

College Orientation Seminar 101

Frequently Asked Questions



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FALL 2007



To all my enthusiastic COS 101 Students:

A very important component of your success in COS 101 is to understand course requirements and expectations. The answers to the following frequently asked questions will guide you to effectively meet the requirements for this course with fervor. **You are the maker of your tomorrow**; therefore, to affect positively your future in this class, give it all the required energy, quality time, and undisputed attention to propel yourself to an exciting and productive adventure through COS 101.

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COURSE DESCRIPTION AND OBJECTIVES



Opportunities that are offered to you through COS 101

What is COS 101?

COS 101, College Orientation Seminar, is a course that will help you develop strategies and skills necessary for a successful college career.

Why should I take a student success class?

The first year of college is a unique experience. You may be fresh out of school, returning to the classroom after many years away or fall somewhere in between. Obviously, you will face many challenges because everything is so new to you. Students beginning college do have distinctive needs. For instance, students entering into college for the first time often don't know the rules or information they need to become a successful student. It is much like trying to win a game without knowing how to play. In this prime opportunity, COS 101 will assist you in raising your levels of academic performance and will give you the armaments you need to face the challenge of college-level work to be successful in your college life.

Why should I take the College Orientation Seminar course?

1. This course will address questions and concerns you may have as you begin your first semester.
2. The course starts with making sure you understand the course syllabus you received in each of your courses.
3. Next, you will consider your mission statement and goals for college and then develop time management strategies to accomplish those goals.
4. You will learn about your personal responsibility to take an active role in college studying.
5. All COS assignments and activities are designed to assist you in making a smooth transition to college life.
6. You will find out more about the college campus so that you can make the most of the excellent resources and wonderful opportunities available for students at MCC.

What will I understand at the end of this course?

At the end of this course, you will understand:

- How to manage your time to accomplish your academic goals
- How to learn information and demonstrate this knowledge
- MCC college resources and opportunities

COURSE REQUIREMENTS



Ways to take in the course goals.

What are the course requirements?

- The expectation of this course is that **you will read** and discuss topics that you can successfully apply throughout your college career.
- In college, as a general rule, you can expect two hours of homework every week for each credit hour you are taking.
- Your homework assignments in COS 101 will consist of reading and writing activities, as well as visiting and using MCC resources. It is your responsibility to complete these assignments.

You must be willing to read to take charge of your own education. The writing of the papers will help you refine your thinking and understanding. I suggest you read On Campus in small doses. Read few paragraphs and then pause to see if you understand. After 20 minutes, set the book aside, take a small break and then, continue your reading.

COURSE TEXTBOOK



It is not just to read this book; you need to react to the textbook to get the most help from it. You need to interact with the course textbook: highlight and/ or underline it, write your own thoughts in the margins, personalize it. Make it your book!

What is the required text for this course?

The required text for this course is *On Campus: An Interactive Guide to College* (2007 ed.) by Diane Fitton

On Campus – An Interactive Guide to College is a practical, informative short textbook designed to give first year students a solid understanding of the responsibilities and realities of attending college. In a clear, positive style, each chapter explains a topic essential to college success. Main points are illustrated with examples drawn from two and four-year colleges and universities. Concrete and realistic, these examples engage student interest by exemplifying college milieu and college standards. For students who intend to transfer from a two year-college to a four year college these examples offer added value. Students learn accurate information about the nature of higher education and about specific requirements for their college. At the same time, students learn about themselves and others within their college community as they adjust to their new role as college freshmen. *On Campus* promotes college success by orientating students about academic responsibilities, institutional requirements, and collegiate culture.

The exercises in *On Campus* offer a wide variety of ways to involve students in learning course material. The *On Campus* website contains reading selections that enrich and advance student understanding of textbooks concepts. Each selection includes Questions for Reflection. These critical thinking questions require students to consider how the information applies to their understanding of college success and to themselves

Do I need another book for the class?

You will need the MCC Catalog & Student Handbook. The college catalog is the student's encyclopedia of college information. It contains interesting information about your college's organizational structure and academic divisions. You will find information about course description, college policies, campus services, and financial information. In fact, you will find answers to many questions you have

regarding your college. You can have a free college catalog from the Admission Office located in Building 1 Room 211.

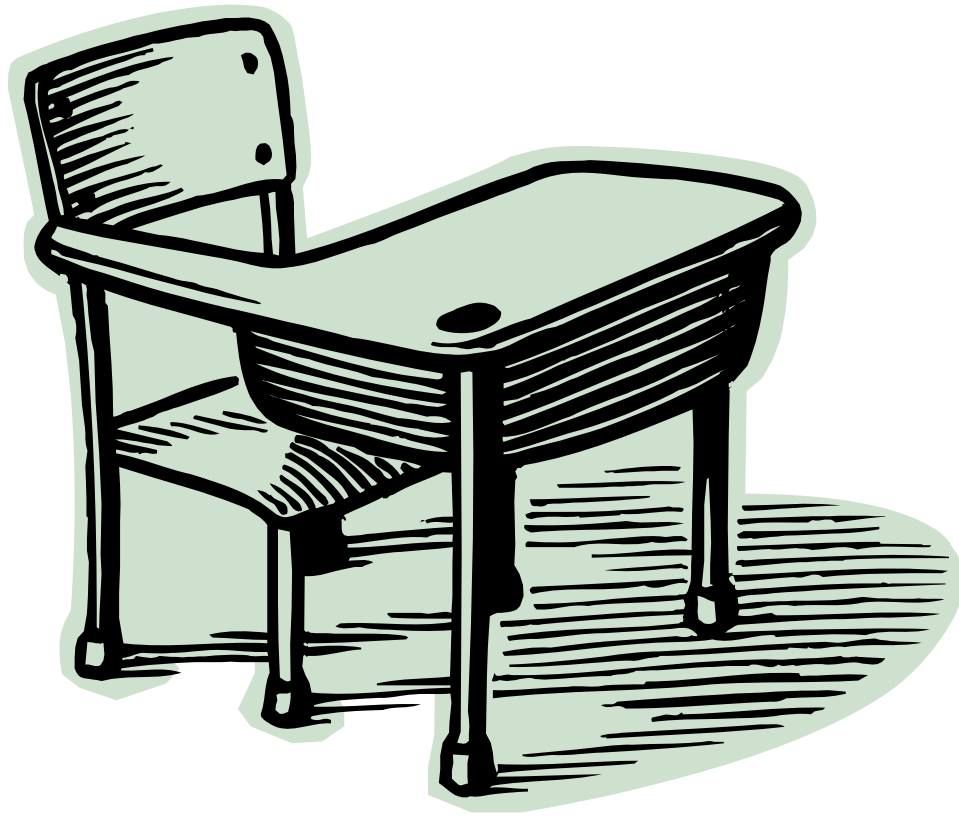
Do I have to buy the textbook?

