**York College | The City University of New York**

**NESS 200: Transfer Student Seminar**

**COURSE SYLLABUS**

**COURSE INFORMATION**

0 credits | 24 contact hours

Section:

Class Number:

Facilitator:

Email:

**COURSE DESCRIPTION**

This seminar facilitates incoming transfer students’ academic and social transition into the college environment, culture and routine. Through participation in collaborative activities students will receive critical information on college resources, services, policies, and procedures. Students will explore majors of interest and career opportunities to help develop a successful academic plan for degree completion.

This course is for all students transferring to the college. This course should be taken in the first semester at York College.

**LEARNING OBJECTIVES**

By the end of the course, students will:

* Continue the journey to explore and develop their academic and personal skills necessary to succeed in college.
* Identify and access the campus resources available to support their transition to the college.
* Locate and understand curriculum requirements for their major(s) of interest and possible careers.
* Interpret degree audit information for course selection and academic planning
* Effectively use online technological systems and resources
* Understand critical information on college policy and procedures.
* Understand the importance of Academic Integrity and identify instances of academic dishonesty.
* Understand the value of diversity in a global world.
* Build relationships with peers, faculty and staff to develop a support network.

**COURSE REQUIREMENTS**

Please note that with the exception of twosupplemental face-to-face meetings, this is a completely web-based, asynchronous course. Course meetings will be in the form of weekly online modules on CUNY Blackboard. Course materials, activities and interaction will be distributed, collected and facilitated via CUNY Blackboard. Because we will be interacting completely online during the course, it is imperative that students are aware of the demands of taking a web-based course (e.g., logging onto the course site to participate regularly, submitting assignments on time, making substantive contributions to online forums, etc.) and should have a working knowledge of educational technology (e.g., Blackboard, Microsoft Office, etc.).

It is important to practice good time management and organizational skills to be a successful online student. The course facilitator will log in every day and check the Q&A forum for questions about the course as well as will interact with the students in the ongoing discussions. Questions that are not likely to be relevant to the rest of the class participants can be directed via York email to the facilitator who will respond within 24 hours.

**Blackboard**

Proficiency in Blackboard is required for this course. The following resources are available to guide students through using Blackboard and participating in an online course.

<https://www.york.cuny.edu/academics/academic-affairs/ctlet/for-students/bbstudent>

<https://www.york.cuny.edu/academics/academic-affairs/ctlet/for-students/online-hybrid-course-support>

**Get Started:** Students will need a York email account and a CUNY Portal account to login to Blackboard. Once students have logged in, they must choose their NESS 200 section and click

**Get Started** on the toolbar for a Video Tutorial. Instructions in this video will show how the course is organized. Students will be told step by step what they are expected to do during the semester.

**Lynda.com**

Some course resources must be accessed through lynda.com. Students can access this content through the York College website (login required).

Current Students > Resources > Lynda.com

**Required & Supplemental Reading**

Students are expected to read course materials for each class. Supplemental readings are also required.

**Discussion Board Posts**

Students are required to participate in a class discussion on Blackboard. These posts serve as an interactive classroom dialogue. All written work is expected to be thorough and to meet college level academic writing standards (carefully proof read all work before posting it).

**Scavenger Hunt**

Students will work in small groups on a scavenger hunt throughout the course in order to familiarize themselves with the campus, its resources, and the policies and procedures of the College.

**Course Schedule**

This represents most of the assigned readings and activities for the course. Other readings, individual objectives/activities for each session may be included and will focus on more specific issues than those outlined below. If so, these will be posted on a weekly basis in a Blackboard announcement. **Please note that the course schedule is subject to change. Any updated syllabi will be posted to our Blackboard course site.**

**Seminar Outline of Topics/Expected Time Frame (8 Weeks/ 3 Hours per week)**

| Week/Date | Mode | Topic | Reading & Assignment |
| --- | --- | --- | --- |
| ORIENTATION (Connecting to York College) |
| Week 1 | Online | **Introduction to Transfer Seminar****College Policy and Procedures*** Academic integrity
* FERPA
* Title IX

**Academic Integrity*** What is Academic Integrity?
* What are Ethics and Values?
* Plagiarism & Avoiding it
* Cheating & Avoiding it

