



First Year Seminar (PSU 6.001) Course Syllabus (1 credit)

Fall 2017

Instructor Information:

Name
Office Address
Office Phone
Email
Office Hours:

Course detail: Mondays, 10:10-11AM
Room 010 Business Building

Overview: PSU 6 is a first year seminar course designed for students interested in business. Course topics will assist students with the transition to college life, introduce learning tools and University resources, explore awareness of self and others, draw connections to the business world, and facilitate major and career exploration. The skills learned in this course will be presented as life-long skills, applicable in the university setting and the corporate environment.

Course Materials: There is no text. Instructor may assign readings, video review, or other materials as deemed appropriate. Course materials are located in CANVAS, Penn State’s course management system. To access course materials: <https://psu.instructure.com/>. Look for your section of PSU 6 on the CANVAS dashboard.

Course Policy: PSU 006 meets for one 50-minute class period per week throughout the fifteen-week semester. Active class participation is critical to achieving the course objectives and accounts for 14% of the final grade. Absences may be excused for appropriate reasons such as illness or family emergencies, provided the instructor is notified **prior to the beginning of class**. False claims by a student may be considered a violation of the Academic Integrity policy. Attendance and Participation as a contribution to your final course grade points is as follows:

Attendance and Participation (15 total points)
• 1 unexcused absence – Maximum of 10 points
• 2 unexcused absences – Maximum of 5 points
• 3 unexcused absences – 0 points

Unless the University is closed, class will be held as scheduled.

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World in Conversation: World in Conversation (WinC) is a Center for Public Diplomacy that facilitates dialogues *for* Penn State students *by* Penn State students. These dialogues are meant to expand perspectives and invite greater understanding on topics that are relevant, complex and often contentious. No one will tell you what you *should* think; instead they will ask you to express what you *actually* think.

You will have the opportunity to participate in a **Global West East Exchange dialogue** as a part of this class.

Each session is 95 minutes in duration and will occur outside of your regular class meeting times. One week before the sessions for this class begin, you will receive an email explaining how to register. This email will be sent to your PSU account. In order to receive credit, your attendance will be recorded. But keep in mind: You will not be able to attend the program (or receive credit) if you are more than 5 minutes late.

WinC participation is worth 10 points toward your final grade in this class.

Any questions about WinC (including registration issues) should be directed to the WinC staff, not your professor: 814-865-5692 or worldinconversation@psu.edu

Course Learning Objectives:

Course Topics	Learning Objectives
Ethics, Honor and Integrity	<ul style="list-style-type: none">• Understand accountability and ethics and the impact of your conduct and ethical behavior within your professional, academic, and personal life.• Recognize ethical dilemmas and practice ethical decision-making.
Time Management and Goal Setting	<ul style="list-style-type: none">• Create a personal time management plan and know how to prioritize and use time wisely.• Develop personal goals for college and beyond.• Understand how personal goal setting relates to business goal setting processes.
Business Research Project	<ul style="list-style-type: none">• Know how to use the Business Library and business databases.• Know how to conduct research on a specific company.• Understand how Smeal majors relate to business functions and how those functions work together in an organization.
Leadership	<ul style="list-style-type: none">• Identify the characteristics of a good leader.• Understand the differences between management and leadership.• Identify your personal strengths and develop your capacity to lead.
Community Service	<ul style="list-style-type: none">• Be aware of community service options available at Penn State and the local community.• Be familiar with h businesses incorporate community service for reputation-building.
Celebrating Diversity and Diversity in the Workplace	<ul style="list-style-type: none">• Define diversity and understand its impact to society.• Understand diversity-related topics.• Recognize the importance and impact of diversity in your professional, academic, and personal life.
Major and Career Exploration	<ul style="list-style-type: none">• Understand the importance of getting involved and networking and experience opportunities to do both.• Understand the requirements and process for entering a Smeal major.• Develop an in-depth understanding of Smeal majors and related careers.• Recognize your personal “best fit” for majors and careers.• Be aware of non-Smeal business related majors at Penn State.• Enroll in SmealConnect and understand how to use the system.• Create a resume.• Have career fair experience.

