



First Year Seminar: Business

Fall 2023 Syllabus

This syllabus contains information about (a) what you will learn in this course, (b) what is expected of you, and (c) what you can expect from me as an instructor. Essentially, this syllabus is a contract that states what is required of both of us during the term and how your assignments will be evaluated. You are encouraged to carefully read through this document as it contains information that is vital to your success in this course.

Instructor & Course Information

- **Course Name:** First Year Seminar - Business
- **Course Number:** HD 120I
- **CRN:** 28111
- **Instructor:** Paul Hibbard
- **Campus/Location:** MKH 107
- **Course Access:** Moodle. *All LBCC students have a Moodle account. Access with Single Sign-On ID and password.*
- **Course Start Date:** Wednesday, September 20th (Welcome Day, Week 0)
- **Class Time/Dates:** Monday 1:00 P.M.
- **Office Hours:** 9:00 - 10:00 A.M. & noon - 1:00 P.M. (M/W) @ MKH 115 in Albany
- **Office Telephone:** (541) 207-3455
- **E-mail:** Hibbarp@linnbenton.edu

Course Description & Course Benefits:

First Year Seminar sets the foundations for success in higher education, with a particular focus on Business. The activities and assignments included in this course act as guides in helping students develop strategies and capacities to explore and achieve their academic goals. By design, First Year Seminar prompts reflection on values, interests, strengths, and challenges, while fostering connection to the college community. Key benefits gained from taking this course include:

(a) developing meaningful connections with support sources on campus; and (b) the creation of an education plan that guides you toward your academic and career goals.

Learning Outcomes

After successful completion of the course you will be able to:

1. Explain the basic mechanisms of college success;
2. Identify common expectations, skills, and strategies for academic success in higher education;
3. Recognize and describe your own strengths, behaviors, and potential challenges affecting your learning;
4. Utilize resources and services in order to address challenges and achieve goals;
5. Establish relationships and engage with the LBCC community for personal growth and success;
6. Articulate your values, interests, and goals and develop an academic plan to work towards those goals.

Required Text

None. All readings will be provided electronically.

Expectations

- Attend class each week prepared and ready to participate.
- Participate actively and respectfully in group, class, and online activities.
- Be proactive about learning and contact your instructor for help if you are having difficulty with the course. Ask questions when you do not understand. Make appointments with your instructor or meet with tutors and other persons who provide support services at LBCC (e.g., advisors, First Resort, mentors).

- Communicate absences, questions, and needs (ex. requests for more time).
- If you are absent from a class, it is your responsibility to contact the teacher or find out from a classmate what you have missed.
- Complete all weekly assignments after carefully reading assignment instructions.
- Homework is to be submitted prior to the due date to receive full credit. Unless an alternative arrangement is made and approved by the instructor, no late work will be accepted after 14 days.
- Log into Moodle at least twice per week.
- Check your LBCC student email regularly throughout the week.
- Use the material you learn in this class to advance your progress in other classes. Always try to draw connections between what is learned in college and your larger career/life goals.
- Contact the [Student Help Desk](#) when technical issues arise.
- Communicate when something isn't working for you.
- Complete an Education Plan with your advisor. A completed Education Plan is required to pass the course and can be submitted *any time* before Week 10 without penalty.
- As you are respected as a person of great worth (regardless of sex, gender expression, race, nationality, religion, or culture), do treat your classmates in the same manner.

Course Schedule

Although the weeks begin on Monday and end on Sunday, I will grant you access to the material on the previous Friday to accommodate those of you that would like to get a head start. Most weeks will follow the pattern below:

1. Every Friday at midnight (12:01 am), the upcoming week's material will be made available. This will include announcements, readings, discussions, and assignments.
2. Every Thursday at 11:59 pm, your assignments and initial discussion posts are due.
3. Every Sunday at 11:59 pm, your discussion responses to two classmates are due.

