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|  | [INSERT COURSE TITLE HERE]  UG CAP Cohort \_\_\_\_ |

Discovering You: Cycle 1 Syllabus (Session X-20XX)

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| --- | --- |
| **Instructor:** | *[put your name here]* |
| **Office:** | *[put your office location here]* |
| **Email:** | *[put your email address here]* |
| **Phone:** | *[put your contact phone number here]* |
| **Office Hours:** | *[put your office hours here]* |

Your CAP Cohort course is a class designed to help you improve your academic study skills and to prepare you for success in your college life. The goals of this course are to assist you in the following areas:

**1. Personal Responsibility:** Developing students with the ability to manage time and work, attend classes regularly, have a self-management system in addition to a study plan; developing abilities to communicate when in need of help with time and work management

**2.**  **Academic Engagement:** Developing students with the ability to use campus resources, participate actively in class discussions, take initiative in group roles, completes assignments on time and with high quality, is aware of learning strengths and styles, and seeks additional opportunities for help and support for academic success

**3.**   **Community Engagement:** Developing students with the ability to incorporate service learning and community development into their education, the ability to balance social and academic life, and the ability to integrate into their community

**4. Effective Communication:** Developing students with the ability to communicate ideas in English a) *verbally* through class discussion and group work b) *written* through journal responses and c) *visually* through presentations and projects; developing group roles and stages of group work, in addition to professionally communicating through various forms such as phone, text, and email.

**Materials**

* *On Course: Strategies for Creating Success in College and in Life* (Downing, Skip)
* *Johnny Bunko: The Last Career Guide You’ll Ever Need* (Pink, Daniel)
* Day Planner
* Binder with dividers to store artifacts (samples, examples) for each cycle

**Learning Outcomes**

By the end of the cycle, students will be able to:

1. Identify strengths and weaknesses through self-assessment(s)
2. Analyze personal study and time usage habits to form self-management system (day planner and study plan)
3. Analyze and apply themes of *Johnny Bunko* as demonstrated by journals, quizzes, and other reading projects
4. Describe and demonstrate essential skills and habits of successful students (attendance, preparation, homework completion and quality, effective group discussion/participation, basic note taking, self management system, classroom behavior/respect, understanding written and verbal directions)
5. Be aware of and utilize academic and personal support resources at ELI and UD as demonstrated through portfolio entries and artifacts
6. Identify where to look for social events on campus and how to effectively attend activities (bus/transportation, etiquette [arrival times, behavior], expectations)
7. Identify and demonstrate areas of interest for campus activities as evidenced by a cohort planned activity
8. Identify and discuss expectations and differences between American culture vs. native culture (class, living/rooming, socializing, communicating with instructors in class and via email)
9. Identify and discuss areas of interest in American culture

**Assessment**

*Engagement Score: The 3-2-1 Policy*

In order to successfully complete the CAP Cohort Program, CAP students must follow the 3-2-1 Policy**. In order to matriculate to UD or one of our CAP partner schools**, you must earn an Engagement Score of 6 TWICE, one of which must be in level VI (LS or RW). This will prove that you are an active an engaged student who is ready to study at an American university.

The engagement score gives you a score from 1-6 in the following areas:

* *Personal Responsibility*
* *Academic Engagement*
* *Community Engagement*
* *Effective Communication*

**You will receive an AVERAGE score of 6 from these three grades:**

A) Your instructor will give you his/her grade in weeks 4 and 8

B) Your mentor will give you his/her grade in weeks 4 and 8

C) You will give yourself a grade in weeks 4 and 8

**To complete Cohort with your second Engagement Score of "6" while in a level VI class, you must ALSO:**

* Have an effort score of 1 or 2 in your LS and RW courses
* Have an average score of 73% in LS and an average score of 73%
* Have an average score of 73% in RW and an average score of 73%
* Have no grades lower than a C- in ANY skill area (No D, F, or I)

**Student Responsibilities**

[Course-specific policies may be added here. The sample language below may be modified.]

You are responsible for:

* Completing all quizzes, tests, and assignments on time
* Participating actively in class in English
* Following directions accurately and asking questions when you do not understand
* Being prepared for all classes, including after an absence

**Attendance and Absence Policies**

The ELI uses the following rules:

1. You are marked absent if you do not come to class for any reason.
2. The class starts on time. If you arrive after the class starts, you will be marked late. A late arrival counts as 1/3 of an absence. If you arrive more than 15 minutes late, you will be marked absent.
3. To benefit fully from your learning experience, you are expected to remain in the room for the whole class period. If you have to leave the room, return to the class as quickly as possible. If you leave the class for an excessive period of time or for a non-essential purpose, you may be marked absent at the teacher’s discretion. If you have a special medical need that requires you to leave the class, you should give the ELI administration documentation which describes your medical condition.

* If you know you have to be absent, inform the instructor as soon as possible.
* You are responsible for knowing what you missed and what homework is due.
* You cannot make up missed in-class assignments unless you make arrangements with the instructor in advance. Late homework assignments must be submitted within two days, and will receive lower grades. Some assignments may not be submitted late.

**Additional Policies**

[Teachers may modify these and/or add their own policies here. All syllabi must have an academic honesty policy.]

* Small snacks and drinks are permitted, however, please respect your classmates and the facility. Hot meals will not be permitted nor any food that is messy or loud. You are responsible for cleaning up after yourselves.
* Turn off your cell phone and put it away for the length of your class.
* The ELI operates an **English-only** policy in and around our classrooms.
* **Academic honesty is expected of all students and faculty at the University of Delaware.** Please consult the code of conduct in the ELI Student Handbook (<http://www.udel.edu/eli/student-handbook.pdf>) and ask your instructor. If you have any questions about academic honesty, always ask first! Please note that the rules for avoiding **plagiarism** apply to oral presentations as well as to written assignments.