Grade Policy: Grading in PSU 6 is determined by attendance, participation, and successful completion of assignments. There are no exams. Each assignment will have a rubric, dropbox and/or instructions, and a due date listed on CANVAS. Written assignments must be submitted by the deadline date and time indicated for the assignment. Since class activity is dependent upon students having completed the assignments, no credit can be given for late submissions. It is YOUR responsibility to know when assignments are due and to submit them as directed.

Course Components (see CANVAS for details):

Assignments	Due Date	Points
Individual:		
Flex Assignment (complete one). Submit proof of attendance/completion as well as a 1 page reflection paper: <ul style="list-style-type: none"> • Community Service (2 hours) • Recruiter Networking event • Smeal Executive Speaker 		10
Resume and SmealConnect		10
Career Fair / Reflection Paper		10
Majors / Careers Video and Quiz		10
Entrance-to-Major Quiz		10
Company Research		10
Attend Explore Smeal, give short presentation on what you learned		10
Attend World in Conversation Panel		10
End of Semester wrap-up presentation		10
Attendance and Participation	Ongoing	15
TOTAL POINTS		105

Grading Scale:	<u>Grade:</u>	<u>Points:</u>
	A	100-105
	A-	95-99
	B+	92-94
	B	89-91
	B-	84-88
	C+	79-83
	C	74-78
	D	63-73
	F	<63

Course Schedule and Assignments:

Class	Topic	In-Class	Assignments
1 Week of 8/21	Course Introduction; Involvement; Community Service	<ul style="list-style-type: none"> • Overview of Syllabus and Course Learning Objectives • Involvement • Community Service • Discuss Flex Assignment 	<p>Flex Assignment: DUE DATE: end of semester POINTS: 10 Choose one of the following. Submit proof of attendance/completion as well as a 1 page reflection paper:</p> <ul style="list-style-type: none"> • Community Service (2 hours) https://volunteer.psu.edu http://www.signupgenius.com/go/30e0b4aadaf2ca4f85-university • Recruiter Networking event https://careerconnections.smeal.psu.edu/ • Smeal Executive Speaker (one listed here, there will be more) <ul style="list-style-type: none"> • 9/8/17: Brian Olsavsky, SVP and CFO, Amazon • http://www.smeal.psu.edu/events <p>Involvement Fairs (optional)</p> <ul style="list-style-type: none"> • Campus Student Org Involvement Fair: Wed. Aug 23rd from 11:00am to 4:00pm outside on the HUB lawn. • Smeal Student Org Involvement Fair: Tuesday Aug 22nd 3pm-6pm on the Business Building meadow
2 Week of 8/28	Resumes; Networking; Career Fairs	<ul style="list-style-type: none"> • Resumes; VMock • Intro to SmealConnect • Career Fair Prep 	<p>Smeal's Honor Code Signing (optional) Business Building atrium Dates/Times TBA</p> <p>Resume and SmealConnect: DUE DATE: (Week 4) POINTS: 10 Resume (points=8) Watch the resume webshop: http://careerconnections.smeal.psu.edu/?s=webshop. View sample resumes at http://careerconnections.smeal.psu.edu/resources/. Complete a resume for yourself, using the guidelines given to you. Submit resume to VMock at least two times for feedback and assessment. It is important you use this website for VMock: https://www.vmock.com/smeal See assignment details in CANVAS.</p> <p>SmealConnect (points=2) Watch the webshop on SmealConnect: http://careerconnections.smeal.psu.edu/?s=webshop Review the instructions for signing up for and using SmealConnect http://careerconnections.smeal.psu.edu/internships-co-ops/smeal-connect/ Complete and submit the online user agreement in order to gain access to the system: https://php.smeal.psu.edu/corp/intent/</p> <p>Career Fair Assignment: See next assignment under next week</p>
3	Instructor Choice		Career Fair Assignment: DUE DATE: _____ POINTS: 10

