

**Kentucky State University**  
**College of Public Service and Leadership Studies**  
**School Education and Human Development**  
**Course: EDU-118**  
**Course Title: Introduction to College Studies (3 credit hours)**  
**Syllabus**

**PROFESSOR:****OFFICE:****OFFICE PHONE:****FAX:****E-MAIL:****SEMESTER:****CLASS TIME:****CLASSROOM:****OFFICE HOURS:****I. MISSION STATEMENTS:**

The Objectives and Learning Outcomes of this course directly support the Mission of the University:

Kentucky State University is a public, comprehensive, historically black land-grant university committed to advancing the Commonwealth of Kentucky, enhancing society, and impacting individuals by providing quality teaching with a foundation in liberal studies, scholarly research, and public service to enable productive lives within the diverse global economy.

Available at: <https://kysu.edu/about-ksu/mission-vision-core-values/>

And supports the mission of the School of Education and Human Development:

As the first public institution of higher education to prepare African American teachers in Kentucky, the School of Education and Human Development is grounded in history, theory, and research. Building on our proud legacy, we now form a diverse, supportive community that promotes cultural competence, provides access to resources, creates opportunities for meaningful learning, engages in effective problem solving, and activates positive system change for all.

And supports the mission of University College:

The University College at Kentucky State University has the singular mission to provide a series of programs, services, events and curriculum to promote and support the academic success of the university's undergraduate students. University College is an interdisciplinary, collaborative unit that offers student-centered programs and services that enhance exploration, engagement, and success. With its outcomes-oriented philosophy, University College will provide seamless, robust, focused, and comprehensive educational support. By fostering productive academic habits through advising, success coaching, learning support, and first-and second-year experience programming, University College will effectively and rapidly increase the likelihood for undergraduate academic success and retention. The College will strengthen students to confidently declare an academic major, enhance personal growth and development to become a global citizen, and enable students to progress successfully towards degree completion.

**II. NOTICE TO STUDENTS WITH DISABILITIES:**

The mission of the Testing and Disability Services is to facilitate equal access to KSU's campus, programs, activities, and services, in accordance with federal and state regulations and University policies. We support this mission by applying eligibility guidelines and coordinating the delivery of appropriate accommodations so that students with disabilities can pursue their educational goals. Additionally, we promote greater disability awareness campus-wide. The University also provides reasonable accommodations to students and campus

visitors with disabilities through Testing and Disability Services in Hathaway Hall room 107. Students with disabilities are invited to contact Dr. Phillip Clay ([phillip.clay@kysu.edu](mailto:phillip.clay@kysu.edu)) in the DRC at 502-597-6041 for information on eligibility, required documentation, and available services. Additional information concerning the DRC and accommodations can be found at <https://kysu.edu/academics/office-of-educational-support/disability-resource-center/disability-resources/>

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### **III. STATEMENT ON VETERANS AFFAIRS:**

Kentucky State University's Veterans Affairs Coordinator provides information regarding educational benefits from the Department of Veterans Affairs (DVA), assist in applying for GI Bill benefits, certify enrollment to the Veterans Affairs (VA) for payment each semester, and assist in resolving payment problems. This guide provides general information about Veterans Affairs Benefits. For more information about educational benefits programs for Veterans, contact the [Department of Veterans Affairs](#) at 1-888-442-4551. Additional information available at: <https://kysu.edu/administration-governance/academic-affairs/registrar/veterans-affairs/>

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### **IV. COURSE DESCRIPTION AND RATIONALE:**

#### **University Catalogue Description:**

**EDU 118: Introduction to College Studies.** This course is an introduction to the college experience and the opportunity to explore the skills and expectations necessary at the college level. This course provides a learning opportunity for the student which includes communication skills, critical reasoning, problem solving, study skills, time management, and goal setting. The content of the course is designed to help students in becoming more independent learners in order that they can make the most of their educational opportunities. Additionally, the course will expose students to the history, numerous resources, and services available at Kentucky State **Univerist**. Students will learn how to enhance their current study skills toward developing a foundation for lifelong learning and career development.