Consequences for Plagiarism, Document falsification and Cheating**Academic Calendar**Academic Planning and Decision Making | Review Transfer Seminar website Review How Credits Transfer(AAC website)Review of Course SyllabusComplete Transfer Experience Survey**Quiz:** Academic Integrity QuizDownload Academic Calendar and make notes of key dates |
| Week 2Mon – Sun  | Online | **TECHNOLOGY****Navigating Systems*** York Email
* Introduction to Blackboard
* CUNYfirst
* DegreeWorks
* FACTS
* Library
 | **Action Item:** Use your York email on a regular basis to receive updates on campus events and opportunities**Attend a DegreeWorks Workshop** -“What If” function-GPA Calculator-Student Educational Planner (SEP)**Assignment:** -Visit theLibrary-Know the resources available-Search databases to find scholarly articles in your field of study or one that you are interested in. -List major of interest, search engine and title of article.  |
| Week 3Mon – Sun  | Online | **CAMPUS RESOURCES*** Support Services (CLC, Registrar, Bursar, Financial Aid)
* Student Development Handbook
* Student Activities
* Online Bookstore

Collaborative Learning Exercise – Scavenger Hunt**NETWORKING**(Building Relationships) * Peers (study groups)
* Faculty: Mentors
* Clubs
* YC Cardinal App
* YC Facebook
 | **Action Item:** Identify and Access Campus Recourses **Assignment:** (Scavenger Hunt) **Assignment:** Get connected with a club online and like their page on FBConnect with your NESS 200 cohorts, faculty advisor, Academic Advisement Support Staff (AASS) staff (Support Network) Connect to York College via social media (YC Cardinal app or YC Facebook) |
| Week 4Mon – Sun | Online | **SCHOLARSHIP and HONORS PROGRAMS*** Scholarship Program
* Scholarship Opportunities
* Study Abroad Opportunities
* Applying to Scholarship outside of York
* Honors Program
* Undergraduate Research

**Discussion Board (DB):** Scholarship Information and Eligibility Criteria | **Action Item:**Attend a Scholarship Workshop or stop by the Scholarship Center to learn about scholarships and grant opportunities **Review:** “Need Help Writing Your Personal statement Essay?” Connect with faculty and staff to secure letters of recommendation**DB:** Identify one scholarship you can eligible apply for. List the eligible criteria.Participate in Honors Program, Undergraduate Research and/or Study abroad. |
| How to Persist to Timely Graduation (Achieving Academic Success) |
| Week 5Mon – Sun | Online | **Academic and Professional Programs*** Academic Programs
* Professional Programs
* Minors
* Special Programs (Pre-Engineering, Pre-Law, Pre-Med)

**Pre-Professional Development Plan*** Action Plan: “Plan B” if “Plan A” needs adjustment

**Academic Progress** | **Action Item:** Evaluate your academic and career plan to confirm your choice of major Attend Academic/Professional Program Information Sessions **Assignment:** Use DegreeWorks “What If” function to explore other majors or interest (create a back-up plan)**Assignment:** Identify and Connect with an academic advisorMeet with an academic advisor to discuss progress towards your major or program of interest**Assignment: Academic Progress**-Assess your academic progress to determine if you are on track for achieving your major or career goals-utilize resources such as CLC and Academic Advising |
| Week 6Mon – Sun  | F2F Online | **ACADEMIC PLANNING****Proactive Advisement:*** Advisement Awareness
* Advisement Readiness (How to prepare for advisement, Why register early, Securing payment method)
* Assessing Academic Progress to stay on Track
* Pathways Requirement
* Academic Programs
* Course scheduling

**DegreeWorks** **Bulletin*** Academic Policies & Procedures
* Pathways General Education
* Major & Minor Programs

**Degree Maps****4 to Soar!** (Plan, Earn & Complete) | **Action Item:****Meet with an Academic Advisor:** Meet with an academic advisor for Winter and Spring 2020 registrationCreate an **Academic Plan**Track your degree progress in DegreeWorks**Bulletin:** Explore major and minor program requirements**To Do:** Bring a copy of Degree Map (major of interest) to advising session |
| Week 7Mon – Sun  | F2FOnline | **CAREER PLANNING & EXPLORATION****Career Services*** Career Guidance
* Connecting major to career
* Resume Writing
* Interviewing
* Internship
* Preparing for Professional Exams

