Course Information
Prerequisites and/or Co-requisites: First-time, first-year student status
Class Meeting Day Mondays & Wednesdays 7:00-8:50 pm Time and Room Location: B-121

Instructor Information
Instructor's Name, Title: Erin Powers, M.S., Adjunct Professor
Phone No.: 201-906-5563
Office Hours: Monday 6:30-7:00 and by appointment
E-mail: epowers@ramapo.edu
Mailbox Location: FYS Adjunct Office

Peer Facilitators Information
Name:
E-Mail:
Name:
E-Mail:

Common Course Description
Designed for first-time, full-time, first-year students, First-Year Seminar (FYS) provides a comprehensive introduction to college-level learning. Seminar courses are developed around an academic theme or topic that is based on one of Ramapo College’s academic pillars. First-Year students will have the opportunity to select a seminar that best suits their interests while learning about Ramapo’s academic foundation. The First-Year Seminar course helps students in their transition from high school to college life both in and out of the classroom. The common learning outcomes of FYS are: critical and creative thinking, college-level writing, oral communication, information literacy, and technological competency. FYS classes are small to emphasize open discussion and experiential learning within the context of the theme of the seminar course. Peer facilitators play an essential role in each FYS class ensuring that first-year students have guidance from a more experienced student. FYS is also the home of the Ramapo Summer Reading Program; all first-year students read the same book and discuss and write about it in their seminars. FYS encourages new students to participate in a community of learners, to strengthen their critical thinking skills, and to communicate effectively both orally and in writing.

Course Description of this Section
You will study leadership and group dynamics from your experiences, leadership at Ramapo College, in history and in the media. This First-Year Seminar will focus on you as a leader/group member. During the semester you will analyze the following: how you interact with others, effective leadership skills, your preferences/leadership style and effective communication skills (listening, writing, speaking, etc.). Since this course is taken during your first semester at college, together we will explore the transitions you will be facing such as: time management, stress management, writing at a collegiate level, adapting to a new environment and diversity (things all leaders face too!). The goals of this course will be achieved through readings, discussions, group activities, viewing films, research and a project. The class will also explore leadership opportunities on and off campus. Throughout the semester, you will grow both individually and collectively as a member of the Ramapo College Community.

Course Goals
One of the main objectives of students taking this First-Year Seminar class is to enhance critical thinking skills that are pertinent to a successful college career. Students will be able to:
- become familiar with the Ramapo Curriculum & become active in the Ramapo Community
- strengthen writing, reading, communication and listening skills
- work effectively in a group
- conduct an effective interview/analysis
- recognize leadership in everyday life
- observe a group’s dynamic without bias
- analyze leadership qualities learned in class both in film and real life
Measurable Student Learning Outcomes

<table>
<thead>
<tr>
<th>Students will:</th>
<th>Research &amp; Reaction Papers</th>
<th>Class discussions and essays</th>
<th>Group Projects</th>
<th>Course enrichment component</th>
<th>Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>demonstrate the ability to think critically and creatively</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>demonstrate proficiency in written communication</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
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<tr>
<td>demonstrate proficiency in oral communication</td>
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<tr>
<td>demonstrate information literacy and technological competency</td>
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<tr>
<td>recognize/analyze leadership strengths and group dynamics in everyday life</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Observe a group’s dynamics without bias</td>
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<td>identify how experiences outside the classroom reflect on the learning of course material</td>
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<tr>
<td>learn how understanding group dynamics can help achieve academic and career goals</td>
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<td></td>
<td></td>
<td>x</td>
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Peer Facilitators
As an added resource for first-year students, each section of First-Year Seminar (FYS) will have a peer facilitator. These upper-level students will attend FYS classes and assist the instructor with the academic topics covered in this seminar. They will serve as discussion leaders on issues that pertain to your personal and social development and they will facilitate weekly discussions on the class readings. Your peer facilitator will be your mentor and will be available to you to provide guidance on navigating the different personal and social hurdles that you may encounter in your first year at Ramapo.