#### **Programmatic Alignment:**

This course meets the Liberal Studies General Core requirement.

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### **V. COURSE OBJECTIVES:**

The objective of this course is to provide understanding on what it means to think critically, apply knowledge to solving problems, practice effective college level skills, understand academic support resources, understand general core and major requirements, and be introduced to the history of Kentucky State University.

These skills will be useful to help ensure that students are able to create a solid foundation that enables them to thrive and progress successfully towards degree completion.

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### **VI. STUDENT LEARNING OBJECTIVES/OUTCOMES:**

Complete list of Program learning outcomes:

1. **Critical thinking and problem solving:** the course will focus on a central theme or topic that asks the students to engage in University-level inquiry that challenges them to formulate appropriate questions, investigate potential answers, and arrive **(at least tentatively)** at solutions.

2. **Oral and Written Communication Skills:** students will state clearly and defend orally and in writing their ideas, arguments, and research questions.
3. **College and Career Readiness.** Students will: gain an understanding of the philosophy, function, and value of the General Education curriculum in the overall context of their degree program; gain an understanding of their own career goals and the relation of these to their choice of major and to General Education; identify—and utilize when appropriate—available student services and locations of support units offering academic assistance, health and wellness support, financial aid, technology resources, and career counseling; know and apply time management techniques and effective learning strategies.
4. **Community Engagement and Service Learning:** the course will provide to students an understanding of their location in community and foster in them a desire to contribute to the community in a meaningful way.
5. **Global Competence:** the course will allow students to reflect on the global implications of the career choices and, through the process of exposure to cultural diversity, to develop strategies for intercultural understanding and communication.

## **VII. REQUIRED TEXTS:**

Ellis, D. B., & Toft, D. (2018). *Becoming a master student*. Boston, MA, USA: Cengage Learning.

## **VIII. BLACKBOARD:**

**Statement about use of Blackboard at KSU. Course Syllabus will be posted on the course Blackboard site.**

How specifically it is used in the course [state if “not applicable”]

**If you need help learning how to use Blackboard the following tutorials are available for students:**

A helpful tutorial for learning to use Blackboard can be accessed below:

<https://www.youtube.com/playlist?list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU>

For other tutorials over other KSU software systems (e.g. Turnitin, Smarthinking, etc.):

<https://kysu.edu/academics/distance-education/online-resource-portal/>

## **IX: ADDITIONAL RESOURCES**

**Paul G Blazer Library**

KSU Library main page: <https://kysu.edu/academics/library/>

## **X. COURSE SPECIFIC REQUIREMENTS, EXPECTATIONS, POLICIES:**

**Academic honesty statements:**

All students must conduct their studies at KSU honestly, ethically and in accordance with accepted standards of academic conduct. See Academic Honesty section of Standards Governing Student Conduct in the KSU Student

Handbook (Section 1, pp. 13-15). **Cheating and plagiarism will result in a score of zero on that particular test or assignment and thus lowering of grade in the course.**

### *Cheating*

Cheating is defined as the fraudulent or deceptive taking, giving, or presenting of any information or material with the intent of aiding oneself or another on any academic work which is considered in any way in the determination of a course grade.

### *Plagiarism*

Plagiarism is the intentional or unintentional act of submitting the work of another as one's own. It includes the submission of the complete or partial work, or of the words, ideas, or format of another, published or unpublished, without appropriate reference and source credit. It includes employing or permitting another person to produce, alter, or revise material which the student submits as his or her own. If the student has any uncertainty regarding plagiarism in the submission of any material to his or her instructor, he or she should discuss the matter with the instructor prior to submission of the material.

### *Forgery*

Forgery is falsely recording the signature of an advisor, instructor, or any university official on any official University academic document.

### **Class Attendance:**

Students are expected to attend the entire period of each class throughout the semester. The university attendance policy will be followed:

Absence(s) from class(es) because of university-patriotic duty or university-sponsored academic class activities must be reported to the Vice President for Student Success and Enrollment Management two (2) weeks prior to the date of the absence. The Vice President for Student Affairs will inform faculty members BEFORE the student's absence from class(es) in these cases.