You need to have your own textbook. Some students think they can share textbooks with friends; others try to photocopy textbooks. The first way can present problems – what if, for example, your friend drops out and sells the book? The second is technically illegal. COS 101 is a practical class and what you will learn through this class is to be used for life. Therefore, I recommend you to have the class textbook.

Do I just read the textbook?

It is not just to read this book; you need to react to the textbook to get the most help from it. You need to interact with the course textbook. Highlight, underline it. Write your own thoughts in the margins. Personalize it. Make it your book!

COURSE ATTENDANCE



Your driven force to attend the COS 101 class is to learn, acquire, and develop the essential skills that will help you to succeed in college.

What is the attendance policy in this course?

- Since the course is conducted in a seminar format, your attendance is mandatory. However, your driven force to attend class is to learn, acquire and develop the essential skills that will help you to succeed in college.
- You will sign the **Attendance Signature sheet** at the beginning of each class.
- If you are late in class, a half point will be reduced from your class participation points.
- You may be withdrawn from COS 101 if you are absent from 20% of the class. *For instance, if you have two absences in the ten-session class, you may be withdrawn from the class.*

Are my absences considered when determining my grades?

You have the responsibility to attend class. Your nonattendance significantly reduces your classroom participation points because you cannot earn classroom participation points if you are absent. In addition, failure to submit your assignment on the due date will reduce substantially your final grade. There is not substitute for what you would have received if in class. You have the choice to have valuable class time or to be self-penalized for your absenteeism.

What do I have to do if I miss a class?

Attendance to COS 101 is mandatory. However, under extenuating circumstances, you may miss a class. If you do, please follow the next steps:

- **Call a classmate:** arrange to get copies of handouts, notes, and any homework information. You are an adult, and if you miss a class, I will assume you have done so for a good reason. Keep in touch with your professor if you have extenuating circumstances.
- **Do all the work due for the day you return:** you are responsible for all the work due on the day you return to class whether you were in class on the previous day or not.

- **Do not ask if you missed anything:** of course you did.
- **You have to take responsibility for your actions.** Keep this in mind: the more classes you miss, the less you'll learn and the lower your grades will be. Really, that's for you to decide.

Do I really have to go to class?

Nobody will make you go to class. However, if you would like to obtain positive result in this class, it is highly recommended to attend all classes so you do not get behind or miss material from your professor.

Does anybody really care if I come late or leave early?

Your professor and your classmates do expect you to be on time for class.

Several things can happen when you are late or leave early

- you might interrupt the teacher or disrupt your classmates;
- you could miss a quiz or some other assignment;
- you will lose important material from the class, and
- if you're late a lot, you might send a message to your instructor that you don't really care about the class
- If you are late in class, a half point will be reduced from your class participation points.

Briefly, start on time and stay to the end.

COURSE GRADES



Ways for the student and the college professor to know whether the student is achieving the course goals.

Why should I strive for good grades?

Your grades make a statement about your commitment in college, and they are an indication of the kind of student you are because your grades reflect on your study habits. Therefore, you should strive for good grades. Grades are used to determine satisfactory academic progress and grade point average. Grades are the result of many factors, and typically stem from the choices you make regarding your study habits, time management, and attitude toward learning. Make sure the decisions you make during the semester support your ability to achieve the best grades you are capable of earning.

How will my grade be based for COS?

Your grade for COS will be based on the points you accumulate for assignments, quizzes, and class participation. You may submit your assignments before the due date. To evaluate your progress in reaching the course objectives and to provide you with feedback on your learning, we will look to the following items:

Topic	Weight
1. Assignments	60%
2. Quizzes	25%
3. Classroom Participation	15%

A	94 - 100
A-	90 - 93
B+	87 - 89
B	84 - 86
B-	80 - 83
C+	77 - 79
C	74 - 76
C-	70 - 73
D+	67 - 69
D	64 - 66
D-	60 - 63
F	< 60

How do I keep track of my grades in COS 101?

Keep track of your grade in COS 101 by entering points you earn to numerically determine your progress in the class.

Work Submitted	Points	Earned
Assignment 1	10	
Assignment 2	10	
Assignment 3	10	
Assignment 4	10	
Assignment 5	10	
Web Assignment	10	
Quiz 1	5	
Quiz 2	5	
Quiz 3	5	
Quiz 4	5	
Quiz 5	5	
Class Participation	15	
Total	100	

How do quizzes, assignments, and class participation count towards my final grades?

