

<b>CODE</b>	<b>(GNST1200/70)</b>	<b>COURSE TITLE</b>	<b>(FRESHMAN SEMINAR)</b>
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<b>LECTURER</b>	<b>Karina Berne</b>	<b>CREDIT HOURS</b>	<b>(3)</b>
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**CATALOGUE DESCRIPTION:**

These interdisciplinary seminars for freshmen combine academic inquiry with supplemental programs that foster students' educational and personal development during the first year of college. Topics vary and include interdisciplinary offerings in the humanities, arts and sciences. Classes are small and require substantial student participation. Emphasis is on developing and improving fundamental academic skills, including critical thinking and communications (the ability to write, read, listen, and speak effectively).

**PREREQUISITE(S):**

None.

**LEARNING OUTCOMES:**

**Knowledge and Understanding**

- Knowledge and understanding of core knowledge for academic and College living.

**Cognitive and Intellectual**

- Analysis and analysis of diverse texts and research for academic purposes

**International Cross-Cultural & Transferable Skills**

- Adaptability to different cultures, study situations and practical working environments
- Ability to use a range of effective oral and written communication skills

**Social & Interpersonal Development**

- Development of critical appreciation of own strengths and weaknesses

**WEEKLY SCHEDULE:**

- Wk 1** Introduction to programme. Discussion 'What is Freshman Seminar? You and the programme. Student diagnostic and Needs Analysis. Building relationships in an international campus culture. International environments of London, College life, new relationships and maintaining family links. The meaning of 'study abroad' in London. Managing anxieties and stress. Introduction & briefing on Portfolio Journal development. First appointments for mini-tutorials.
- Wk 2** Library visit. Introduction to information sciences and College databases. E-line research project in small groups. Introduction to self-presentation and formal group presentations. Introduction to study skills and planning of assessments. Time Management skills. Academic writing skills will incorporate learning styles, essential study skills, making the most of lectures and note-taking at lectures and seminars. Report writing, producing summaries, writing drafts and essay writing. Presentation skills and IT. Hand-in Portfolio Journal I.
- Wk 3** Globalisation and the understanding of international cultural diversity in the U.K. Focus on British culture and society. The culture of British Monarchy. Protocol and communications skills. Focus on multi-media for academic purposes. Business writing 2 – planning essays, research & reports.
- Wk 4** Introduction to business meetings and international negotiations. Formal business correspondence including letters. Introduction to interview skills and self-presentation 1. Examination of *e-student* life. Introduction to dynamics of diverse group and team working. The art of being a group and team member. Assessment No.2 Group research and presentation using multi-media.
- Wk 5** Identifying your personal skills and learning preferences; and relevance to other group members. The dynamics of debate and argument including group presentation. Business writing 3. Use of standard reference/bibliography systems to support all written academic work. Appointments for individual tutorial sessions. Briefing on Assessment No. 3.
- Wk 6** Career dynamics and the future graduate employment market. Is the traditional CV dead? Methods of recruitment for internships and graduate career paths. Interview skills and self-presentation 2. Briefing for Portfolio Journal II selected topics. Internet, *e-communications* and research methods. Analysis of data; issues such as plagiarism.
- Wk 7** Introduction to critical thinking and stylistic conventions for writing. Academic reading 2: Scan-reading of multiple data and use of library resources. Debating forum, group projects on specialist

- topics and appointment of joint chair for debates.
- Wk 8** Diversity in international student cultures. Anger management in business (and College) life today. Communication and dynamics of handling conflict. Revision planning and examination techniques. Hand-in of Portfolio Journals II.
- Wk 9** Timed Exam Practice I – first session. Group mini-research and summary writing. Concepts of *Work-Family-Life balance* and developing self-concept. Presentations without multi-media resources. Revision planning and examination techniques with skills review.
- Wk 10** Timed Exam Practice I – first session. Review of modular programme. Individual Tutorial I for Portfolio Journals analysis and review. Group endings and beginnings.
- Wk 11** Final (if required) individual tutorials and review of Portfolio Journals. Group endings and beginnings.

#### METHODS OF PRESENTATION:

- Seminar workshop twice per week incorporating mini-lecture plus seminar tutorials.
- Handouts are distributed where appropriate; debating and discussion forums.
- Multi-media usage includes videos, PowerPoint Presentation, OHP slides and e-learning skills
- Experiential learning pairs, diverse groups and teamwork for projects and academic research.

#### ASSESSMENT

Point in Semester	Form of Assessment	Requirement(s) of Assessment eg Wordage	% of Final Grade
Week 2	Portfolio Journal Reflection I (3 pieces)	600 words using Word	15%
Week 4	Group Presentation on Business topic	PowerPoint Presentation	30%
Week 6	Business Debate Research Summary	600 words (class)	15%
Week 8	Portfolio Journal II (7 pieces)	2,000 words using Word	30%
Week 10	Timed written examination practices (2)	400 words (in seminar)	10%

#### REQUIRED READING

Author	Title	Publisher	Date
Oxford University Press	<i>Oxford English Mini-Dictionary and Thesaurus</i>	O. U. P.	current

#### FURTHER READING

Author	Title	Publisher	Date
Cottrell, Stella	<i>The Study Skills Handbook</i>	Palgrave	1999

#### COURSE CONDUCT

- **Attendance & Punctuality** : **Required for ALL scheduled meetings of the course. PENALTIES APPLY – See Academic Handbook**  
: **Absence through illness must be reported directly to the lecturer for the course**
- **Assignments** : **Required on the due date. PENALTIES APPLY – See Academic Handbook**
- **Plagiarism & Cheating** : **Serious offences which carry heavy penalties including failing a course and possible expulsion – See Academic Handbook**
- **Mobile Telephones** : **Must be switched off for the duration of the class. Penalties apply – see Academic Handbook – Student Conduct**