**Discussion Board (DB):** Career Planning Discussion | **Action Item:**Attend a Career Services Workshop or stop by Career Services Center to learn about resources available**Review:** Websites (specific to career)Occupational handbookFOCUS 2 Career Tool**Assignment:** Career of Interest**DB:** Students will write a brief overview of their career and personal goals **Review:** “Resume 101” or update your resume with help from a career counselor**Review**: “Interviewing Crash Course”.pptx (Career Services website)**Review:** Career Fair Prep Video**Assignment**: Find professional publications in your field of study or career |
|  |  | **NEXT STEPS** |  |
| Week 8 | Online  | **Post Undergraduate Planning** Exploring Graduate Programs* York College Graduate Programs
* CUNY Graduate Programs
* Applying to Graduate School(tips & advice, choosing a program)
* Preparing for Post Baccalaureate Exams
* Preparing for Certificate Exams

**Review and Wrap-up*** Reflection
* Challenges
* Next Steps
* Stress Management

**NESS 200 End of Seminar Evaluation** | **Discussion Board:** What do you envision in life after graduation; graduate school, employment, etc.**Assignment:** Research graduate school application process, timeline and tests to be taken, e.g.: GRE, LSAT, GMAT**Discussion Board:**Reflection of course content, activities and assignmentsComplete and Submit End of Seminar Evaluation |

**GRADING**

This seminar is graded as pass/no credit. In order to successfully complete this seminar course, the following is required:

* Attend twoface-to-face meetings (if extenuating circumstances prevent a student from attendingthemeetings, an alternative assignment will be provided)
* Complete both the Transfer Experience Survey and End of Seminar Evaluation
* Seek academic advisement, resulting in the release of their ADV service indicator
* Participate in the discussion board on Blackboard
* Complete an academic plan

**Students who do not successfully satisfy the requirements of NESS200 will be required to retake the seminar during the following semester.**

**Equal access to education: accommodations for students with disability**

**“**CUNY York College is committed to providing access to programs and services for qualified students with disabilities. If you are a student with a disability and require accommodations to participate and complete requirements for this class, contact Center for Students with Disabilities; Academic Core Building, Room 1G02, 718-262-2191 for verification of eligibility and determination of specific accommodations."

<https://www.york.cuny.edu/student-development/csd>

# Center for Students with Disabilities (CSD) Services

Services provided by the Center for Students with Disabilities (CSD)

* **Workshops:**CSD offers workshops to students on how to best use the accommodations provided to them. CSD also offers workshops to faculty/staff on the office's policies and practices.
* **Priority Registration:**Students registered with the CSD office are given priority registration for classes each semester.
* **Testing Accommodations**
* **Note-Takers**
* **Readers/Scribes**
* **Assistive Technology:** CSD offers a wide array of assistive technology software and devices for use by our students in the CSD computer lab and throughout campus. CSD staff provides training to students who require assistive software or devices.
* **Information & Referrals**
* **CUNY LEADS (Linking Employment Academics and Disability Services):** A program established to facilitate successful academic and career outcomes for students with disabilities who are enrolled in CSD. [Click here to find more information about CUNY LEADS.](http://www.cuny.edu/about/administration/offices/sa/services/disabilities/LEADS.html)

**Policy on Academic Integrity**

*Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion from the College. Some examples for academic dishonesty include cheating (e.g., using notes during a closed book exam; changing graded exam and returning it for more credit, etc.), plagiarism (e.g., using another person’s words without quotation marks and footnotes attributing the words to their source; internet cut & paste techniques without proper attribution, etc.), or obtaining unfair advantage (e.g., stealing, reproducing or circulating examination materials; depriving other students of access to library materials, etc.).*

**Copyright**

This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

**Third-Party Software and FERPA**

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these are required assignments, you need **not** make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identifiable/sensitive information. If you have any concerns about this, please contact your facilitator.

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