

Mississippi Valley State University Engineering Technology

Course Number - ET 191

Course Name: Seminar

Instructor: Antonio Brownlow

Class Meeting: R 11:00a.m. – 11:50a.m.

Telephone Number: 254-3411

E-mail Address: abrownlow@mvsu.edu

Office Hours:

Hours posted for class or chairs meetings which includes the following: 9:00 – 9:50 a.m. MWF, 11:00 a.m. – 12:15 p.m. MW, and 11:00 – 11:50a.m. TR, and 2:00 – 4:30 pm R are the only hours I will not be available in my office.

COURSE DESCRIPTION

This seminar will help freshmen students with making a smooth transition into college and onto their sophomore year by enriching experience which will allow them to succeed. The following course content will prepare students to obtain those skills and attitude necessary for success in college and in their career.

COURSE OBJECTIVE

Upon completion of the ET 191 Seminar, students will be able to:

- Demonstrate knowledge of the history, and institutional mission of Mississippi Valley State University
- Name university president, chief of staff, provost, associate for academic affairs, vice president of student affairs, dean of the college of professional studies, department chair.
- Identify all seven Mississippi Valley State University Presidents
- Recite university motto and school alma mater
- Locate resources in the library and checkout e-books and other collection holdings
- Articulate Financial Aid policies, procedures, grants, scholarship loan, and work-study information.
- Understand how to register for and navigate in Online Courses
- Demonstrate knowledge of Academic and Student Support Units on campus

TEXTS

First Year Experience – N/A

TEACHING/LEARNING METHODS

The following methods will be used:

- Discussions
- Quizzes and Test
- Group work
- Homework

- Lecture
- Guest Speakers

EVALUATION AND GROUP PROCEDURES

Grades for the seminar will be calculated based on the following:

Homework	15%
Attendance	20%
Quizzes and Test	15%
Midterm Quiz	20%
Final Exam	<u>25%</u>
Total	100%

GRADING SCALE

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 - 0

CLASS ATTENDANCE

Regular attendance is expected. It is a sign of maturity, self-discipline, and a key to being successful. Only students with excused absence can make up graded work.

PUNCTUALITY

Every student is expected to practice professional time management skills and report to class on time. Students who are more than three minutes late will be marked late. Students who are late three times will be assessed one absentee. Students who are later by more than ten minutes will be counted absent but will be allowed in class. Individual students who exhibit a pattern of habitual tardiness may be refused entrance to the class on the occasion of a late entrance.

DISRUPTIVE BEHAVIOR: Effective learning environments require the attention and positive contribution of both student and teacher. Sidebar or loud conversations, jokes, laughter, pranks, etc., between and among students in the classroom while class is in session are disruptive to the learning environment. Students disrupting the class/learning environment in such a manner are subject to sanctions per the student handbook. **CELL PHONE USAGE IS NOT ALLOWED IN CLASS. All phones must be places on vibrate or silent upon entering class.**

PROFESSIONAL LANGUAGE/RESPECT: Professional language, conduct, and respect for peers, the instructor, and the learning process are a basic requirement.

MAKE-UP WORK: Make-up work/tests are not routinely available. **No make-ups will be given for tests unless an official documented excuse is received.**

Emergencies do occur. In the event of an emergency such as illness, family responsibilities, or death in the immediate family, documentation of the situation may be requested. Upon receipt/approval of the excuse, the instructor will schedule a date to complete the test. Rescheduled exams may contain different types and numbers of questions. The same material content will be covered.

Assignments will only be accepted as called for by the instructor, on the date due. If an assignment is delivered late, a scoring penalty will be applied.

HONOR CODE: Any work submitted is expected to be yours. Dishonesty (cheating) in any form will not be tolerated and will be handled by your instructor following the “*Policy and Procedures on Cheating and Plagiarism*” as published in the Mississippi Valley State University Undergraduate Catalog. All tests will be monitored.

OTHER: All other student conduct policies are in full effect as explained in the Mississippi Valley State University Undergraduate Catalog.

ACCOMMODATING SPECIAL NEEDS STUDENTS: Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If you feel you are eligible to receive accommodations for a covered disability (medical, physical, psychiatric, learning, vision, hearing, etc.) and would like to request if for this course, you must be registered with the Services for Students with Disabilities (SSD) program administered by University College. It is recommended that you visit the Disabilities Office located inside the EMAP Computer Lab in the Technical Education (IT) Building to register for the program at the beginning of each semester.

For more information or to schedule an appointment, please contact Mr. Billy Benson, Jr. via phone or email at 662-254-3005 or billybenson@mvsu.edu