

LEC 100 FIRST-YEAR SEMINAR
LEC M001 1CR 3:16 PM – 3:40 PM TR ROOM 2109

ROBERT W. BURG, ASSOCIATE LECTURER
OFFICE: 3106 PHONE: EMAIL: RBURG@UWC.EDU
OFFICE HOURS: TR 11:00 PM – 12:00 PM; 1:15 PM – 2:00 PM

COURSE READING

—CHARLES LIPSON, *DOING HONEST WORK IN COLLEGE: HOW TO PREPARE CITATIONS, AVOID PLAGIARISM, AND ACHIEVE REAL ACADEMIC SUCCESS* (CHICAGO: UNIVERSITY OF CHICAGO PRESS, 2004)

COURSE DESCRIPTION

LEC 100 will focus on study skills relative to the discipline to which it is attached. Topics might include learning styles, listening, taking exams, reading the text, time management, computer training, critical thinking and problem solving, and alleviating stress.

COURSE MECHANICS

GRADING POLICY: Students will be graded for completion of tasks and by the quality of their individual work. Assignments marked with an * will be considered on a pass / fail basis. There are ten such assignments, each worth 5% of the course grade, for a total of 50% of the grade in this class. The Lipson quiz will be worth 10% of the grade in the class. Finally, the two individual rough drafts will be worth 20% of the course grade each, for a combined 40% of the grade in the class.

ATTENDANCE: Although attendance will not be taken on a regular basis, in order for the student to partake fully in the class, he/she will have to attend throughout the semester. **Students will not be graded on attendance. However, participation in class could be a determining factor in a “swing grade.”** In an admittedly unlikely scenario where a student’s course grade is borderline between two grades, for example a B– and a C+, the student would get the higher grade if he/she attended class and participated in discussion regularly. If, however, the student did not attend class on a regular basis, or attended class **and** did not participate, the lower grade would be assigned.

GRADING SCALE: Grades for each quiz or paper will be assigned on a scale of A to F, specifically A (4.00), A- (3.67), B+ (3.33), B (3.00), B- (2.67), C+ (2.33), C (2.00), C- (1.67), D+ (1.33), D (1.00), D- (0.67), F (0.00). Individual scores will then be aggregated and averaged within the following ranges to arrive at the course grade: A (4.00 – 3.83), A- (3.83 – 3.50), B+ (3.50 – 3.17), B (3.17 – 2.83), B- (2.83 – 2.50), C+ (2.50 – 2.17), C (2.17 – 1.83), C- (1.83 – 1.50), D+ (1.50 – 1.17), D (1.17 – 0.83), D- (0.83 – 0.50), and F (0.50 – 0.00).

ASSESSMENT: The UW Colleges has established a process to evaluate the quality and effectiveness of its curriculum, programs, and services. Analytical, Communication, Quantitative, and Aesthetic skills are assessed as part of this process. Assessment evaluations are

compiled and used solely to evaluate classroom instruction. The results will not appear on student transcripts. For more information on the UW Colleges assessment program, see <http://www.uwc.edu/resources/assess/index.htm>.

TENTATIVE COURSE SCHEDULE

PART ONE—INTRODUCTION [LIPSON, PP. 1-56, 171-181]

- Week 01 (September 06 / 08)
Course Background / Study Groups / Paper Topics
Assignment: Three Principles of Academic Honesty *
[Due 08 September 2005]
- Week 02 (September 13 / 15)
Note Taking / Classroom vs. Research
Assignment: Note-Taking Analysis *
[Due 15 September 2005]
- Week 03 (September 20 / 22)
Plagiarism / Paraphrasing / Citation Styles [Chicago / Turabian]
- Week 04 (September 27 / 29)
Lipson Quiz / Discussion
[Quiz: 27 September 2005]

PART TWO—BASICS OF RESEARCH

- Week 05 (October 04 / 06)
Primary vs. Secondary Sources / The Card Catalog
Assignment: Card Catalog Exercise *
[Due 06 October 2005]
- Week 06 (October 11 / 13)
Analyzing Internet Sources / Utilizing Library Resources
Assignments: Compile Bibliography * / Complete Library Exercise(s) *
[Due 13 October 2005]
- Week 07 (October 18 / 20)
Independent Study and Research
Assignment: Outline Key Themes – Individual *
[Due 20 October 2005]
- Week 08 (October 25 / 27)
Group Study and Research
Assignment: Outline Key Themes – Group *

[Due 27 October 2005]

PART THREE—SECTION DRAFT / EDITING

—Week 09 (November 01 / 03)

Paradigms / Historiography

Assignment: Section Rough Drafts – Individual

[Due 03 November 2005]

—Week 10 (November 08 / 10)

Writing Tips / Editing and Proofreading

—Week 11 (November 15 / 17)

Group Study and Discussion

Assignment: Section Rough Drafts – Collective *

[Due 17 November 2005]

—Week 12 (November 22 / 24)

Group Study and Discussion

Assignment: Introduction / Conclusion – Themes *

[Due 22 November 2005]

PART FOUR—FINAL DRAFT / EDITING

—Week 13 (Nov-Dec 29 / 01)

Group Study and Discussion

Assignment: Section Rough Drafts – Individual

[Due 01 December 2005]

—Week 14 (December 06 / 08)

Group Study and Discussion

Assignment: Section Rough Drafts – Collective *

[Due 08 December 2005]

—Week 15 (December 13 / 15)

Final Draft / Completion of Project