

PILOTS Program

Course Syllabus

Bluemont 116

Spring 2008

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What is the PILOTS Program?

PILOTS is a cooperative, year-long program to provide structure, encourage academic discipline and critical reasoning, and to develop leadership potential for qualifying entering freshmen.

What are the PILOTS Labs?

The PILOTS Program consists of two labs: Study Lab and, if a student is enrolled in Expository Writing, Writing Lab.

The Peer Assisted Study Lab supports PILOTS students by offering assistance in all PILOTS courses. Peer Assistants (PAs) in Psychology, Sociology, Math, History, and Speech staff the lab. PAs offer one-on-one help with coursework and study skills, as well as lead group review sessions. In addition, the lab offers computers for word processing, printing, email and research, as well as textbooks and reference books for research. Despite having the resources available, it is still important to remember that PAs are here to help students become independent learners.

The Study Lab also offers students a place for independent study.

Writing labs support PILOTS students currently enrolled in Expository Writing. Students meet twice a week with an assigned tutor in either Holton 003 or another assigned location. Only instructors or graduate students who have primary experience with KSU's Expository Writing Program work as Expository Graduate Assistants (XGA's). Students attending Writing Lab will review their papers with their XGA, and will learn writing strategies such as pre-writing and revision techniques.

Required Materials:

- KSU Day Planner for Fall and Spring Semester
- Course syllabi, assignments, and textbooks/workbooks for ALL classes
- KSU Webmail account

Where and When We Are Open:

Bluemont 116

Mon-Thurs. 8:30-5:00, Fri 8:30-3:30

This large computer lab is equipped with PCs with CD ROM capabilities for use in word processing, web research, and printing. Since the computers do not have cd-burning capabilities, it is the responsibility of the student to obtain a floppy disk or flash drive.

The lab is arranged into larger and smaller tables. When working with a PA, stay at one of the small tables with the PA. When doing Independent Study time, work at one of the larger tables.

General Lab Rules:

Students are expected to spend a minimum of two 50-minute sessions in the Study Labs per week, one of which must be with a PA. Sign-up sheets for PA time are located next to the student folder crate in the PA Lab. *Students already signed in will be signed out immediately once a PA realizes they are not using the lab for study or PA time, and a student will likely have to begin their 50 minute session all over again.*

Those enrolled in Expository Writing will spend an additional two 50-minute sessions (at least one with an XGA).
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1. Students are responsible for having PILOTS Staff sign them in and out immediately upon entering or leaving the labs. Do not assume that the staff member has noticed you, and do not simply leave the lab. Without a staff signature, time in the lab will not count toward a grade.
2. Lab sessions must be used to study or complete class assignments.
3. Personal music devices may be listened to at a reasonable volume during Independent Study Time, but may not be used during PA time.
4. Cell phones are forbidden. Turn them off. If a student's phone rings or they are texting, they will lose all points for that tutoring session.
5. Students are expected to maintain a studious atmosphere in the PILOTS Labs. Disruptive students will be asked to leave and will forfeit their points for that time frame.
6. Students are responsible for adhering to the KSU Code of Student Conduct. Copies of the Code are posted in both labs and online at <http://www.ksu.edu/studentlife/code.html>

Computer Rules:

1. Students are responsible for adhering to the KSU Information Technology Usage Policy <http://www.ksu.edu/academicservices/docs/usage.html>
2. Students working on class assignments have priority for computer use.
3. Students may e-mail from the lab, but e-mail will not be considered a priority unless it is directly connected to a class assignment. E-mailing will not be considered part of PA or Study time.
4. Downloading material onto computer hard drives from the Internet is strictly prohibited.
5. All work must be saved on personal computer disks or flash drives. Any work saved on the hard drive will be deleted on a weekly basis.
6. Printing of materials is limited to 10 pages per day of coursework. If you are unsure of what is allowable, please feel free to ask.
7. Absolutely no food or drink on or near the computer tables.

How Students Are Graded:

Modules

In the **PILOTS lab**, the semester is broken down into 4 four-week modules. The dates for the modules are:

- **Module 1: January 21 – February 15**
- **Module 2: February 18 – March 14**
- **Module 3: March 17 – April 11**
- **Module 4: April 14 – May 9**

For each module, you will have a number of ***objectives*** to do. Each month in your lab folder, you will find a sheet with the module objectives. The objectives will consist of short, goal-oriented exercises intended to improve your study and planning skills. These objectives will be worth 20 points a module. You have four weeks to do them in, so plan ahead to make sure they get done on time.