Your grade is calculated by adding up all your points from quizzes, assignments, and class participation points. Failure to submit any of your coursework components will reduce your final grade. It is a good practice to have your assignment ready at least three days before the assignment is due.

What should I do to prepare for class?

Your target in this class is to own COS 101 knowledge; thus, you can apply it to your college life. To do so, you will need to dig deeply into the class material to possess the hidden treasure of knowledge that this class has reserved for you. To best prepare for class, you should immerse in the class material in search of the valuable jewels of study skills and college survival techniques, and above all, make a strong promise to always be strategically prepared for class by thoroughly reviewing all assigned material and doing whatever written homework is assigned. See no obstacles to create your best personal opportunity.

What are the standards requirements for each grade?

Grading Standards required meeting college level performance

F *A grade of F means a student has performed as follows:*

- did not complete assigned work
- submitted unacceptable work more than 60% of the time
- was inattentive in class
- did not work effectively in class
- missed many classes

D *A grade of D means a student has performed as follows:*

- submitted assigned work late, did not complete in the prescribed form, and less than 70% was acceptable
- submitted work contained errors in logic, organization, and mechanics, showing sub-college level skills
- worked in each class, but was unable to demonstrate satisfactory understanding of subject and its application
- missed many classes

C *A grade of C means a student has performed as follows:*

- submitted all work on time, completed in the prescribed form, with 70% to 80% being acceptable. Acceptable means some (more than a few, but not very many) errors in logic, organization or mechanics.
- worked diligently in each class, and demonstrated satisfactory understanding of subject and its application
- attended most classes and worked diligently in each class

B *A grade of B means a student has performed as follows:*

- submitted all work on time, completed in the prescribed form with evidence of above average skills and understanding
- submitted work had very few errors in form and content
- demonstrated above-average understanding of subject and its application
- attended all classes and worked diligently in each class

A *A grade of A means a student has performed as follows:*

- all work submitted on time, completed in the prescribed form and free of technical or organizational errors
- all work showed original thought and creativity
- able to apply learning to new situations
- demonstrated exceptional understanding of subject and its application
- attended all classes and worked diligently in each class.

Is my COS 101 final grade a significant factor to maintain financial aid eligibility?

Your intention should be, from the day you registered for this class, to diligently work to earn the best grade possible in COS 101 because your grade in this class may play a significant factor to maintain your financial aid eligibility. Federal Financial Aid regulations state that in order to maintain financial aid eligibility you need to maintain satisfactory academic progress. Students who fail to maintain satisfactory academic progress will lose their eligibility for funds. Satisfactory academic progress (SAP) is measure by qualitative and quantitative elements. **Qualitative** element refers to GPA (General Point Average). Students must maintain a minimum semester Grade Point Average to keep financial aid eligibility. For instance, any student who has earned over 48 credits should maintain a 2.00 GPA; failure to keep a minimum requirement for GPA will make the student ineligible for some types of financial aid. **Quantitative** element refers to the credit earned and accumulated in the academic year or semester. Students must earn a minimum of the credits attempted in the semester. For instance, a student who registered for 12 credits in the previous semester need to earn 50% of the total of credits attempted, in this case 6 credits, to maintain financial aid eligibility. The student is not longer eligible for some types of financial aid if the student fails to earn the minimum required credits for the total of credits attempted in the semester.

What is the withdrawal policy in this course?

It is your responsibility to withdraw from the class if you are absent from 20% of the class. However, withdrawing from your class should be the last option. Make sure to discuss your options with your professor or academic counselor before withdrawing from the class.

How does withdrawing from my class affect my financial aid?

Your financial aid grants, loans, and eligibility may be affected if you withdraw from your COS 101 class. Anytime a student does a course withdrawal, it could impact their financial aid in their current semester and in future semesters. In some cases, withdrawals can result in students having liability to the college. In addition, the withdrawal from one or more courses during a semester or academic year, may impact a student's eligibility for both Federal and State Aid program for future semesters if the student does not meet *Satisfactory Academic Progress Guidelines*, required by the Federal and State government. You should speak to a financial aid representative to discuss the consequences if you withdraw from the COS 101 class. For more information, go to the MCC financial aid web page at www.monroecc.edu/depts/finaid/, or call 585-262- 2050, or visit the Financial Aid Office located in Building 6 Room 207.

How do I withdraw from an individual course?

To withdraw from an individual course, pick up a withdrawal form at the Registration Office. After completing the form, discuss your reasons for withdrawal with the instructor of the course and have him/her sign the form. Return the withdrawal form to the Registration Office. You will then receive a grade of "W" for the course.

For information about last dates to withdraw from courses see the Academic Calendar and/or the Varied Length Courses Last Day to Drop/Last Day to Withdraw schedule for the current semester.

If you have questions about how a withdrawal from a course will affect your graduation, financial aid, residence hall eligibility, eligibility to play athletics, veterans' benefits, tuition refund, or other aspects of your MCC program, discuss your concerns with a counselor in the Counseling Center.

You should not assume that failing to attend class will result in an automatic withdrawal from a course. Your non-attendance may result in a grade of "F" and thus jeopardize your grade point average.

How are my financial aid grants and loans going to be affected if I withdraw from my class?

