

# BC1800 – Bethune First Year Success Seminars in Science

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**Course:** SC/BC1800 3.0 First Year Success Seminars in Science

**Term:** Year 2017

**Course Webpage:** [Moodle](http://moodle.yorku.ca) (moodle.yorku.ca)

**Instructor Information:** Dr. Tanya Da Sylva

**Office:** 210 Bethune College

**Email:** [bc1800@yorku.ca](mailto:bc1800@yorku.ca)

## Class Schedule:

**Section A:** Tuesdays 4 – 5:30pm in CC108

**Section B:** Wednesdays 4:30 – 6pm in RS136

On selected dates there will be no in-class session and all work will be done online. Detailed class schedule information will be posted on Moodle and updated regularly.

## Course Description

Bethune First Year Success Seminars in Science, BC1800, is designed to help students gain the knowledge, skills, and resourcefulness they will need to be successful Science students at York University. The course will help students adapt to their faculty and university by providing academic skills training, peer-peer connections and a sense of faculty culture. Students will develop skills and individualized learning plans that will help them be successful throughout their time as a student at York.

## Overall Course Learning Objectives:

Upon successful completion of the course, you will be able to:

- Identify your personal learning goals and develop the strategies and plans necessary to reach those goals
- Adapt and apply academic strategies and learning skills to science and non-science courses at York.
- Apply critical thinking, research and writing skills in the completion of course assignments and other on- and off-campus pursuits.
- Demonstrate the math skills needed for university math courses relevant to your major.
- Utilize university resources and information systems for completing academic courses and in your personal betterment.
- Apply their knowledge of faculty and university procedures and support systems to successfully navigate your course and degree requirements.

**Notes on course structure:**

We will be using both the in-class and online ([Moodle](#)) environment extensively in this course. Most in-class time will be spent on applying knowledge through activities and interacting with staff, faculty and peers.

Course material and important information or activities/assignments will often be provided online ([Moodle](#)) before in-class meetings.

You are expected to prepare for class by reading and completing all assigned course material/activities and should check Moodle frequently.

Moodle will also be used for submission of some assignments, online discussions and lectures. If you need help navigating our course Moodle site please make an appointment with me (Dr. T. Da Sylva; [bc1800@yorku.ca](mailto:bc1800@yorku.ca)). If you have technical issues accessing Moodle or our course page please contact [ithelp@yorku.ca](mailto:ithelp@yorku.ca)

If you do not have a personal computer or Moodle capable mobile device there are computer labs on campus that are available to you. Please contact me (Dr. T. Da Sylva; [bc1800@yorku.ca](mailto:bc1800@yorku.ca)) and I can help you find appropriate places to work on course content.

**Notes on in-person communication:**

I hope to get to know all of you over the course of the semester. I will also post office hours to Moodle.

What are office hours?

- Office hours are times when you can drop in, without an appointment, and ask questions, address concerns or just talk. Office hours are best for short meetings where you don't mind being interrupted by someone else or where privacy isn't a concern (we may be able to talk privately but if there are other students waiting then we may not be able to talk for long).

If you can't make office hours or what you want to discuss isn't suitable for office hours we can make an appointment for a more appropriate time. Email me to set up an appointment.

**Notes on email communication:**

Please have a descriptive subject line and include your full name and student number in any email (to: [bc1800@yorku.ca](mailto:bc1800@yorku.ca)).

I receive a large volume of emails every day; having a descriptive subject line helps me address your email in a timely fashion. For instance an email with the subject line "BC1800 Moodle issues leading to overdue assignment" lets me know this is an email from one of my students, and they are probably pretty upset right now. I am likely to answer this email relatively quickly.

I still may not answer an email immediately. You can expect an average response time of two business days (not including weekends or holidays).

**Textbook:** We will be reading select chapters from *How to Succeed in University (and Get a Great Job!): Mastering the Critical Skills You Need for School, Work and Life*. by T.R. Klassen and J.A. Dwyer. UBCPress

*How to Succeed in University* is available as a free eBook (link to eBook is also posted to Moodle). As professors from York authored this book, the bookstore usually has some copies available. However, the ebook is sufficient and you do not have to buy a hardcopy.