4. In addition to your smaller weekly assignments, your final Education Plan assignment is due by Wednesday of Week 10. You may submit it any time during the term.

There will be a few exceptions to this timeline, which will be clearly noted in the week's materials. Week 0 is one of these exceptions, as it begins on Wednesday and ends on Sunday.

Grading

This is a pass/no pass class. In order to receive a “pass” you must do all of the following:

1. Attend 70% of classes.
2. Earn an overall assignment grade of 70% on your weekly tasks.
3. Submit an Education Plan that was completed with your Advisor (signed by Advisor or completed in DegreeWorks).

Late Work

On-time assignments are an essential element of college success. Please talk to me if you are having difficulty meeting course deadlines and we can work on a solution so that you don't get behind. Requests for assignment extensions must be submitted and approved in advance of the deadline.

Technology Requirements:

You will need access to a computer and reliable internet. We recognize that technology may represent a barrier to some students during this period. LBCC offers several resources to students which may help you address these barriers. [Contact the library](#) about equipment checkout or other options. If you know your circumstances will make it difficult, please contact me as soon as possible so we can work together to find a solution.

College Policies

Face Coverings

For in-person classes, face coverings (masks) are not required. Any student is welcome to wear a face covering.

Basic Needs

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Roadrunner Resource Center for support (resources@linnbenton.edu, or visit us on the web www.linnbenton.edu/RRC). Our office can help students get connected to resources to help. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

Request for Special Needs or Accommodations

Direct questions about or requests for special needs or accommodations to the LBCC Director, Center for Accessibility Resources (CFAR), RCH-105, 6500 Pacific Blvd. SW, Albany, Oregon 97321, Phone 541-917-4789 or via Oregon Telecommunications Relay TTD at 1-800-735-2900 or 1-800-735-1232. Make sign language interpreting or real-time transcribing requests 2-4 weeks in advance. Make all other requests at least 72 hours prior to the event. LBCC will make every effort to honor requests. LBCC is an equal opportunity educator and employer.

LBCC Comprehensive Statement of Nondiscrimination

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy 1015 in our [Board Policies and Administrative Rules](#). Title II, Title IX (employee cases), & Section 504: Scott Rolen, Director of Human Resource Development and Support, CC-108, 541-917-4425; Title IX (student cases): Jill Childress, Manager for Student Conduct and Retention, WH-215, 541-917-4806, LBCC, Albany, Oregon. If you feel you have been discriminated against in any interaction at Linn-Benton Community College, or have been harassed by another person while at LBCC, or wish to report any concern or complaint, please navigate to this page to make a report: linnbenton.edu/report-it. This and additional information can be found at <https://www.linnbenton.edu/about-lbcc/administration/policies/equal-opportunity.php>.

Know your rights and responsibilities

LBCC students have rights: the right to free speech, the right to assemble, the right of a free press, etc. LBCC students also have responsibilities to their community: the responsibility to participate and engage in class, the responsibility to advocate for their needs (ask for help), the responsibility to support a respectful teaching and learning environment, the responsibility to treat all persons with respect, the responsibility to be truthful and honest in all work and communications, and the responsibility to follow staff directions, local, state, and federal laws.

Rights and responsibilities balance together to create the best learning environment. For example, while you have free speech in the café or courtyard, in class the instructor decides whose turn it is to talk and what the topics for conversation will be. Students are free to believe what they believe, but instructors may require students to learn and recite concepts, principles, or theories for a class even if the student does not believe those concepts. You play a role in creating a positive community at LBCC.

Please review your [rights and responsibilities](#).

If you believe a faculty member or LBCC employee is violating your rights, please report to Human Resources, Scott Rolen, Calapooia Center Rm. 108.

Changes to the Syllabus

I reserve the right to change the contents of this syllabus due to unforeseen circumstances. You will be given notice of relevant changes in class, through a Moodle Announcement, or through LBCC e-mail.