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Week of 9/4	(Monday Sections Off)		Attend one of the following and write a 1 to 2 page reflection paper on your experience: <ol style="list-style-type: none"> 1. Smeal Mock Career Fair on Wed, Sept 6th in the Business Building Atrium. Attend any time between 12:00pm-3:00pm. Speak to a recruiter of your choosing. 2. Smeal Career Blitz on Wed, Sept 6th 5pm-7pm. Business Building Atrium. Check-in at the table in the atrium. Attend a minimum of two sessions. 3. Smeal Corporate Partners Career Fair, Mon, Sept 11th, Business Building Atrium. Attend any time between 11:00-4:00pm. Speak to a recruiter of your choosing. 4. Fall Career Days Internship Day, Wed, Sept 13th, Bryce Jordan Center. Attend any time between 11:00-4:00pm. Speak to a recruiter of your choosing. 5. #MEGAFAIR, Mon, 9/18, Nittany Lion Inn. Attend any time between 12:00-5:00pm. Speak to a recruiter of your choosing.
4 Week of 9/11	How to Thrive; Time Management	<ul style="list-style-type: none"> • Smeal Student Mentors: <i>"How to Thrive and Not Just Survive"</i> • Time management 	No assignment this week
5 Week of 9/18	Major and Career Exploration	<ul style="list-style-type: none"> • Overview of Smeal majors and Smeal minors • Resources to explore non-Smeal Business related majors • Minors • Smeal majors video / quiz assignment 	<u>Smeal majors video / quiz assignment</u> DUE DATE: (Week 6) POINTS: 10 Details are posted in CANVAS
6 Week of 9/25	In-class Team Activity – Lemonade Stand	<ul style="list-style-type: none"> • Assign majors for Explore Smeal – give registration information • How Smeal majors relate to business functions. 	No assignment this week
7 Week of 10/2	How to Conduct Research	<ul style="list-style-type: none"> • How to do Company / Career / Major Research (Business Librarians) • Company Research Assignment (Individual) 	<u>Company Research:</u> DUE DATE: (Week 9) POINTS: 10 Details are posted in CANVAS
8 Week of 10/9	Personal Wellness	<ul style="list-style-type: none"> • Guest Presenter 	<u>Company Research:</u> Reminder Company Research due (Week 9)
9 Week of 10/16	Academic Success; Smeal Entrance-to-Major; Goal Setting	<ul style="list-style-type: none"> ▪ Academic Success: Learning Strategies and Resources; Studying and Exam Taking Strategies • Smeal Entrance-to-Major Requirements • In-class activity on S-M-A-R-T goals 	<u>Smeal entrance-to-major quiz assignment</u> DUE DATE: (Week 10) POINTS: 10 Details are posted in CANVAS
10 Week of 10/23	Honor and Integrity; Business Ethics	<ul style="list-style-type: none"> • Conduct and Accountability; understanding the impact • Academic integrity (AI); Process for AI violations; Consequences of AI violations • Ethics case study / In-class activity 	<u>Next week: PSU 6 Majors and Careers Night (Explore Smeal):</u> POINTS: 10 Attend Explore Smeal on Monday, October 30th starting at 6:00pm. Register online in advance for the sessions you will attend. At the event, you will receive codes to register your attendance. Make sure you register attendance for every session you attend. Each student must attend the panel

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			session for their assigned major, attend one information session, and visit one majors table in the atrium. Take notes! You will give a 1 minute presentation in class on what you learned.
11 Week of 10/30	Presentations on Explore Smeal	Everyone gives a 1 minute presentation on what they learned on their assigned major at Explore Smeal.	No assignment this week
12 Week of 11/6	Leadership	<ul style="list-style-type: none"> • In-class activities 	No assignment this week
13 Week of 11/13	Diversity; Global Business	<ul style="list-style-type: none"> • Define diversity • Diversity in Business • Activities and discussions on diversity-related topics • Study Abroad 	Reminder: Flex Assignment: DUE DATE: (By last class) POINTS: 10
14 Week of 11/20	No Classes – Thanksgiving Break		
15 Week of 11/27	End of Semester presentations	<p>All students give ‘elevator pitch’ and a short (under 3 minutes) presentation on one or more of:</p> <ul style="list-style-type: none"> • Your experience at World in Conversation • Your experience at the Career Fair • Your experience with the flex assignment (community service, executive speaker, or recruiter networking) 	No assignment this week
16 Week of 12/4	Continue End of Semester presentations	<ul style="list-style-type: none"> • Continue presentations • Wrap-Up • SRTE’s 	<ul style="list-style-type: none"> • Enjoy the winter break!