In order for a class absence to be excused, the student must submit documentation of the absence(s) to the Vice President for Student Affairs within one week of the absence(s).

The number of excused absences may not exceed the number of class meetings during one full week of class(es) during a semester, or two class meetings during one full week of classes during the summer session. Absences in excess of the allowed number of excused absences will be considered unexcused.

The number of unexcused absences per semester or summer session may not exceed the number of class meetings during one full week of class. For each unexcused absence over the maximum number allowed, the instructor may lower the course grade one full grade level

For additional information on the university attendance policy visit: <https://kysu.edu/administration-governance/academic-affairs/registrar/class-attendance/>

For any excused absence, all make-up assignments must be completed within [a time period determined by the instructor].

Student responsibilities; [here, individual instructors choose the format (script, paragraph form, bullets, etc.); specific verbiage to remain instructor's discretion]

## **XI. EVALUATION PROCEDURES:**

## COURSE ASSIGNMENTS

Students will have a variety of papers/projects throughout the semester. These are subject to change and more details will be given in class or on Blackboard.

1. **Bred Story** – This assignment gives students the opportunity to expound upon who they are, why they chose an HBCU, their first-year goals, and their long term goals. This assignment should be 3 pages, and will be submitted via BlackBoard during week 4 of the semester.
2. **KSU History Quiz** – This quiz should be completed on BlackBoard, and can be found in the assignments folder. This will be due during week 3 of the semester.
3. **Communication Styles Essay**– This assignment will explore individual student’s communication styles, and perceptions on effective communication. This assignment should be 2 pages, and will be submitted via BlackBoard during week 8 of the semester.
4. **Critical Thinking Presentations** – Students will be divided into groups and select and a critical thinking skill to research. They will present their findings to the class in a 5 minute presentation using PowerPoint and create a hand out for the class. Additional instructions will be given in class. These presentations will be *due during Week 7 in lieu of a midterm exam*.
5. **Liberal Studies Core Quiz** – This quiz should be completed on BlackBoard, and can be found in the assignments folder. This will be due during week10 of the semester.
6. **Personal Mission Statement** – Utilizing the knowledge that you gain throughout the semester, you will create your own personal mission statement. This assignment should be 1 page, and will be submitted via BlackBoard during week 13 of the semester.
7. **Registration Appointment** – In October, you will be required to meet with your Academic Advisor, to get registered for the next semester. This appointment will count towards your final grade.
8. **Career Portfolio** – Students will create a career portfolio that will allow them to research their field of choice, major, and degree path. They will submit their findings in a final portfolio that prepares them for their next steps. Additional instructions will be given in class. This assignment will be *due during finals week in lieu of a final exam*.
9. **Community Meetings** – All sections of EDU 118 are required to attend the three community meetings during the semester. These will be held in either Bradford Hall Auditorium or the Little Theatre. You will be given a schedule of the community meeting dates in class. It is the student’s responsibility to swipe in at each community meeting to ensure their attendance is recorded.
10. **Assemblies** – All sections of EDU 118 are required to attend assemblies during the semester. These will be held in either Bradford Hall Auditorium or the Little Theatre. You will be given a schedule of the assembly dates in class. It is the student’s responsibility to swipe in at each assembly to ensure their attendance is recorded.
11. **Library Resource Assignment** – This is an in class assignment during the Library Resource Community Meeting.
12. **Service Learning** – All sections of EDU 118 are required to to complete 20 hours of service.

**EVALUATION PROCEDURES:**

The methods of instruction in this course include short lectures, class discussions and activities, group projects, and written assignments. The methods of evaluation in this course will include daily assignments, written and oral work, quizzes, a Library Research Assignment, and other assigned work deemed important by the instructor.