First-Year Academic Advising
Each First-Year Seminar course is assigned a professional Academic Advisor from the Center for Student Success who serves as your Academic Advisor during your first year. This advisor will attend your First-Year Seminar class for a group advisement session to review general academic advising policies and procedures. They will also be available to answer any general questions regarding college policies/practices. Students are encouraged to schedule individual appointments with their Student Success Advisor for assistance with course selection and the development of a personal academic plan. If you have any questions regarding Academic Advisement please call CAAFYE at (201) 684-7441 or via email at: success@ramapo.edu

Texts, Readings, Materials
Class Reading:

Required Resource:

Summer Reading:

Other additional reading given by Instructor on web and/or print, please have a binder or folder for notes.

COURSE REQUIREMENTS & EXPECTATIONS
• Cell Phones- Cell phones are strictly prohibited in the classroom. All cell phones should be turned off, including the silent mode while in class. If a cell phone is answered during class or if you send or receive a text message, you will be asked to leave class. This will count as an unexcused absence (see attendance policy).
• Exams- Two exams will be given on the summer reading book and on assigned readings in Organizing Genius with relation to the information presented in class.
• Graded Assignments (see due dates in course schedule)
  ✓ Summer Reading Reflection Essay
  ✓ Group Write Up/Presentation on Successful Leadership Teams
  ✓ Club Papers/Presentation- done in small groups
  ✓ Movie Analysis- #1- "12 Angry Men" & #2- TBA
  ✓ Exams (2)
  ✓ Leadership Research Paper (Final)

*All reference citations are to be written in MLA format. The summer reading reflection essay will be given to ensure you are writing at a college level. This paper must also be reviewed at the Writing Center on campus. You may schedule a one on one meeting with the professor to discuss your paper before and after it is graded. After topics are approved for the Leadership Research paper all students are required to attend a seminar given by a Ramapo Librarian to teach you the “tools” of a college library.
**All papers will be submitted twice: once electronically through [www.turnitin.com](http://www.turnitin.com) and once by hardcopy to the instructor.**

- **Communication**
  All Ramapo students are to check their Ramapo e-mail daily. This is the only form of communication I will use with you. This is also how administration offices on campus will often contact you and provide you with valuable information.

- **Standing Weekly Assignment ~ Journal**
  Your Peer(s) will collect your weekly entry at the beginning of each class session – put down on paper what is going on in your life…feel free to use this forum to ask questions, make comments, etc. Peer(s) will read and respond to any issues presented therein. From time to time you will be asked to answer a “topic question” in your journal. These journals are NOT to be written in class. Journals will count towards your final grade and are often the tie-breaker when a student is between two grades.

- **Class Participation policy:**
  We will be discussing a variety of topics in class. We hope you will actively participate in these discussions. Of course, you can’t participate if you aren’t there. Regular class attendance is expected. Students will be evaluated each week on his/her participation. Your class participation grade will represent more than just your ability to make it class; you’ll be expected to engage in thoughtful discussion with your classmates, your professor, and your peer facilitator on the different issues under consideration. Your participation in class discussions, attitude, level of preparation, and attendance will be used to assign your participation grade (20% of your final grade).

- **Library Instruction**
  We will have one mandatory class session in the Potter Library. You will be instructed on how to conduct valid research for the college level. This class will take place after you have chosen your research topic and will aid you with the assignment. Missing this class session will result in a final average deduction of one full grade.

- **Attendance Policy**
  Since we only have 16 class meetings scheduled, it is very important that you attend each week. In the event that you absolutely have to miss class (emergency only), please make every effort to inform the instructor in advance. **More than 1 absence will result in a final average deduction of one full grade. More than 2 absences will result in a failing grade.**
  Your participation grade will be assessed on your input to class discussions, attitude and level of preparation. [College policy](http://www.ramapo.edu/studentlife/attendance.html) states that students must notify faculty within the first three weeks of the semester if they anticipate missing any classes due to religious observance.

**Course Enrichment Component** – *For all 4-credit undergraduate courses, except those that have scheduled meeting times in excess of 50 hours (3000 minutes) – e.g. lecture-lab courses.*

Each course will include a minimum of five (5) hours of unmonitored appropriate experience outside of the classroom.