ACADEMIC INTEGRITY

According to the Penn State Principles and University Code of Conduct:

Academic integrity is a basic guiding principle for all academic activity at Penn State University, allowing the pursuit of scholarly activity in an open, honest, and responsible manner. According to the University’s Code of Conduct, you must neither engage in nor tolerate academic dishonesty. This includes, but is not limited to cheating, plagiarism, fabrication of information or citations, facilitating acts of academic dishonesty by others, unauthorized possession of examinations, submitting work of another person, or work previously used in another course without informing the instructor, or tampering with the academic work of other students.

- Any violation of academic integrity will be investigated and, where warranted, corrective academic and/or disciplinary action will be taken. For every incident where a penalty is assessed, an Academic Integrity Incident Report form must be filed. The form can be found on the Smeal College Honor and Integrity website: <http://ugstudents.smeal.psu.edu/honor>. This form is to be used for undergraduate courses. The report must be signed and dated by both the instructor and the student, and then submitted to Monica Snyder, Assistant to the Associate Dean for Undergraduate Education, 202 Business Building.

Smeal Honor Code:

We, the Smeal College of Business Community, aspire to the highest ethical standards and will hold each other accountable to them. We will not engage in any action that is improper or that creates the appearance of impropriety in our academic lives, and we intend to hold to this standard in our future careers.

PLAGIARISM / COPYING

All work you submit for grading or academic credit is designed to reflect your knowledge and skill related to the course subject matter. Therefore, unless otherwise indicated, all work submitted is to be done on an individual basis. This includes but is not limited to all exams, quizzes, homework, papers, written assignments, and presentations.

Plagiarism is claiming work as your own that you have copied from another person, whether that other person knows about it or not. This includes copying from web sites without proper source citation and using homework or papers prepared by current or past students whether working as an individual or working in a group / team.

AFFIRMATIVE ACTION & SEXUAL HARASSMENT

The Pennsylvania State University is committed to a policy where all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by Commonwealth or Federal authorities. Penn State does not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, gender, sexual orientation, or veteran status. Related inquiries should be directed to the Affirmative Action Office, 328 Boucke Building.

Students with Disabilities

Penn State and the Smeal College of Business welcomes students with disabilities to all of its classes, programs and events. Student Disability Resources in Room 116 Boucke Building provides a vast array of services for students with disabilities according to mandates under Title II of the ADA amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973. For more information or to meet with a service provider from Student Disability Resources, contact them at (814) 863-1807 (V/TTY) or visit their website at: <http://equity.psu.edu/sdr>

In order to receive consideration for reasonable accommodations, you must contact the appropriate disability services office at the campus enrolled, participate in an intake interview, and provide documentation: <http://equity.psu.edu/sdr/applying-for-services> If the documentation supports your request for reasonable accommodations, the Student Disability Resources office will provide you with an accommodation letter. Please share this letter with your instructors and discuss the accommodations with them as early in the course as possible. Adjustments will be made based on the recommendations in the accommodation letter. You must follow this process for every semester that you request accommodations.

ADDITIONAL RESOURCES FOR SMEAL STUDENTS:

- Follow us on Twitter for Information: <https://twitter.com/SmealAdvising>
- Find us on Facebook: <http://www.facebook.com/SmealUndergraduateAdvising>
- Advising appointments (plan at least 2-3 weeks ahead, visit once or more each semester): <http://ugstudents.smeal.psu.edu/academics-advising/get-advised/appointments>
- Recommended Academic Plans: <http://ugstudents.smeal.psu.edu/academics-advising/degree-requirements/majors>
- Study Abroad- Smeal International Programs: <http://ugstudents.smeal.psu.edu/study-abroad>
- Career and Corporate Connections: <https://careerconnections.smeal.psu.edu/>