1. Bred Story	50pts
2. KSU History Quiz	50pts
3. Communication Styles Essay	50pts
4. Critical Thinking Presentation	100pts
5. Liberal Studies Core Quiz	50pts
6. Personal Mission Statement	25pts
7. Registration Appointment	25pts
8. Career Portfolio	100pts
9. Community Meetings	30pts
10. Assemblies	100pts
11. Library Resource Assignment	100pts
12. Service Learning	100pts
<b>TOTAL POINTS</b>	<b>780pts</b>

- Institutional grading policy:
- 90 - 100% = A
  - 80 - 89% = B
  - 70 - 79% = C
  - 60 - 69% = D
  - 50 - 59% = F

**XII. COURSE CALENDAR/SCHEDULE:**

- Week 1: Introduction to EDU 118, Discovering Yourself & Time Management (Chapters 1 & 2)
- Week 2: Critical Thinking (Chapter 7)
- Week 3: KSU History & The HBCU Experience
- Week 4: Memory, Reading, Notes & Test Taking (Chapters 3, 4, 5 & 6)
- Week 5: Communication (Chapter 8)
- Week 6: Career Exploration I
- Week 7: Critical Thinking Presentations
- Week 8: Midterm/Homecoming Week
- Week 9: Fall Break
- Week 10: Liberal Studies Core & Degree Pathway
- Week 11: Career Exploration II
- Week 12: Global Competence
- Week 13: Career Portfolio Preparation
- Week 14: Money Management(Chapter 9)
- Week 15: 186 Preparation
- Week 16: Career Portfolio Review

- Required Community Meetings:
- Library Resource Intrustruction
  - Financial Aid Awareness
  - Service Learning

**\*The instructor reserves the right to make changes to (delete, add, or modify) this Syllabus as the semester progresses.**

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## Student Acknowledgment of Receipt of Course Information

My signature below indicates that I have received a course syllabus for the following course, \_\_\_\_\_, and I have been notified that the “Common Policies for all Courses at KSU” can be found throughout the University Catalogue at:

<http://www.kysu.edu/about/divisions/studentAffairsAndEnrollment/enrollmentManagement/registrar/Kentucky+State+University+Catalogue.htm>

I agree to read these documents, and I agree to sign and deliver this copy of the “Student Acknowledgment” form within two (2) weeks of the start of the semester. I understand that the policies contained within these documents apply directly to me and to all students in the class. I agree to abide by these policies, and recognize that not abiding by these policies could result in dismissal from this class and/or affect my standing as a student at KSU as per Section 2.C. of the Student Handbook and Section XIX.G.1. of the University Catalogue.

Name (please print): \_\_\_\_\_

CWID: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Contact information** (please PRINT clearly):

Local Address: \_\_\_\_\_

Local Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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**[Or, the instructor may choose the electronic option:]**

## Student Acknowledgment of Receipt of Course Information

Read the syllabus and the “Common Policies for all Courses at KSU” found throughout the University Catalogue at:

<http://www.kysu.edu/about/divisions/studentAffairsAndEnrollment/enrollmentManagement/registrar/Kentucky+State+University+Catalogue.htm>

Then, type **exactly** what is written below in Statements (1) and (2), and **deliver this statement as instructed**; make sure “**Student Acknowledgment of Receipt of Course Information**” is on the subject line. Adding your name and student ID at the end of the statement will stand as your signature. I also agree to deliver this copy of the “Student Acknowledgment” form within two (2) weeks of the start of the semester. I understand that the policies contained within these documents apply directly to me and to all students in the class. I agree to abide by these policies, and recognize that not abiding by these policies could result in dismissal from this class and/or affect my standing as a student at KSU as per Section 2.C. of the Student Handbook and Section XIX.G.1. of the University Catalogue.

1) This statement acknowledges that: (A) I have received the course syllabus for \_\_\_\_\_, and (B) I have read the "Common Policies for all Courses at KSU." I understand this statement will be printed and kept in my permanent file or be placed in my electronic Blackboard file for future reference.

2) I agree that I have read these documents before sending this email to my Instructor. I understand that the policies contained within these documents apply directly to me and to all students in the class. By sending this email I agree to abide by these policies, and recognize that not abiding by these policies could result in dismissal from this class and/or affect my standing as a student at KSU.

Student Name and ID number