- **Club/Organization Presentations**
  You will be assigned to work with a group of students in class. As a group you will seek out and choose a club/organization that is active on campus in which none of you are a member. You will analyze your club/organization and reflect on the groups’ processes and properties, leadership component and effectiveness. This course enrichment component it to allow students to see the opportunities for involvement within your new community, apply the theory learned of groups and leadership in real life experience, work on your own group dynamics and presentation skills. As a group, you will attend the chosen club/organization’s meeting, an event associated with the club/organization, interview identified leaders within the club/organization and converse with general members. You will be required to spend a minimum of five hours “observing” the club/organization and formally present your findings and educated opinions to the class. You will also write an individual reflection of the process.

**General Education Program Course**

This course fulfills the First-Year Seminar category of the general education curriculum at Ramapo College. Common to all First-Year Seminar (FYS) courses, you will develop critical thinking skills that are basic to college level study, regardless of your area of interest. You will be reading, writing, and participating in thoughtful group discussions with the aim of developing the skills of a scholar. You will learn to support your arguments using a foundation of knowledge and facts rather than simply using personal opinions and experiences.

The following means will be used to develop your skills to think critically:
- reading
- effective writing
- group discussion
- experiential learning

Specific skills that you will develop in this course are:
- leadership skills
- group dynamic skills
- presentation skills
- discussion/reasoning skills
- researching skills
This course is categorized as an Interdisciplinary Studies FYS course, because all aspects of group dynamics and leadership can be applied in all disciplines. Throughout the semester, students will be analyzing leaders and groups throughout history, in the media and film and on the Ramapo College Campus.

*Other Information*- Students are expected to devote at least **two hours** outside the class studying, preparing and reading for each class hour.

**Writing Intensive (WI) Course**
Writing will be integrated into the life of this course. You will receive comments, direction, and support as you work on strengthening your writing skills. Your writing will be evaluated and returned in a timely fashion, allowing you to incorporate my comments into your future work. For help outside the classroom, please see me during my office hours and work with a writing tutor in the Center for Reading and Writing (CRW), Room: E-230, x7557, cas@ramapo.edu.

**GRADING POLICY**
Your final grade will be calculated using the following breakdown:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>Class Participation (including Journal and all class activities/discussions)</td>
</tr>
<tr>
<td>100</td>
<td>Exam 1 (Summer Reading)</td>
</tr>
<tr>
<td>100</td>
<td>Exam 2 (Organizing Genius)</td>
</tr>
<tr>
<td>100</td>
<td>Group Write Up/Presentation on Successful Leadership Teams</td>
</tr>
<tr>
<td>300</td>
<td>Assignments (Summer reading essay, Club paper/Presentation, 12 Angry Men &amp; Movie #2)</td>
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<tr>
<td>200</td>
<td>Leadership Final Paper (paper and all deadline meeting up to the final submission)</td>
</tr>
</tbody>
</table>

**STRICTLY ENFORCED:** No written assignment will be accepted late or through email (A zero will be the grade given). Assignments are expected to be in hand when entering class on the specified due date. If a student is late to class (more than 10 min) the day an assignment is due 10% will be deducted from the final earned grade on the assignment. Under no circumstances will make-up exams be given. Movie reflections are mandatory and will be given a 10% deduction from the earned grade for missing that class if made up. Incompletes will only be granted under extenuating circumstances that can be corroborated with some form of proof and deemed reasonable by the professor.

**Grade Distribution:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>&gt; 95%</td>
</tr>
<tr>
<td>A-</td>
<td>94-90%</td>
</tr>
<tr>
<td>B+</td>
<td>89-86%</td>
</tr>
<tr>
<td>B</td>
<td>85-83%</td>
</tr>
<tr>
<td>B-</td>
<td>82-80%</td>
</tr>
<tr>
<td>C+</td>
<td>79-76%</td>
</tr>
<tr>
<td>C</td>
<td>75-73%</td>
</tr>
<tr>
<td>C-</td>
<td>72-70%</td>
</tr>
<tr>
<td>D+</td>
<td>69-66%</td>
</tr>
<tr>
<td>D</td>
<td>65-60%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60%</td>
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</tbody>
</table>
SCHEDULE OF TOPICS *Reading will be added for class discussions **Calendar subject to change/revised

September 1, 2015  Opening Convocation, Phil Klay, author of Redeployment

Week 1  Introduction, Icebreakers & Syllabus Review  
Activity- Mapping Ramapo  
Notes-What is leadership?  
Lecture/Notes: What is a Group?  
Assignment: Begin First Semester Journal & Email Instructor with your major (please always put FYS-Name in the subject area)  
Assignment: Finish/Review Summer Reading  
Assignment- What do groups do?

