academic & Career Planning Center at (605) 677-5381 to initiate a review of the evaluation.

**Disability Services:**
Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.

For information contact:

**Ernetta L. Fox, Director Disability Services Room 119 Service Center**
(605) 677-6389 [http://www.usd.edu/ds/](http://www.usd.edu/ds/)

dservices@usd.edu