FIRST YEAR EXPERIENCE: LET’S GET DOWN TO BUSINESS

INSTRUCTOR: Dr. Jason P. Imbrogno
Assistant Professor of Economics

OFFICE HOURS: Mon 11:00 AM – 1:20 PM
Tue 10:00 AM – 11:50 AM
Wed 11:00 AM – 1:20 PM, 4:00 PM – 5:50 PM
Other times by appointment

OFFICE LOCATION: Keller 338

OFFICE TELEPHONE: 256-765-4528 (please leave message)

CELL PHONE: 412-608-0646 (call or text)

E-MAIL: Canvas FYE-101-18 Course Inbox
UNA Portal: jimbrogno@una.edu

COURSE HOMEPAGE: Go to www.una.edu. At the top of the webpage, click the Canvas hyperlink (or you may go directly to https://una.instructure.com/login/ldap). Sign in to Canvas using your UNAPortal username and password. On your Dashboard, click FYE-101-18.

CLASS LOCATION: Commons 208

COURSE TIME: W 3:00 PM – 3:50 PM

COURSE DESCRIPTION: The primary objective of this course will be to assist students in acquiring and applying strategies for academic success in their first year at UNA.

SECTION NUMBER: 18 (14425)
CREDIT HOURS: 1

PREREQUISITE: None

COURSE DELIVERY METHOD: Lecture

COURSE OBJECTIVES:

The student will be able to:

1. Understand various financial topics, including credit scores, credit cards, financial partnerships (especially the case of roommates), buying a house, saving for retirement, and dealing with debt.
2. Demonstrate proficiency in identifying and communicating with course instructors and advisors.
3. Identify inhibitors or obstructions to personal academic success and use appropriate university or community resources to begin establishing goals or plans to address these inhibitors or obstructions.
4. Commit to the life of the community by routinely participating in or attending extra-curricular academic, athletic, artistic, or cultural events.
5. Demonstrate awareness of critical thinking and academic success skills, with preferred emphasis on close reading, note-taking, test-taking, and/or study habit development.
6. Demonstrate awareness of external stressors to personal academic success, with preferred emphasis on time and management, campus safety, and/or stress management.
7. Develop mutually supportive relationships with peers, faculty, advisors, and other members of the university community.
8. Examine personal strengths and weaknesses with regard to possibilities and opportunities in majors or professional careers.
9. Propose an academic plan that establishes undergraduate goals and objectives, and which may also account for extra-curricular, co-curricular, research, service, or other enrichment activities.

COURSE EVALUATION PROCESS (Grade Components):

There will be three components to your grade for this course: short out-of-class assignments, easy in-class quizzes, and class attendance. The assignments are worth 60% of the final grade, quizzes are worth 20%, and attendance is the remaining 20%.

Assignments: The out-of-class assignments will be discussed and presented during class sessions and posted in Canvas under Assignments. There are 8 total out-of-class assignments during the course, due approximately every two weeks. You will submit these assignments online via Canvas. Each assignment is short and should not take more than an hour to complete. All assignments are worth 1 point and students will either receive 1, 0.5, or 0 points on each one. The assignments are the "general"
aspect of the FYE course that are designed to get students oriented and engaged on campus.

**Quizzes:** The in-class quizzes will be brief and easy assessments that will test you on the financial literacy part of this course. With FYE, instructors are given wide latitude to structure the material in their course whichever way they want. I choose to spend out class time addressing some basic financial literacy topics that are beneficial for all students, regardless of major. The quizzes are meant to ensure you paid attention during the presentations. All quizzes are worth 1 point and students will either receive 1, 0.5, or 0 points on each one. There will be 7 total quizzes in the course and I will drop your lowest quiz score when computing the quiz grade. Since quizzes occur in class, it will not be possible to make them up if you miss class that day.

**Attendance:** Attendance in college courses is an essential component for success. To that end, we need students to get in the habit of regular, punctual attendance from the start. I will take attendance on 7 different days this semester. Students will either receive 1 or 0 points for each date attendance is checked. I will drop your lowest attendance score when computing the attendance grade (meaning everyone gets to miss one class before it hurts your grade in the course).