**Important Dates:** There are some important term dates you should be aware of. Please note that sometimes important term dates change and current information can be found on the [Registrar's website](#). Always check the Registrar's site for confirmation.

These dates apply to the Y-term (full Fall/Winter), which is the term for this course. The exam periods are not listed because this course does not have an exam, however you can find exam period dates and information relevant to your other courses on the [Registrar's website](#).

## 2017

Classes start – September 7<sup>th</sup>

Thanksgiving – October 9<sup>th</sup> (university is closed)

Fall Reading Days – October 26<sup>th</sup> – 29<sup>th</sup> (no classes but university is open)

Classes end for Fall – December 4<sup>th</sup>

Winter Break – December 23<sup>rd</sup> – Jan 2<sup>nd</sup> (university is closed)

## 2018

Classes start – January 4<sup>th</sup>

Last date to drop a Y-term course without receiving a grade – February 9<sup>th</sup>

Winter Reading Week – February 17<sup>th</sup> – 23<sup>rd</sup> (no classes but university is open)

Family Day – February 19<sup>th</sup> (university is closed)

Withdrawal period (can withdraw from Y-term course but "W" annotation will be on transcript) – February 10<sup>th</sup> – April 6<sup>th</sup>

Classes end for Winter – April 6<sup>th</sup>

Good Friday – March 30<sup>th</sup> (university is closed)

**Evaluation:** This course is divided into several components including creation of an individualized learning plan (ILPs), which will help you reach your own learning goals.

Active participation online and in-class is a core requirement of this course and is mandatory.

Due dates and assignment weights are in the following table, brief descriptions can be found attached to the end of this syllabus. Detailed Assignment/Activity outlines can be found on Moodle.

Activity/Assignment	% of Final Grade	Due Date (Section)*
Participation	10%	Throughout term; in-class and online
Course Syllabus Activity	3%	Sept. 26 <sup>th</sup> (A) 27 <sup>th</sup> (B), 2017
Campus Resources Activity	3%	Online activity due Sept 26 <sup>th</sup> (A) 27 <sup>th</sup> (B), 2017 (2%) followed by in-class activity on Oct. 3 <sup>rd</sup> (A) 4 <sup>th</sup> (B), 2017 (1%)
Looking Ahead Activity	10%	Nov. 21 <sup>st</sup> (A) 22 <sup>nd</sup> (B), 2017
Time Management Plan	5%	In-class on Jan. 9 <sup>th</sup> (A) 10 <sup>th</sup> (B) (1%), with follow up online activity due Jan. 16 <sup>th</sup> (A) 17 <sup>th</sup> (B), 2018 (4%)
Self Care Plan	3%	Jan. 23 <sup>rd</sup> (A) 24 <sup>th</sup> (B), 2018
Numeracy Plan	3%	TBA, tentatively in Feb. 2018
Career Goal Plan**	12%	In-class activity on Feb 13 <sup>th</sup> (A) 14 <sup>th</sup> (B), 2018 (2%) with final written plan due Feb. 27 <sup>th</sup> (A) 28 <sup>th</sup> (B), 2018 (10%)
In-class Workshop Reports	8%	2% each; due on the Friday following each Workshop/Presentation by 5pm
Passport to Success Certificate Completion***	6%	1 <sup>st</sup> report due Nov. 28 <sup>th</sup> (A) 29 <sup>th</sup> (B), 2017 (1%) 2 <sup>nd</sup> report due Mar. 6 <sup>th</sup> (A) 7 <sup>th</sup> (B), 2018 (1%) Must earn Passport by Apr. 3 <sup>rd</sup> (A) 4 <sup>th</sup> (B), 2018 (4%)
Individualized Learning Plan	37%	Part 1 due Oct 24 <sup>th</sup> (A) 25 <sup>th</sup> (B), 2017 (10%) Part 2 due Jan. 9 <sup>th</sup> (A) 10 <sup>th</sup> (B), 2018 (12%) Final Plan due Mar. 27 <sup>th</sup> (A) 28 <sup>th</sup> (B), 2018 (15%)

\* Unless otherwise indicated assignments are due at the start of class time (4pm [A]; 4:30pm [B]), including online assignments/submissions

\*\*Career Centre Workshop attendance is required for completion of your career goal plan; you are free to choose any workshop in-person or webinar.

