

# Fall 2011 PILOTS Study Lab Syllabus

EDSEC 050 (by appointment)

**PILOTS Lab Coordinator – Steven Tolson**

**Email:** Tolson11@ksu.edu

**Office:** Bluemont 116

**Lab Phone:** 785-532-6403

[www.ksu.edu/pilots](http://www.ksu.edu/pilots)

## **Course Objectives**

PILOTS Study Lab is a small community designed to foster growth and is much more than a place to get help if you have questions about your studies. Here, you will work in small groups led by Peer Assistants (PAs) with the following goals: to study course material, to help yourself *and* fellow students to master material, to practice and perfect study skills, to prepare for exams, to practice self-discipline and time management, to develop collaboration skills essential to your professionalism now and after college, to develop leadership skills, to work towards personal goals, to form regular study habits, and to become a role model for other college students.

## **PILOTS Lab Hours**

Monday- 9:30am-5:30pm  
Tuesday- 8:30am-8:30 pm  
Wednesday- 8:30am-8:30pm  
Thursday- 8:30am-5:30pm  
Friday- 8:30am-1:30pm \*all times subject to change

Official opening and closing times are posted on the lab door in Bluemont 116.

You must sign up for PA appointments before the session starts. On rare occasions a PA might be available, but don't rely on this. You are responsible for setting and keeping appointments.

## **Points**

Points for study lab hours will be posted on K-State Online each week.

If you notice an error or have a question about your grade, please speak with Steve.

1 Personal Profile	3 points
2 Group Meetings	4 points (2 points each)
3 Pilots Advisor Meetings	9 points (3 points each)
2 Cultural Events	8 points (4 points each)
1 <u>Zeitoun</u> Activity	3 points
1 personal growth opportunity	3 points
<u>PA Hours</u>	<u>70 points (2.5 points each 50 min. session)</u>
<b>Total</b>	<b>100 points</b>

## **Grading scale**

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

**Keep in mind that  
PA Study hours are worth  
70% of your overall grade**

### Signing up to work with PAs

- ❑ You are responsible for attending and participating in at least 2 appointments (50 minutes each) with PAs *each week*.
- ❑ 3-ring binders near the lab door contain PA sign-up sheets. Simply select a subject, day, and time you wish to come in, and print your first and last name (legibly).
- ❑ You may sign up for different times/days each week if you choose. If you wish to sign up for the same time/day every week on a permanent basis, please contact Steve.
- ❑ You must sign up to work with PAs in advance (no later than the start time of the appointment). If a session is full (3 students), you should sign up for a different time.
- ❑ You are welcome to attend more than the minimum required PA sessions.
- ❑ PAs are available in Math, Psychology, Sociology, Public Speaking, Geography, History and Writing (English 100). If you wish to work with a PA for a different class, please contact Steve. You will need to submit a request form for a weekly, permanent PA appointment.

### Earning/Losing Points

- ❑ To earn points toward your Study Lab grade, use your **Study Lab folder**. Ask the PA you're working with to sign you in when you begin the session and to sign you out when you finish. A PA's signature is required for points. Always ask the PA to sign you in/out.
- ❑ Bring necessary study materials with you to the lab (textbook, notes, homework assignments, etc.). If you are not prepared, the PA may ask you to reschedule.
- ❑ Each 50-minute PA session is worth 2.5 points. If you arrive late and/or leave early, you will not receive the full 2.5 points.
- ❑ If you miss a PA appointment without canceling **in advance**, you will lose 1.25 points from your grade (for each missed appointment). Please stop by the lab to cancel your appointment. If you are ill, you may call the lab (785-532-6403). If the lab is closed, please email Steve (Tolson11@ksu.edu)
- ❑ If you face an emergency situation and miss an appointment, please speak with Steve for special consideration. However, the following are **not** valid excuses for missing a PA appointment without canceling in advance: oversleeping, forgetting, changing your mind, losing track of time, the dog ate my homework, I was abducted by aliens, Edward broke into my room and I had to fend him off with a stake and holy water, etc.

### Bonus Points – Extra PA Hours

- ❑ Throughout the semester, you may earn bonus points by attending extra PA appointments. These points can help if you miss PA appointments (due to illness, emergencies, or other reasons). Or, bonus points count as extra credit.
- ❑ You may receive bonus points for only 1 extra PA hour in a single week.
- ❑ You may receive up to 10 bonus points for a total of up to 4 extra PA hours during the course of the entire semester.

### Illness

- ❑ If you are ill, be sure to cancel PA appointments in advance. Additionally, you are still responsible for completing two PA hours each week. Plan ahead.

If circumstances arise that cause you to miss more than one week of school, please notify Steve immediately. You should also contact your PILOTS advisor and all instructors.

### Personal Profiles

The Personal Profile is an assignment designed to help you reflect on your strengths, refine and reach your goals, and sharpen your purpose as a college student. Research shows that writing

down your goals makes you more likely to achieve them. You will talk about this assignment with your Pilots Advisor, but you can always share your goals, discoveries, obstacles, and insights with anyone, especially members of our Pilots community!