The final letter grades will be determined as follows: 90+% is an A, 80-<90% is a B, 70-<80% is a C, 60-<70% is a D, and anything below 60% is an F. Note that 89.999999999999999999999999999999999999 is less than 90 and would receive a B. I have no problem handing everyone an “A” at the end of the semester if you all complete work to that level. I likewise have no problem assigning every student an “F” if work is completely unsatisfactory. The final grade distribution is in no way predetermined. Your grade is up to you. **This course is meant to help your GPA with an “easy A.” Don’t mess it up.**

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**REQUIRED TEXTBOOK, SOFTWARE, AND SUPPLIES:**

None

**IMPORTANT TECHNICAL SUPPORT CONTACT INFORMATION:**

UNA Technical Support:

- Canvas Support: Click the Help icon on your navigation menu and then click Report a Problem to submit a ticket to Canvas Tech Support. If you cannot log-in
to Canvas, then please e-mail UNA Information Technology Services (ITS) Support at helpdesk@una.edu. In this email, include your full name, UNA email address, an alternative email address (if applicable), and a phone number where you can be reached.

- Canvas FAQ: http://www.una.edu/distance/help/canvas.html
- UNAPortal FAQ: www.una.edu/faq/
- UNA Information Technology Services Support: helpdesk@una.edu (from your UNA portal e-mail if possible)
- Microsoft Office 365 Download: http://www.una.edu/its/Office365Advantage/studentsFreeOffice.html

ACADEMIC HONESTY—UNIVERSITY POLICY:

Students are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Additionally, students are expected to behave in an ethical manner. Individuals who disregard the core values of truth and honesty bring disrespect to themselves and the University. A university community that allows academic dishonesty will suffer harm to the reputation of students, faculty and graduates. It is in the best interest of the entire university community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation. Offenses are reported to the Vice President for Academic Affairs and Provost for referral to the University Student Discipline System for disposition. The Academic Dishonesty Incident Report form may be viewed at https://www.una.edu/student-conduct/docs/Academic%20Honesty%20PolicyAcademic%20Honesty%20Incident%20Form.pdf.

STUDENTS WITH DISABILITIES—UNIVERSITY POLICY:

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, physical and/or psychological disabilities. Under Title II of the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendment Act of 2008, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities as compared to an average person in the population. It is the responsibility of the student to contact Disability Support Services to initiate the process to develop an accommodation plan. This accommodation plan will not be applied retroactively. Appropriate, reasonable accommodations will be made to allow each student to meet course requirements, but no fundamental or substantial alteration of academic standards will be made. Students needing assistance should contact Disability Support Services. Complete guidelines and requirements for documentation can be found on the DSS web pages at http://www.una.edu/disability-support.
INFORMATION TECHNOLOGY ACCEPTABLE USE—UNIVERSITY POLICY

This acceptable use statement governs the use of computers, networks, and other information technologies at the University of North Alabama. This statement applies to all students and employees of the University, and to all other persons who may legally or illegally use or attempt to use a computer resource owned by the University, and/or is connected by any means to the campus computing network. As a user of these resources, you are responsible for reading and understanding this document. To view the entire Information Technologies Acceptable Use Statement, please see http://www.una.edu/its/una-it-policy.html.

WITHDRAWAL FROM A COURSE—UNIVERSITY POLICY:

During the W - Grade Withdrawal Period:
Students may withdraw online through their Portal Self-Service Registration account. Under Registration - Add/Drop Courses, select "Web Withdraw" in the Action drop down for the class. Then, click Submit.

During the WP/WF - Grade Withdrawal Period:
Students may request a withdrawal from a class through their Portal Self-Service Registration account. Under Registration - Add/Drop Courses, select "Request a Withdraw" in the Action drop down for the class. Then, click Submit. The instructor of the course will be notified of the request, and if approved, he or she will assign a grade of WP or WF. Once the grade has been officially recorded, the student will receive notification that the withdrawal request has been approved and processed.

Withdrawing from a course before the deadline will not affect a student's GPA or academic standing. A notation of W, WP or WF is made on a student's transcript depending on the timing of course withdrawal. See Schedule of Classes for dates.

Students are strongly advised not to withdraw from courses unless absolutely necessary. Students receiving Financial Aid should check with the Student Financial Services before withdrawing from classes. Student progress toward degree completion is checked every semester for students receiving federal grants and loans. Students must pass and complete 75% of all work attempted to maintain financial aid. Student Athletes should check with the Athletic Department as course withdrawal could affect eligibility for competition.
TITLE IX—UNIVERSITY POLICY

The University of North Alabama has an expectation of mutual respect. Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. This includes sexual violence, sexual harassment, domestic and intimate partner violence, stalking, gender-based discrimination, discrimination against pregnant and parenting students, and gender-based bullying and hazing.

Faculty and staff are required by federal law to report any observation of harassment (including online harassment) as well as any notice given by students or colleagues of any of the behaviors noted above. Retaliation against any person who reports discrimination or harassment is also prohibited. UNA’s policies and regulations covering discrimination and harassment may be accessed at https://www.una.edu/titleix/. If you have experienced or observed discrimination or harassment, confidential reporting resources can be found on the website or you may make a formal complaint by contacting the Title IX Coordinator at 256-765-4223.