\*\*\* The Passport to Success is offered by Learning Skills Services. To earn the Passport you must attend 8 workshops throughout the year.

## **Accommodations:**

York senate policy on **Academic Accommodation for Students with Disabilities:**

<http://www.yorku.ca/secretariat/policies/document.php?document=68>

*“York University shall make reasonable and appropriate accommodations and adaptations in order to promote the ability of students with disabilities to fulfill the academic requirements of their programs”*

If you feel that there are extenuating circumstances that may interfere with your successful completion of your course requirements you are encouraged to discuss your concerns with me (T. Da Sylva) as soon as possible. Students with learning, mental health, physical, sensory and medical disabilities who require accommodations in teaching style or evaluation methods should discuss the matter with Counselling and Disability Services (CDS - N110 Bennett Centre; <http://www.yorku.ca/cds/>) and the Course Director (T. Da Sylva) early in the term so that appropriate arrangements can be made. Please note: you are not required to disclose the nature of your condition. If you are registered with CDS. I will work with CDS to ensure all reasonable accommodations are met.

## **Grading and Incomplete/Late Work Policies:**

The grading scheme for the course conforms to the 9-point grading system used in undergraduate programs at York (for a full description see the York University Undergraduate Calendar – [calendars.students.yorku.ca/2016-2017/academic-and-financial-information/academic-services/grades-and-grading-schemes](http://calendars.students.yorku.ca/2016-2017/academic-and-financial-information/academic-services/grades-and-grading-schemes)). Final course grades may be adjusted to conform to Program or Faculty grades distribution profiles.

Students may take a limited number of courses for degree credit on an ungraded (pass/fail) basis. For full information on this option see Alternative Grading Option in the Science section of the Undergraduate Calendar.

**Late/Missing Assignments:** Except for assignments completed in class you will be given a large amount of flexibility and time to complete assignments therefore extensions will not normally be granted. If you require accommodations due to disability, illness, religious observances or other special circumstances you must discuss this with me (T. Da Sylva) as soon as possible, preferable before the assignment is due. Late assignments will have 10% per day deducted from the grade. Assignments more than 48 hours late will receive a zero.

**Participation:** Participation is expected including attendance in class. You must attend at least 80% of classes and come prepared. Unless “not required” is placed in the description of an online component, your participation in that online component by the due date is also expected; no extensions or make-up assignments will be granted.

I understand that there may be special circumstances that interfere with regular class attendance and/or may interfere with class assignments. Whenever possible, you should discuss these circumstances with me (T. Da Sylva) before the due date of an assignment or before multiple classes are missed. Please see above for the official Accommodations policy.

### **Additional Information - Confidentiality:**

While completing course activities you may disclose personal information. I ask that you please keep conversations held in class in confidence and not talk to members outside of the class about any shared personal information. However I have little ability to enforce this rule – therefore please consider the classroom a ‘public’ space when choosing what to disclose. If an online forum/activity is accessible to your classmates it will be clearly indicated; if in doubt please email me.

If assignments/activities are submitted directly to me and cannot be viewed by others then they will be treated as confidential. I will not disclose identifiable personal information unless not doing so would endanger your life or someone else’s.

### **Academic Honesty:**

York’s policy on Academic Honesty can be found here:

<http://www.yorku.ca/secretariat/policies/document.php?document=69>

**Any suspected violations of academic honesty will be taken seriously and immediately referred to the Dean’s Office.**

York has numerous resources on academic honesty that you should read and be familiar with. Before completing any course work I suggest taking the academic integrity tutorial found at [http://www.yorku.ca/tutorial/academic\\_integrity/](http://www.yorku.ca/tutorial/academic_integrity/).