If you registered for 12 credits and you plan to withdraw from a one-credit course, your student status will change from full-time status to part-time status. TAP participants (New York State Grant) may lose grant eligibility because the TAP grant is for full-time student only. The amount of your Pell (Federal Grant) may be reduced. If you registered for 6 credits and you plan to withdraw from a one-credit course, you may lose your Direct Loan eligibility because to maintain your loan eligibility you need to register for 6 credits or more. However, you should discuss your situation with a financial aid representative to find out how your financial aid is going to be affected if you withdraw from your class.

Is there extra credit?

It would not be prudent to offer you more work to do if you are failing the course and are not able to keep up with the assigned coursework.

COURSE ASSIGNMENTS



You must take responsibility for your own learning and participate as an active learner.

Do I have to do all the assignments?

The only way to pass the course and get good grades is to do the coursework. This includes doing all the assignments, projects, journal and web reading by the due date. You need to get wet to cross the river.

Why should I read the On Campus web selection?

The reading selections on the *On Campus* website are designed to advance your understanding of college success by providing multiple perspectives on course topics and to enrich your course experience by providing timely, thoughtful selections related to college success. Many college professors require that you read information on-line and submit your assignments using e-mail. As a result of completing these assignments and understanding how well you function in this modality, you may decide to take either an on-line or hybrid course at MCC.

How can I have access to the Web Reading Assignment?

Step 1 Type the following URL
http://www.pearsoncustom.com/fitton_student/

Step 2 Clicks on ACCESS

First-Time User

- You must first click on Register to register your Access Code to establish your Login Name and Password.
- Enter your access code (the number printed in your On Campus card) and follow the on-screen instructions to complete the one-time registration.

Access Code You can type the letters in lowercase or uppercase.

School Zip Code 14623

E-mail Address Use your MCC student email address.

Create a Login Name
remember.

Use your MCC Login Name to make it easy to

Create a Password
remember.

Use your MCC password to make it easy to

Returning User

If you have already registered, enter your login name and passwords in the space provided and click on the Login Button to access the online materials.

Should I make a copy of my Web Reading Assignment?

To be in the safe side, you must email a copy to your MCC email account as well as make a printed copy when you email your web reading assignment to the professor.

What will happen if I submit my Web Reading Assignment late?

Late work is not accepted. If you believe you submitted your assignment on time, you must provide printed copy, or forward a copy of the email you sent to yourself that shows that your work was completed by the due date. Your failure to provide proof of on time work will result in a zero for that assignment.

What should I do if I experience any technical difficulty accessing the On Campus website?

You use the On Campus website to complete your Web reading assignments. If you have any technical difficulty accessing the On Campus website, you should contact: **Pearson Technical Support <http://247.pearsoned.com> (800) 677-6337**. Sometimes, you may inadvertently make typing errors in your email address. Then, when you try to access the account with your correct email address, the system does not recognize your email.

Will I take quizzes in this class?

- You will take quizzes based on your chapter reading assignments.
- The questions will be selected from the textbook's exercises.
- You may not use your textbook or notes to answer the questions.
- If you are late for the quiz, you may receive a **zero** for the quiz.

Can I make up a missed quiz?

There are no quiz make-ups.

Am I going to do a class presentation?

You are going to present your personal mission statement to the class and you may talk about MCC resources. You are going to have 2 – 3 minutes depending on class size to do your presentation. Each student must practice in advance for the presentation.

What is a Mission Vision Board?

A Mission Vision Board is a visual representation of your personal mission statement. It is comprised of meaningful graphics and words fitted together in a collage. It can be presented on a poster board.

Am I going to say anything aloud in this class?

May you be terrified of being called on to answer a question or offer an opinion? All of us, at one time or another, have felt the flush of embarrassment from speaking up in front of a group, only to discover that we've said something foolish or wrong. No wonder you may carry a fear of public speaking. However, speaking up and talking about ideas can help clarify one's thinking. Yet, becoming effective in communication -- both speaking and writing -- should be one outcome from a college education. Being an articulate speaker is always useful in the world of

work, no matter which vocation you follow. Therefore, make one of your goals to become an effective communicator.

How do class participation points are earned?

- Classroom participation points are earned by (1) active listening, (2) positive involvement in small group work and (3) thoughtful contributions during whole class discussions.
- In all instances, **civility and respect for classmates and the instructor are expected.**
- Distribution of points is as follows:
 - a. 15 class meetings = 1 point per class
 - b. 10 class meetings = 1.5 points per class
 - c. 5 class meetings = 3 points per class
- You cannot earn classroom participation points if you are absent.

May I make up or submit a late work?

- Late work is penalized 20%.
- Late work is only accepted the next class after it is due.
- If you are absent, it is your responsibility to contact the professor by the next class to hand in a missed assignment.
- Your failure to do either by the next class will result in a zero.
- The Web reading assignment is not accepted late.

Are technical difficulties an excuse to submitting assignments late?

Technical difficulties (with computer, disc, software, printer, copier, etc.) are **not** an acceptable excuse to submit your assignment late. The students who decides not to save multiple copies of their assignment(s), or procrastinate printing or copying until the day assignments are due, is putting their class grade at risk.

COURSE SYLLABUS



The syllabus invites you to a deliciously provocative intellectual feast.

What is a course information sheet?

The course information sheet (Course Syllabus) is a written legal covenant between you and your professor. It clarifies the professor's expectations and your responsibilities. It is your responsibility to review the course syllabus and clarify any aspect of the syllabus. Your professor expects you to meet deadlines for assignments, papers, projects and tests. Therefore, read it carefully and ask questions you may have about its content.