Week 2  Due: What do groups do?  
Discussion of the Summer Reading Part 1  
Summer Reading Paper Assigned  
“The Ins and Outs of Essay Writing”  
Activity Verbal Communication  
Notes-Communication Styles  
Assignment: Paper is due:

Week 3  Discussion of the Summer Reading Part 2 & Activity  
Communication/Group Activity  
Test: Summer Reading

Week 4  Time allotted for Summer Reading Essay Revisions & appointments with Writing Center

Week 5  Due: Summer Reading Essays  
Reading: “Leadership and the Four Elements of Experience”  
Notes: Perceptions  
THE IN’s AND OUT’s OF REGISTRATION Pending Confirmation  
Assignment: Read Organizing Genius Foreword, Intro & 1-30  
Assignment: Club/Organization Paper & Presentation Due:

Week 6  Due: OG Foreword, Intro & 1-30  
Notes: Yourself and Clear Leadership  
Group Question ~ The End of a Great Man  
Teacher Lead Presentation: Disney ~Two Leaders/Traditional Environment  
Assignment: Groups selected for Write Up/Presentation on Successful Leadership Teams  
Assignment: Read Organizing Genius 31-62

***Make an Individual Spring Registration Question appointment with Peers as needed***

Week 7  Notes/Activity- Learning & Leadership Styles  
Notes: Appreciative Inquiry & The Appreciate Self  
Handout: Group Think  
Assignment: Read Organizing Genius 63-116

Week 8  Due: OG 31-62 & OG 63-116  
Movie: “12 Angry Men” Analysis due before you leave class  
Leadership Final Assigned ~ Topics must be approved by Erin Powers via email on a first come, first come basis Due during final time slot  
Assignment: Read Organizing Genius 117-170

Week 9  Library Information Session in the Ramapo Library Pending Confirmation  
& Writing help for Research Paper

Week 10  Movie: 2nd Leadership Movie Analysis due prior to leaving class (to be confirmed)
Week 11  
**Due:** Final Paper Proposals due  
**Due:** Club/Organization Paper & Presentation  
Presentation of Club/Organization Group Projects of Clubs/Events

Week 12  
*Individual appointments with Research Proposals*

Week 13  
**Group Presentations**

Week 14  
**Test:** On *Organizing Genius* Readings

Week 15  
**Final Exam Week**  
**Due:** Leadership Research Final Paper  
**Paper will handed in (in person) during the Final Time Slot**

Each Class will be held in *roughly* the following format:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>30-45 minutes</td>
<td>Lecture/Activities</td>
</tr>
<tr>
<td>30 minutes</td>
<td>Presentation of information from small groups to the group at large</td>
</tr>
<tr>
<td>15-30 minutes</td>
<td>Peer Facilitator Time</td>
</tr>
<tr>
<td>15-30 minutes</td>
<td>Group Work/Group Activity – should be used each week effectively.</td>
</tr>
</tbody>
</table>

**Important Dates**
- First Day of Classes: September 2nd
- Last day for Schedule Adjustments (on the Web): September 9th
- Last day to withdraw from courses with “W” grade: November 13th
- Thanksgiving Recess: Nov 25th – 29th
- Reading Day (no classes): December 15th
- Final Exam Week: December 16th – 22nd
- Common Finals: December 19th
- Last day to request “I” grades: December 22nd
- Final Exam Snow Make-Up Day: December 23rd

**Electronic Forms of Communication**
In accordance with College policy, I will use your Ramapo College email address (@ramapo.edu) to communicate with you about all course-related matters. Please make sure to check this email on a daily basis.

**Students with Disabilities** Include this heading and a statement consistent with College policy (which specifies that the student must be affiliated with OSS). For example:

“If you need course adaptation or accommodations because of a disability that has been documented with the Office of Specialized Services, please make an appointment with me.”