### **General course policies for students:**

All students are expected to familiarize themselves with the following information, available on the Senate Committee webpage (Policies, procedures and regulations) - <http://www.yorku.ca/secretariat/policies/index-policies.html> and all students should read the following

<http://www.yorku.ca/secretariat/senate/committees/ascp/documents/CourseInformationForStudentsAugust2012.pdf>

- York’s Academic Honesty Policy and Procedures/Academic Integrity Website
- Ethics review process for research involving human participants
- Course requirement accommodation for students with disabilities
- Student conduct standards
- Religious observance accommodation

## **Brief Assignment Descriptions:**

**University/Faculty Culture** - These two assignments along with in-class activities, discussions and workshops will help familiarize you with the administrative structure of York and the Faculty, introduce key procedures and deadlines, and help you connect with people and resources that will support you in navigating the above.

- Course Syllabus online activity (3%)
- Looking Ahead activity (10%)

**Campus Resources & Services** - Our discussions and activities on campus resources will help you identify and network with key curricular and co-curricular resources on campus.

- Campus Resources online and in-class activity (3%)
- In Class Workshops/Presentations - Representatives of numerous campus groups/services will be providing information on how they can help you throughout your academic career or run customized workshops. The Friday following each presentation/workshop you will be required to submit a short report. I expect the following campus services will be represented, though this may change: Counselling and Disability Services, Science Academic Services, York Libraries, Learning Skills Services, SOS at Bethune College. Each report is worth 2% of your mark to a maximum of 8%.

**Learning and Study Skills** - These assignments and numerous online and in-class discussions/activities will help you improve your success and efficiency in studying and completing course tasks. You will also become familiar with and utilize Learning Skills Services.

- Time Management Plan (5%)
- Passport to Success Certificate completion (6%)

**Academic Research and Writing Skills** – Online and in-class activities will help you learn how to effectively complete written assignments. You will also be introduced to the types of writing you are likely to encounter in your discipline and become familiar with the York University libraries.

- Part of participation mark and you will work on your writing skills while completing assignments and activities throughout the course.

**Resilience** - Self-care will be a key topic of discussion throughout the term and this assignment will help you plan for adversity and care for your mental and physical health while completing your degree.

- Self-care Plan and in-class activity (3%)

**Numeracy** - Following an in-class activity, you will assess your numeracy (math) skills and create a plan to address any numeracy needs.

- Numeracy Plan (3%)

**Financial Literacy** – We will have discussions on budgeting skills and York’s financial services and you will be given time and opportunities to reflect on your own financial literacy and plan for challenges.

- Part of participation mark

**Life after graduation** - You will apply skills gained throughout the course to gather and summarize specialized career information based on your degree, and develop a career plan.

- Career Goal Plan (12%; includes Career Centre Workshop attendance)

**Individualized Learning Plan** - The individualized learning plan is an evolving document that will ask you to reflect upon and connect information learned throughout the course to your own learning goals. The learning plan will be submitted three times with each submission building on your previous plans and experiences.

- ILP Part 1 (10%)
- ILP Part 2 (12%)
- Final ILP (15%)

**Participation** – (10%) *active* participation both in-class and online is expected.

- **In-class:** class attendance is mandatory; you must attend at least 80% of classes or you will lose participation marks. To participate appropriately you must also come prepared. I understand that there may be special circumstances that interfere with regular class attendance and I will make accommodations as necessary. Please make an appointment to discuss circumstances and accommodation needs with me (Dr. T. Da Sylva; [bc1800@yorku.ca](mailto:bc1800@yorku.ca)).
- **Online:** You will be asked to participate in certain online forums and complete online assessments. Unless “not required” is placed in the description of an online component, your participation in that online component by the due date is expected. Failure to participate online will also lead to loss of participation marks. Failure to complete online assessments may lead to further mark deductions for that assignment/assessment.