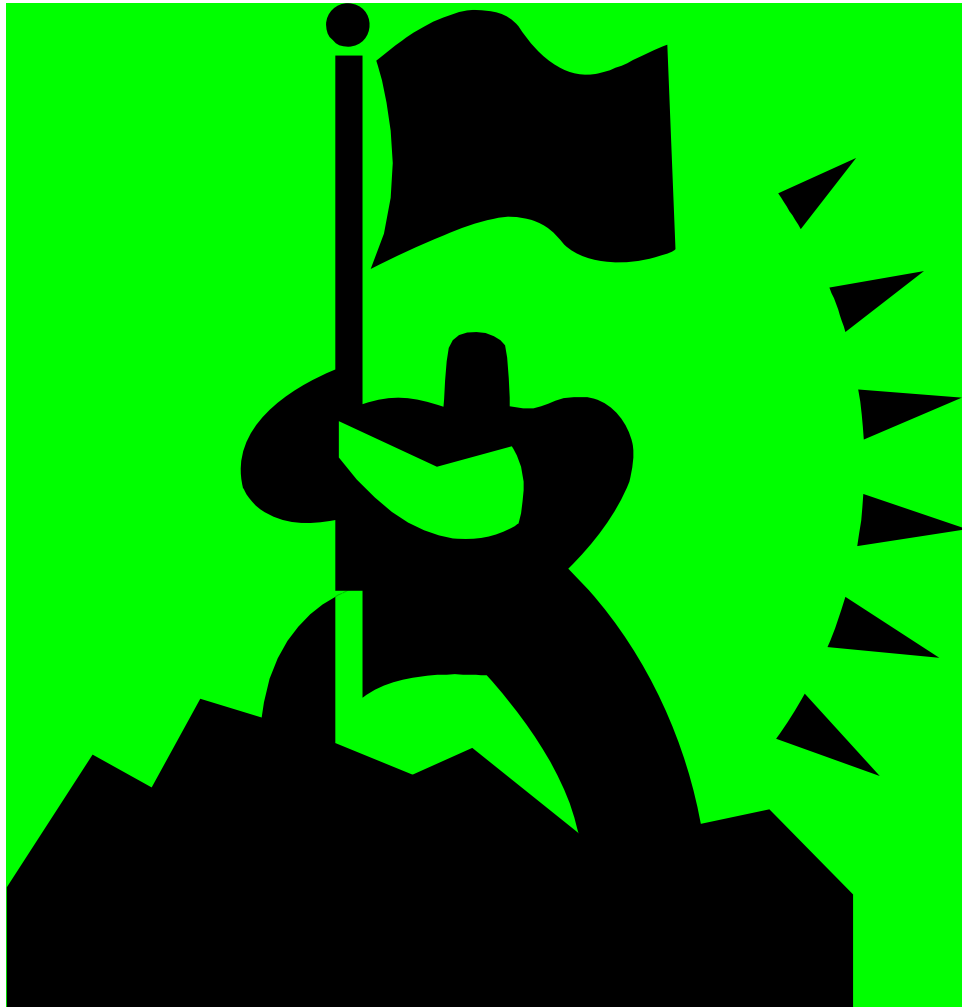
Why is the course information sheet so long?

Some students may feel overwhelmed with the multi-page objectives, assignments, journals, quizzes, grading policy, and other information included in the CIS. However, the CIS gives you information about what is important to you. The CIS describes and conveys with enthusiasm the content of the course to motivate you from the first day of class to acquire the material of the course with passion for a great beginning.

How will I know what is important in this class?

The Course Information sheet is your road map to conduct you to what is important in this class. It will give you the specific routes to be taken every week in class, clear signs to be followed to do your assignments, the starting point of your journey and how to reach your final destination while you travel through COS 101.

TO SUCCEED IN COS 101



Achieve remarkable learning results.

What should I do on my first day of class?

There are some attractive possibilities to do on the first day of class:

- **Get involve quickly** – Be an active participant of the class.
- **Introduce yourself to other students and to your college professor.** The class will be more enjoyable if you know your classmates. You can relate to the professor more productively if you can see him as a human being, as something more than just an authority figure or subject matter expert. Try a warm handshake and / or a friendly smile.
- **Get connected to your class environment.** Select a place in the classroom where you feel comfortable. Pay attention to what it is really important to success in class. Avoid any distractions that can stall your academic progress.
- **Identify the value and importance of the class** – Examine all the productive reasons to attend this class. Have a clear idea of why this class is important to you. The sooner this is done, the sooner you will be ready to invest time and energy in acquiring the subject matter.
- **Establish your own appropriate climate for the class** – Try to set the tone for a prosperous and rewarding learning experience.
- Remember that it is imperative to **have the best attitude** for this course from the first day of class.

How should I act in class?

Classroom participation points are earned by acting appropriately in class. You act appropriately in class by remembering and doing the following:

- Going to college is not a right but rather an opportunity
- To take advantage of this opportunity it is essential that
 - You come to class everyday
 - You arrive on time and stay for the entire class
 - You schedule appointments and other commitments outside of class time
- To use this opportunity to be successful in a college environment means

- You should be prepared for start of class by arriving a few minutes early
- Your reading assignment and homework should be completed and brought with you to class
- You should be ready with your textbook and notebook for every class
- This opportunity requires primarily that you respect yourself, other students and the instructor. Thus,
 - The words you choose should be those we associate with an articulate, educated person
 - You should be thinking of yourself as a scholar, one who wants to learn and so one who would neither be disruptive nor tolerate disruptive behavior in others.
- Be sure to
 - Communicate frequently with the professor and other students
 - Complete the required work on or before the deadline dates;
 - Manage your time wisely so you are not trying to complete a week's worth of work in just a few hours.

How could I succeed in COS 101?

- **Attend class:** In order to do well, you need to attend class regularly.
- **Participate:** You earn points for class participation. You must participate to do well in the class—that includes asking questions when you have them and engaging in thoughtful discussion with your classmates in group work.
- **Understand the policies and keep track of due dates:** Understand the policies set in the course information sheet and keep them handy.
- **Read carefully:** Often instructions for what you'll be doing come in written form, so you need to make sure that you are reading everything provided carefully. Failure to read carefully will surely cause you to do tasks incorrectly or, at the least, inefficiently. So, make sure to listen carefully in class and take notes.

- **Take responsibility for your own success:**
 - Come to class regularly and on time
 - Do your homework
 - Hand in assignments on time
 - Have your books, notebook, and a pen out before class starts
 - Take notes—you are in college and therefore, are responsible for keeping track of information and directions given verbally. You will not be prompted or reminded to take notes; you must do this daily on your own. Failure to do so will result in poor grades and most likely missing assignments.
- **Ask questions:** Ask questions when you have them. It is assumed that you have read and understood all the readings unless you ask a question.
- **Read critically:** Be an active and critical reader—this means thinking about the readings, taking notes, looking up words you don't know, and asking questions. Remember what we do in the classroom itself is less than 1/4 of the work. You need to be participating and working on your own in addition to working in the classroom.
- **Save all graded assignments:** It's important for you to be able to refer back to your earlier assignments as we move through the class, so make sure to keep all your work. It's also important just in case there is a grade discrepancy.
- **Keep in touch:** Exchange phone numbers with several classmates. When you miss class, you are responsible for all the work due.

Why should I use a Learning Center to be successful in COS 101?

Learning centers are staffed with instructional personnel and may be equipped with computers and software to assist students. It is recommended that students use the Learning Centers to get additional help with concepts learned in the classroom and with their homework.

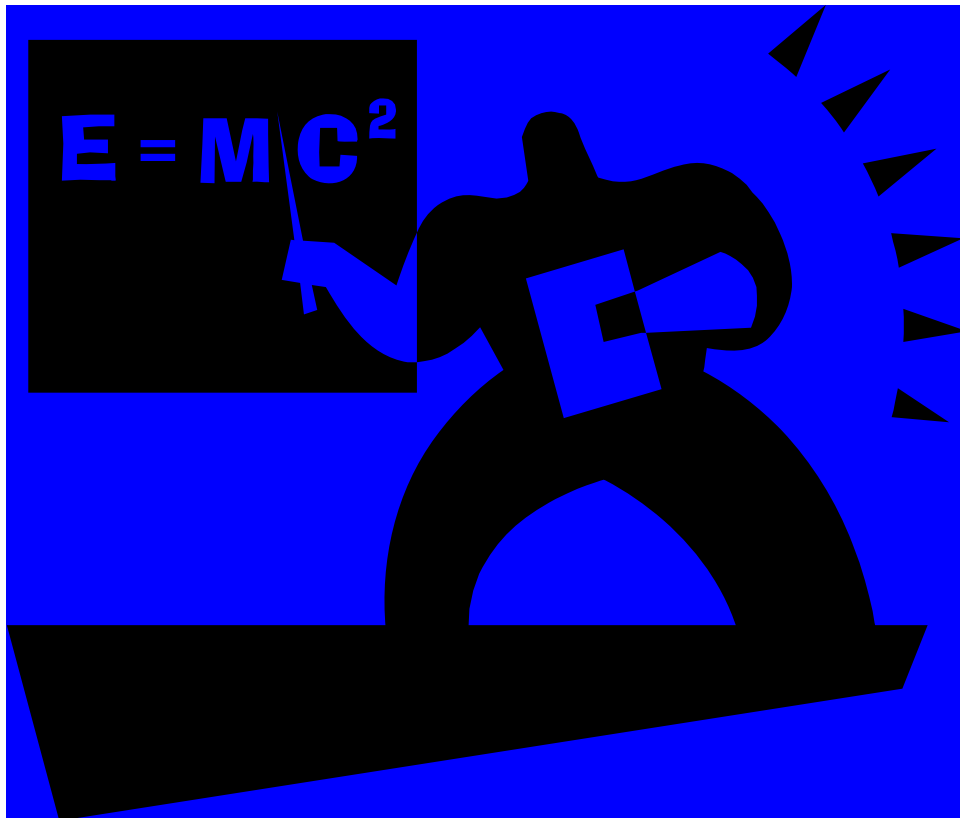
Monroe Community College has a number of Learning Centers at Brighton (for example, Accounting, Math, Psychology, Writing, the Electronic Learning Center, etc.) and at Damon (for example, the Integrated Learning Center, Electronic Learning Center, etc.).

What behaviors will affect negatively my success in COS 101?

- Any behaviors that disrupt the learning environment; this includes, but is not limited to talking while others are addressing the class, sleeping, or not participating in class activities.
- Additionally, any devices that could potentially disrupt class (cell phones, pagers, etc) must be turned off and put away before class begins.
- Comments or actions which another person perceives as harassing or discriminatory on the basis of race, color, gender, sexual orientation, age, ethnicity, religion, or disability.
- You will be withdrawn from the class because of any kind of disrespectful behavior at any time.

COURSE

COLLEGE PROFESSOR



My main teaching strategy is to help student to learn.

What should I call my college teacher?

You should call your college teacher professor. Professor makes it appropriate due to professional role.

What can I do if I cannot understand my professor well enough because of the accent?

The main use of a language is to communicate to understand each other. Pronunciation and intonation is important, but it is most important to use your language skills for everybody's benefits.

It is essential to understand your college professor. Some students have lived in one area all their lives and have not confronted English spoken differently from their own manner. If your professor is not a native speaker of English, acknowledge that fact, and try to sit close to the front of the classroom for better understanding. In addition, you may ask your professor about repeating a point. If you prefer, you can email him to clarify some issues about the class. Sometimes students wait until they are in trouble in their understanding of material and then blame a professor's way of speaking as the culprit. Avoid this tangle by becoming accustomed to your professor pronunciation and engage yourself in active listening.

What do I do if I have a question about the class?

Research indicates students hesitate to talk to professors, even when they want to. However, there are some ways to contact your professor:

- E-mail – Professor's Rodriguez favorite way to be contacted.
- Talk to your professor after class
- Talk to your professor during class break
- Write a note or letter to your professor
- Make an appointment to talk to your professor
- Phone
- Fax

How can I reach my college professor?

See the Course Information sheet.

GENERAL QUESTIONS



Outstanding students ask questions.

Why must you follow directions in college?

- a. You will be penalized if you do not follow directions.
- b. Not following directions shows a lack of interest and/or effort.
- c. Not following directions results in mediocre or failing work.
- d. The work place demands employees who follow directions.
- e. You cannot compete if you do not follow directions.
- f. If you do not follow directions, your professor may think you are lazy.
- g. You will make more mistakes if you do not follow directions.
- h. Making mistakes can have negative consequences.
- i. Students who do not follow directions are considered unreliable.
- j. Students who follow directions, demonstrate pride in their work.
- k. Following directions earns you a good reputation.

What are my responsibilities in college?

- a. Follow all directions.
- b. Come to class prepared to work.
- c. Come to class on time.
- d. Complete all work on time.
- e. Seek help if you do not understand something.
- f. Ask questions to learn more.
- g. Be civil.
- h. Respect other students.
- i. Study what has been taught.
- j. Work SMART and hard.

Where can I get a tutor?

The best way to get help in this class is doing the coursework. The tutor cannot do it for you. Helping yourself will maximize the chances for success in COS 101. However, the Division of Interdisciplinary Programs Learning Centers are open and offering free tutoring in more than 300 courses across disciplines.

Interdisciplinary Programs Learning Center – 11-211

Contact Person:

Martha MacDonald, Senior Technical Assistant

585-292-3396

mmacdonald@monroecc.edu

Writing Center – Room 11-208

Contact Person

Jean McDonough, Senior Technical Assistant

585-292-3360

jmcdonough@monroecc.edu

What Learning Services are available at MCC?

Learning & Resource Centers	Bldg - Room	Phone #
Accounting & Economics Learning Center	11 - 108	(585) 292-2198
Computer Learning Center	9 - 251	(585) 292-3329
Electronic Learning Center (ELC)	11 - 106	(585) 292-2000 ext. 5267
Electronic Learning Center (DCC)	4 - 071	(585) 262-1790
Engineering Science and Physics Learning Center	7 - 111	(585) 292-3231
Engineering Technologies Learning Center	9 - 119	(585) 292-2000 ext. 5326
Health Information Technology Lab	7 - 305	(585) 292-2386
Integrated Learning Center (DCC)	4 - 258	(585) 262-1620
Interdisciplinary Prog. Learning Resource Ctr. Includes Writing Center and Mastery Lab	11 - 211	(585) 292-3396
Interdisciplinary Prog. Learning Resource Ctr. - DCC Includes Writing Center and Mastery Lab	4 - 262	(585) 262-1556
Mathematics Learning Center	11 - 204	(585) 292-2000 ext. 5422
Mathematics Lab - DCC	4 - 260	(585) 262-1567
Natural Science Educational Learning Center	7 - 301	(585) 292-2596
Nursing Learning Center	9 - 152	(585) 292-2467
Psychology Learning Center	11 - 110	(585) 292-3264
Psychology Learning Center - DCC	4 - 259	(585) 262-1557
Power MAC Lab	4 - 142	(585) 262-1568
SUNY Student Resource Center	B & L - Bldg.	(585) 428-8170
Health and Physical Education	10 - 134	(585) 292-2061
Law/Criminal Justice	4 - 171	(585) 262-1770
Liberal Arts	5 - 312	(585) 292-2009
Mathematics	8 - 510	(585) 292-2036
Nursing	8 - 312	(585) 292-2034
Psychology	5 - 414	(585) 292-2025
Science Health and Business	8 - 332	(585) 292-2008
Transitional Studies	11 - 209	(585) 292-2062
Visual and Performing Arts	6 - 209	(585) 292-2047

How do I access my MCC email account?

The Monroe Community College's student e-mail system allows you to send and receive e-mail to other classmates, faculty, staff, as well as any Internet e-mail address. There is no need to request or sign up for an account. If you are registered in any MCC class, you already have a student e-mail account. Please be sure to read and understand the disclaimer and code of conduct notices for the MCC Student Email System.

- **Step 1** Type the following URL <http://www.monroecc.edu/>
- **Step 2** Click on **CURRENT STUDENT**
- **Step 3** Open the **EMAIL HELP** window
- **Step 4** Click on **FIND ACCOUNT** and follow directions

MCC Student Email Address

Your MCC Student Email Address is your
MCC account + @student.monroecc.edu

Example

jcollegestudent003@student.monroecc.edu

Your Default Password

The initial password for your account is your birth date in an 8-digit format.

Example

June 1, 1983 = **06011983**

June = 06

1 = 01

1983 = 1983

What is the Academic Honesty Policy?

In the academic process, it is assumed that intellectual honesty and integrity are basic responsibilities of any student. Violations of academic honesty consist mainly of cheating and plagiarism. For more details regarding MCC's Academic Honesty policy regarding definitions, disciplinary action, and procedure for appeal check the MCC Catalog and Student Handbook or MCC Website.

What is the policy on Sexual Harassment?

Monroe Community College strives to recognize human dignity and therefore does not tolerate sexual harassment or any other type of harassment within or connected to this institution. Sexual harassment is illegal and unfairly interferes with the opportunity for all persons, regardless of gender, to have a comfortable and productive education and work environment. We are committed to taking all reasonable steps to prevent sexual harassment and to discipline those who do harass.

What conducts are prohibited in College / class?

The following actions or conducts are **prohibited**.

- The obstruction or disruption of any College function or activity, **including the classroom instructional environment**, administration of the parking program and service functions and activities.
- The **detention, physical abuse or intimidation of any person**, or threat thereof, or any conduct which threatens or endangers the health, safety, or welfare of any person on College-owned or operated property or at College-sponsored activities.
- The **use of obscene or abusive language** or any other means of expression, language, or action which may reasonably be expected to provoke or encourage physical violence by other persons.
- The **refusal to obey any reasonable or lawful request, order, or directive** of a College public safety officer, a teacher, College administrator, or any other identified representative of the College.

What should I do if I have a disability?

You must provide the professor with appropriate documentation regarding accommodations within the first two weeks of class. Students with a documented learning difficulty should make an appointment with the Coordinator of Services for

Students with Disabilities on the Brighton or Damon Campus to arrange for support services. All deaf or hard of hearing students should contact the Counseling and Advising Center.

How do I verify if my class is cancelled?

To access a list of daily class cancellations, you may

- Call the Public Safety Department (292-2066) at MCC, press 1 for a list of cancelled classes at Brighton and press 2 for a list of cancelled classes at Damon;
- Go to the Internet, access MCC, go to the A-Z listing to C for Class Cancellations and see the list of cancellations;
- Check your student email for a cancellation notice from your professor.

Should I take the COS 102 course?

- ✓ *Do you want to get better grades on research projects?*
- ✓ *Do you want to reduce library anxiety?*
- ✓ *Do you want to succeed in the information Age?*

If you answered yes to the previous questions, I highly recommend you to take COS 102, College Library Skills. In this course, you will learn fundamental college level research skills required in college level courses. This course emphasizes actual research projects and includes hands-on activities. You will master techniques to identify, evaluate and utilize information from a variety of print and web-based sources. COS 102 is a one class hour offered in the Fall and Spring semesters. For more information, please contact Alice Harrington (292-2304 or aharrington@monroecc.edu).

Are we going to work in small groups?

You are going to participate in small group learning in the class. *All* students are responsible for *all* group tasks. In other words, every student in the group takes group notes (The professor may decide to collect notes by randomly choosing a

student in each group.) Please note that any student in the group may be called on to present.

How are the groups going to be formed?

The professor has a variety of ways to form groups. For example,

1. He calls off numbers to students, and then group all “ones”, “twos” and so on.
2. He asks students to line up by birth month. Then group by months or seasons.

I have a question that is not listed in the "Frequently Asked Questions" or I have a question that I think you should include in the "Frequently Asked Questions." How can I reach you?

See the Course Information sheet.

How do I COS 101?

See the Course Information sheet.

Could you please list the behaviors that are desirable or undesirable in the classroom?

Desirable behaviors in the classroom	Undesirable behaviors in classroom
Be positive with expectations of success in the course.	Picking face, nose, grooming, knuckle cracking, nail filing or cleaning teeth
Know the instructor's name and call him/her professor	Heavy sighs, eye rolling. Tipping in your chair. Talking while the instructor is talking.
Book on desk, pencil or pens ready Sit where you can see and be attentive	Laughing AT the instructor rather than WITH the class. Frequent tardiness or absences
Ask questions that are appropriate. Make an effort to maintain eye contact	Leaving early without letting the instructor know ahead of time
Submit assignments on time, ask if there is supplemental material you can explore to better complete your assignments such as video titles or other materials	Distracting noises: foot tapping, nail biting, pen twirling/tapping, yawning w/o covering your mouth, mumbling, zipping up bags to indicate you want the class to end, paper tearing, paper toy making, etc.
Help your classmates whenever possible Don't interrupt, belittle, or put down fellow students. Phones and beepers turned off.	Head on desk to indicate boredom Squinting or face making to show disapproval. Sleeping in class.
Make certain you understand assignments when assigned	Staring at the clock or your watch Leaving your belongings where they inconvenience others
Save announcements about necessary absences for before or after class Spell the class, instructor, and assignment name correctly on all submitted work	Skipping assignments and/or breaking assignment policy, handing in shoddy, unstapled, ripped out pages that show no care for the assignment
Refrain from doing other course work or paying bills in class	Refer to sexual situations inappropriately in assignments (unless it's asked for in the assignment such as a human sexuality class)
When using the Internet in class, stay on task rather than surfing for fun	Frequently forget text and notebook Note passing or hand signals to others
Give the instructor the respect you wish to be treated with	Attempt to be class clown inappropriately; a joke here and there is fine, but repetitious clowning is distracting
Keeping an open mind when issues arise you disagree with. Disagreeing with dignity.	Acting as if the class or topic of discussion is irrelevant or stupid – if you really feel so, drop the class
Get your textbook before the first day of class.	Interrupting the instructor to ask what you missed when you were absent or if you missed anything "important"