Peer Assistant (PA) and Study Time (ST) hours

On the other side of the objectives' page, there is the module's lab ***sign-in sheet***, where the students will record the weekly hours they do in the lab, doing either **Independent Study (ST) or Peer Assistant time (PA)**.

During each week, every student must do at least **two (2) hours of time in the lab**. A minimum of one hour each week must be spent working with a Peer Assistant (**PA**). Failure to meet with a PA at least once a week means that a student will only receive half credit for the week. A student may meet with a PA for two hours and receive full credit.

Students will be given **ten (10) points per fifty (50) minute session OR five (5) minutes for each thirty (30) minute session completed.** If a student stays longer than thirty minutes but shorter than a full fifty minutes, one point will be recorded for every additional five minutes. If a student stays for a period of time shorter than thirty minutes they will receive **NO** credit.

Important things to keep in mind:

- Students may only receive a maximum of two hours credit per week, so students need to do hours each week, even if they studied for more than two hours the previous week.
- PAs can only work with a certain number of students at a time. Students must sign up early to work with them. If a student waits to work with a PA during a time when other students are also clamoring for the PA's help, they may find themselves unable to complete PA hours, so planning ahead by signing up early in the week or during the week prior to the appointment with a PA works best.

Not showing up for PA appointment

When a student signs up for PA time, they are filling an appointment time that could be used by another student. For that reason, if a student fails to show up for an appointment with a PA without first notifying the lab at least an hour prior to the appointment (either by phone or an email to the PA), such student will receive **-5 (minus 5) points**. These points will be subtracted from the total number of points at the end of the week. These points cannot be made up.

Final Grade Breakdown (400 Total Points)

- **Lab Attendance: 320 pts. (80%)**
 - Maximum of 80 pts. (20%) per module
 - Maximum of 20 pts. (5%) per week
- **Objectives: 80 pts. (20%)**
 - 20 pts. (5%) per module over 4 modules equals 80 pts.

For students enrolled in the Expository Writing labs, those grades will be calculated separately and then averaged in with the Study Lab grade. They will show up as one two credit hour course on your grades. All students can earn an A as long as they attend lab faithfully, participate in study sessions, and complete their lab goals.

If you are enrolled for 2 hours, you must also:

- Attend two 50 minute sessions of Expository Writing Lab (at your scheduled time) in addition to two sessions of regular Study Lab. ***Students must always bring Expository Writing materials and texts to lab regardless of paper deadlines or lack of homework.***

- Complete module and semester objectives specifically for Expository Writing IN ADDITION to regular study lab objectives.

If students fail to attend two hours per week of any Lab, the time lost cannot be made up.

Students may not complete hours back to back in a 100 minute session. Allow a small break to rest your mind and come back refreshed.

Lateness and Absence:

Attendance counts for most of your grade. Therefore, if you consistently miss hours you will substantially lower your grade. Hours do not carry over from week to week: you cannot do all your hours at once, nor can they be made up. Working with a Peer Assistant or Expos Grad Assistant is an important part of this grade and will prepare you well for all of your classes. It is your responsibility to sign up for Peer Assistant time. Unless you are present for the entire session, you will not receive full credit.

- **Students missing PA time without notifying the lab in some way will lose 5 points for each missed session.**
- ***Study Lab is a privilege. Disruptions in the lab can lead to the loss of this privilege. Students will forfeit points and be asked to leave if they abuse this privilege.***

Kansas State University Undergraduate Honor System:

Kansas State University has an Undergraduate 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 students, by registration, acknowledge the jurisdiction of the Undergraduate Honor System. The policies and procedures of the Undergraduate Honor System apply to all full and part-time students enrolled in undergraduate courses on-campus, off-campus, and via distance learning.

A prominent part of the Honor System is the inclusion of the Honor Pledge, which applies to all assignments, examinations, or other course work undertaken by undergraduate 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. An XF would be failure of the course with the X on the transcript indicating failure as a result of a breach of academic honesty. For more information, please visit the Honor System web page at <http://www.ksu.edu/honor>

Accommodation for Disability:

If you have any condition (e.g., physical or learning disability) that will require special academic accommodations, please see me within the first two weeks of classes.