UNA PORTAL—UNIVERSITY POLICY

The University of North Alabama’s official communication vehicle is UNA Portal. You may access your UNA Portal email through the University’s homepage at https://www.una.edu/. The link to Portal is at the top of the page. It is important for students to read their UNA Portal e-mail on a regular basis for information regarding University deadlines, policies, and events. These messages are outside your Canvas courses and relate to ALL University communication. Please understand the importance of each communication vehicle and the distinction between the two.

COMMUNICATION AND NETIQUETTE—COLLEGE OF BUSINESS POLICY

Students are encouraged to communicate with their instructors throughout the semester. Please allow up to 48 hours for a reply to your email or phone messages. Correspondence received on Fridays and University Holidays will not be addressed until the next regularly scheduled business day at UNA. In circumstances where a longer response time is needed, faculty will notify the student.

- Email Communication: Please use the Canvas Inbox when possible. In case of emergencies use the following email address: jimbrogno@una.edu. This email should be sent from your UNA Portal email account, if possible.
- Phone Communication: When leaving a voicemail, leave your name, phone number, and message. Please speak slowly and clearly.
- Face-to-face Communication: You may drop by during posted office hours or you may email to request an appointment that is more convenient to your schedule.
When communicating in an online format (i.e., email, chat, discussions, etc.) please adhere to the standard rules of netiquette. The following summary is taken from https://www.education.com/reference/article/netiquette-rules-behavior-internet/.

- Identify yourself. Begin messages with a salutation and end them with your name.
- Include a subject line. Give a descriptive phrase in the subject line of the message header that tells the topic of the message.
- Avoid sarcasm. People who don't know you may misinterpret its meaning.
- Respect others' privacy. Do not quote or forward personal email without the original author’s permission.
- Acknowledge and return messages promptly.
- Copy with caution. Don’t copy everyone you know on each message.
- No spam (a.k.a. junk mail). Don’t contribute to worthless information on the Internet by sending or responding to mass postings of chain letters, rumors, etc.
- Be concise. Keep messages concise – about one screen, as a rule of thumb.
- Use appropriate language. Avoid coarse, rough, or rude language. Observe good grammar and spelling.
- Use appropriate intensifiers to help convey meaning. Avoid “flaming” (online “screaming”) or sentences typed in all caps. Use asterisks surrounding words to indicate italics used for emphasis.

ATTENDANCE AND PARTICIPATION

UNIVERSITY POLICY: Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to course credit. Each student is directly responsible to the individual professor for absences and for making up work missed. Particular policies and procedures on absences and makeup work are established in writing for each class, are announced by the professor at the beginning of the term, and for excessive absences, may provide for appropriate penalties including reduction in grades or professor-initiated withdrawal from class. Official written excuses for absences are issued only for absences incurred in connection with university-sponsored activities. For all other types of group or individual absences, including illness, authorization or excuse is the province of the individual professor.

COURSE POLICY: As explained in the COURSE EVALUATION PROCESS above, attendance is an important part of this course. I will take attendance 7 times this semester. Missing more than one of those dates will begin to negatively impact your attendance grade. In addition, in-class quizzes cannot be made up and will count as a 0 if you miss them.
INSTRUCTOR RESPONSE TIME

I will grade all assignments within 10 days of their due date. For any email communication to me, expect a reply within 24 hours.

MINIMUM TECHNICAL SKILLS EXPECTED OF THE STUDENT

- Students should be able to perform basic computer skills, such as opening an application, browsing the internet, reading/composing emails, and uploading/downloading files.
- Students should be able to log in and navigate Canvas. You may view Canvas "how to" guides at the following website https://community.canvaslms.com/docs/DOC-4121. There is also a Canvas Orientation for students to complete in the “Start Here” module of your Canvas course.

ASSIGNMENTS

Assignments are due online via Canvas submission by 3:00 PM on the due date listed.

LATE ASSIGNMENTS

Late assignments are not accepted for a grade above 0.

EXAMS

There are NO exams in this course.

GRADERS

The final grade for this course is based 60% on out-of-class assignments, 20% on in-class quizzes, and 20% on attendance.

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QUESTIONS ABOUT GRADES

Your overall grade is always available for this course in Canvas. I am also happy to discuss your grade in the course or on individual assignments any time.

STUDENT RESPONSIBILITY

Your grade is up to the effort you put into this course. It **should** be an “easy A” so start off your college career on the right track.