### **Group Meetings**

You are required to attend 2, all Pilots, group meetings this semester. The PILOTS meetings will take place on October 12<sup>th</sup> at 3:30 and November 28<sup>th</sup> at 3:30 in Kedzie.

### **PILOTS Advisor Meetings**

You will be required to meet with your advisor at least 3 times this semester, although you are encouraged to meet with them as often as needed. They are a great resource! The first meeting will be between Aug. 22<sup>nd</sup> and Sept. 23<sup>rd</sup>. The second meeting will be between Oct. 2<sup>nd</sup> and Nov. 4<sup>th</sup>. The third meeting will be between Nov. 14<sup>th</sup> and the end of the semester. Be sure to check your K-State email regularly so that you receive requests from your advisor to meet. You are also welcome to make an appointment with your advisor (or drop by Holton 101) any time.

### **Cultural Events**

During the semester you will attend at least two cultural events for credit, although you are welcome and encouraged to attend more. You will choose one event from a list of approved events, which will also be available on KSOL. You will only receive credit if the 'group leader' records that you stayed for the entire event. Attending without a 'group leader's' knowledge will not be sufficient to receive the points.

### **Zeitoun Activity**

As part of the K-State First college experience, you will attend at least one activity designed around Dave Eggers's national best seller, Zeitoun. This event will be led by our Graduate Assistant, Elizabeth Cardy. Check KSOL or ask Steve for more details.

### **Personal growth Opportunities**

As the semester progresses, you will be required to attend one event that will have a specific impact on your growth as an independent thinker. Of course you are encouraged to attend more. You will choose one event from an approved list, which will also be available on KSOL.

### **Academic Integrity**

Kansas State University has an Honor System based on personal integrity, which is presumed to be sufficient assurance that, in academic matters, one's work is performed honestly and without unauthorized assistance. Undergraduate and graduate students, by registration, acknowledge the jurisdiction of the Honor System. The policies and procedures of the Honor System apply to all full and part-time students enrolled in undergraduate and graduate courses on-campus, off-campus, and via distance learning. The honor system website can be reached via the following URL: [www.ksu.edu/honor](http://www.ksu.edu/honor). A component vital to the Honor System is the inclusion of the Honor Pledge which applies to all assignments, examinations, or other course work undertaken by students. The Honor Pledge is implied, whether or not it is stated: "On my honor, as a student, I have neither given nor received unauthorized aid on this academic work." A grade of XF can result from a breach of academic honesty. The F indicates failure in the course; the X indicates the reason is an Honor Pledge violation.

## Accommodation for Disabilities

Any student with a disability who needs a classroom accommodation, access to technology or other academic assistance in this course should contact Disability Support Services (dss@k-state.edu) and/or the instructor. DSS serves students with a wide range of disabilities including, but not limited to, physical disabilities, sensory impairments, learning disabilities, attention deficit disorder, depression, and anxiety.

## Lab and University Policies

Failure to follow these policies may result in loss of points and/or dismissal from the lab.

1. **Personal music devices** – When working independently, you may listen to personal music devices at a low volume. When working with a PA, please put devices away.
2. **Never make or receive cell phone calls in the lab.** Turn to vibrate and step outside. When working with PAs, do not use cell phones for text messages without permission. *Note: The Lab Coordinator may use a cell phone in the lab for work-related purposes.*
3. **Food and drink** – Do not place or consume any food or drink (including water) anywhere near the computers or printer. Instead of “meal” think of “snack” in terms of food in the lab. Also, no hot food is allowed in the lab.
4. **Computer Usage** – You are responsible for adhering to the KSU Information Technology Usage Policy (<http://www.ksu.edu/academic/services/docs/usage.html>). If you are using a computer while signed in for points, your work should be related to a course assignment. Save work to a personal device, because hard drives will be deleted on a regular basis. Do not download Internet material onto computer hard drives.
5. **Printer Usage** – Printing of materials is limited to 10 pages per day for academic purposes. If you print PowerPoint notes, do not print one slide per page.
6. **The Study Lab is reserved** only for students in the PILOTS Program.
7. **Avoid applying scented items** (perfume, lotion, etc.) while in the lab, as these items may cause problems for students with allergies.

**Student Conduct** – All student activities in the University, including this course, are governed by the Student Judicial Conduct Code as outlined in the Student Governing Association By Laws, Article VI, Section 3, number 2. Students who engage in behavior that disrupts the learning environment may be asked to leave the class.

## Important Dates

Aug. 22 <sup>nd</sup> - 26 <sup>th</sup>	First week of classes. (No PA hours required)
Sept. 5 <sup>th</sup>	University Holiday
Sept 26 <sup>th</sup>	Last day to drop other courses without a ‘W’
Oct. 12 <sup>th</sup>	Second Group Meeting
Nov. 21 <sup>st</sup> - 25 <sup>th</sup>	Student Holiday
Nov. 28 <sup>th</sup>	Third Group Meeting
Dec. 9 <sup>th</sup>	Term ends

*\*Steve reserves the right to make any necessary adjustments to this syllabus to best meet the needs of the students*



*The PILOTS Program is a Safe Zone affiliate.*