Please note: Students must be registered with the Office of Specialized Services (OSS) to receive accommodations. As you develop or revise your course syllabus, consider ways to make your course material accessible to students with disabilities. For additional information, contact the Office of Specialized Services (OSS) at x7514 or email at oss@ramapo.edu. Please do not place a time limit on when students may request accommodation, as they may not be aware of their need until later in the semester.
**Academic Integrity Policy**

All members of the community are expected to be honest and forthright in their academic endeavors. Since violations of academic integrity erode community confidence and undermine the pursuit of truth and knowledge at the College, academic dishonesty must be avoided.

**Procedure**

**Responsibilities**

The Office of the Provost has responsibility for the oversight and enforcement of the Academic Integrity Policy and for making the policy an institutional priority. The Office of the Provost is also responsible for publishing the policy and for educating both faculty and students about the policy.

Faculty members play a crucial role in the Academic Integrity Policy. They are responsible for educating their students about the importance of academic integrity and for communicating to students their expectations with respect to academic integrity in course work. They are also urged to report alleged violations of the policy to the Vice Provost.

Students have the responsibility to understand the Academic Integrity Policy and to comply with the policy in their academic work.

**Criteria**

There are four (4) broad forms of academic dishonesty:

1. **Cheating**

Cheating is an act of deception by which a student misrepresents his or her mastery of material on a test or other academic exercise. Examples of cheating include, but are not limited to:

   - copying from another student’s work;
   - allowing another student to copy his/her work;
   - using unauthorized materials such as a textbook, notebook, or electronic devices during an examination;
   - using specifically prepared materials, such as notes written on clothing or other unauthorized notes, formula lists, etc., during an examination;
   - collaborating with another person during an examination by giving or receiving information without authorization from the instructor;
   - taking a test for another person or asking or allowing another to take the student’s own test.

2. **Plagiarism**

Plagiarism occurs when a person represents someone else’s words, ideas, phrases, sentences, or data as one’s own work. When a student submits work that includes such material, the source of that information must be acknowledged through complete, accurate, and specific footnote or endnote references; additionally, verbatim statements must be acknowledged through quotation marks. To avoid a charge of plagiarism, a student should be sure to include an acknowledgment of indebtedness:

   - whenever he or she quotes another person’s words directly;
   - whenever he or she uses another person’s ideas, opinions, or theories, even if they have been completely paraphrased in one’s own words;
   - whenever he or she allows another individual to contribute to the work in some significant fashion (for instance, through editing or sharing of ideas);
   - whenever he or she uses facts, statistics, or other illustrative material taken from a source, unless the information is common knowledge.

Examples of standard citation formats can be found on the George T. Potter Library Website: [Library Website: Citation Manuals and Style Guides](#)
3. **Academic Misconduct**

Academic misconduct includes the alteration of grades, involvement in the acquisition or distribution of unadministered tests, and the unauthorized submission of student work in more than one class. Examples of academic misconduct include, but are not limited to:

- changing, altering, falsifying, or being the accessory to the changing, altering, or falsifying of a grade report or form, transcript, or other academic record, or entering any computer system or College office or building for that purpose;
- stealing, buying, selling, giving way, or otherwise obtaining all or part of any unadministered test or paper or entering any computer system or College office or building for the purpose of obtaining an unadministered test;
- submitting written work (in whole or in significant part) to fulfill the requirements of more than one course without the explicit permission of both instructors;
- disregarding policies governing the use of human subjects or animals in research;
- sabotaging another student’s work through actions designed to prevent the student from successfully completing an assignment;
- knowingly facilitating a violation of the academic integrity policy by another person.

4. **Fabrication**

Fabrication refers to the deliberate use of invented information or the falsification of research or other findings with the intent to deceive. Examples of fabrication include, but are not limited to:

- citing information not taken from the source indicated;
- citing of sources in a “works cited” that were not used in that project;
- altering, stealing, and/or falsifying research data used in research reports, theses, or dissertations;
- submitting as one’s own any academic work prepared in whole or in part by others, including the use of another’s identity;
- falsifying information or signatures on registration, withdrawal, or other academic forms and records.

**Reporting Violations**

To ensure due process, any member of the Ramapo community who is aware of violations of the College's academic integrity policy is expected to report the incident to the Office of the Provost. Faculty members who choose to resolve the matter themselves are urged also to report the incident to the Office of the Provost, since the incident may be a repeat offense, or there may be a subsequent grade appeal. More details on Ramapo College’s academic integrity policy can be found here: