ONLINE COURSE INFORMATION SHEET

Course Number: GSTD1002

Course Title: Freshman Seminar

Course Description: A course, designed for students who are beginning college for the first time. This course will assist the student in the transition to college life, and to develop; positive attitudes about themselves and the learning process, while acquiring skills essential for academic and personal success.   The course will include an overview of academic rules and regulations, degree & career planning, learning to use the learning resource center, study skills, time management, and other related materials.

Instructor: Patricia Sindle

Instructor Bio: Director of Enrollment Services, 10 years of service to SAU Tech, (870) 574-4492
psindle@sautech.edu

Prerequisite: None

Textbook Information: None

Learning Outcomes:
- Make the transition to college life.
- Familiarize students with the purpose and desired outcomes of higher education.
- Assist students in the process of developing positive relationships with both instructors and peers.
- Strengthen student knowledge of academic policies.
- Inform students about the variety of support services available to them.
- Encourage exploration of relationships between their courses and education and their career and personal goals.
- Development of skills that will make the student a more successful learner and college student.

On-Campus Requirement
None

Modes of Interaction
The course will be a constant interaction between the students and instructors.   Instructors are rotated on a weekly basis according to their areas of expertise.

Methods of Assessment
Blackboard usage and paper pencil assignments.

Enrollment Procedures:
SAU Tech is an open admissions college; however, we have several items that you must provide in order to be admitted:
- Submit application for admission.
- Submit a high school transcript or GED, and official college transcripts from all previously attended colleges (if applicable).
- Provide proof of two immunizations against measles, mumps and rubella.
- Take a placement test. Students enrolling must submit ACT, SAT, ASSET or COMPASS scores. Students can take the ASSET or COMPASS test at SAU Tech.

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. If students never attend class, he/she will still be assessed partial tuition and full student processing fees, unless he/she completely withdraws during the 100% refund period.

In order for a student to drop a class, he/she must complete a drop form or send written request to his/her advisor. A $10 drop fee is assessed for drops that take place after the registration period ends.

Admissions Office Website: http://www.sautech.edu/studentResources/admissions.aspx

Course Registration Website: http://www.sautech.edu/studentResources/advising.aspx

Technical Requirements and Resources: Students will need Internet access and have the ability to send and receive e-mail attachments using the e-mail within Blackboard.

Library Website: http://www.sautech.edu/lrc/index.aspx

Bookstore Website: http://sautech.textbooktech.com

Adult Learner Resources: Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at http://www.sautech.edu/studentResources/advising.aspx.

Student Support and Learning Resources: Online library and bookstore services can be obtained at the library and bookstore websites.   Advising services can be obtained at http://www.sautech.edu/studentResources/advising.aspx.

Other Considerations
Prior computer skills are essential for success in an online class.   Prior to enrolling in an online class, you should be able to:
- Surf the Internet and download web pages
- E-mail and attach files and know proper e-mail etiquette
- Use Microsoft Word skills and submit papers with correct format, grammar and spelling

All first time online students are required to complete Learning Strategies before they will be allowed to take their online course(s).   The purpose of Learning Strategies is to teach students how to use Blackboard and provide information about other systems that students will use while a student at SAU Tech.

There are computer programs and other things that you will need if you are taking an online course from SAU Tech.   To make it easier for you, we have compiled a list of these things.   Before beginning your online course, you should go ahead and make sure each of these programs listed below are loaded on every computer that you will use while taking your online course(s).
- Microsoft Word – used to complete assignments and submit to instructor
  - Can be accessed via SkyDrive inside your student email account. **FREE**
  - Can be purchased from Wal Mart or other software vendor and will need to be loaded on to your computer
  - There is also a **free** product that works just as good as the Microsoft Office Suite. You can download it at http://download.openoffice.fm/free/?pk=26976

- Adobe Reader 7.0 or higher – used to read files in pdf format
  - Cost: Free
  - Can be downloaded to your computer from http://www.adobe.com/products/acrobat/readstep2.html
- Adobe Flash Player (7 or higher) – used to view study activities and demonstrations in Learning Strategies course
  - Cost: Free
  - Can be downloaded to your computer from http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash
- Macromedia Shockwave Player 8.5.1 – used for interactive quizzes, animations and activities
  - Cost: Free
  - Can be downloaded to your computer from http://www.macromedia.com/shockwave/download/download.cgi?

- Windows Media Player – used to listen play audio files
  - Cost: Free
  - Comes as part of your Windows operating system
- Java – a technology that is required in order for Blackboard to function properly as well as some other programs that SAU Tech uses with its online classes (**Note: Only one version of Java can be running on your computer at a time.)**
  - Cost: Free
  - Can be downloaded to your computer from http://javashoplm.sun.com/ECom/docs/Welcome.jsp?StoreId=22&PartDetailId=jre-