

COLLEGE LIFE 101
Fall 2009 (.5 Credit)
Miller – Nutrition Lab

Course Description:

College Life 101 is a First-Year Experience-based course designed to introduce students to the liberal arts, assist students in developing the skills necessary for the academic experience at Cedar Crest College, develop students' critical thinking abilities, and help students adjust to the academic and social life at Cedar Crest College. The course is taught by a team of dedicated individuals that includes a faculty member, an administrator and an upper-class Orientation Assistant. This 0.5-credit course meets once a week for seven weeks during the fall semester.

Each week students will meet with their faculty advisors at a predetermined campus event. Event times and locations will vary with each College Life section.

Grading Scale Part 1:

Attendance / Participation: 100%

Class Grade - Dependent upon:

- 1. Attendance at the four class sessions**
- 2. Attending the first meeting of the Student Dietetic Association Meeting**
- 3. Participation in the Student Activities Fair on August 26th. Fair begins at 5:00. Take the Activities Fair Handout with you and return it to Professor Carlson on the 27th.**
- 4. Schedule and Participate with Professor Carlson, Valerie Donohue, Community Nutrition students and classmates in one nutrition presentation during lunch in the Tompkins Center Bistro and Cafeteria during the fall semester.**
- 5. OR option two – Schedule and Participate in a Wellness Wednesday presentation with Community Nutrition Students (dates pending).**

Assessment:

Attending (4 classes and 3 events) = A

1 program missed = B

2 programs missed = C

3 programs missed = D

4 programs missed = F

Course Objectives:

SPS 120: College Life is designed to meet the following educational outcomes:

1. Students will demonstrate knowledge of College academic policies and procedures.
2. Students will demonstrate knowledge of the role of the academic advisor.
3. Students will demonstrate knowledge of campus life opportunities and expectations.

Nutrition Department Objectives for SPS 120:

- 1.** Students will be able to verbalize requirements of the nutrition major at CCC.
- 2.** Students will have a basic understanding of the education process leading toward an internship and Registration as a Dietitian.
- 3.** Students will be comfortable making appointments with, discussing their education and progress with the nutrition faculty beginning as freshman and progressing through the 4 years at Cedar Crest College.

In order to attain these outcomes, SPS 120 provides experience and information in the following:

1. Understanding College policies is a crucial component of your academic experience. Your advisor, College Life staff leader, and College Life student leader will assist you in discovering the policies and procedures of the College. **My Cedar Crest** is used to access a wide variety of data, schedules and information. Students should be able to access My Cedar Crest.
2. Your advisor serves as a source of information throughout your academic career. In College Life, your advisor will help you understand their role in your education. Your advisor will do more than just help you write a semester schedule. They can help with academic concerns, professional guidance and direct you to organizations within the college community.
3. The college experience is multifaceted and each student adapts differently. Shared experiences with your advisor, College Life staff leader, and College Life student leader will assist you in making this transition.
4. The Cedar Crest College Honor Code is an important component of education at this institution. Knowing the Honor Code requirements is key to developing

ethical behaviors in the classroom and in life. "I fully support the Cedar Crest College Honor Code and the Classroom Protocol code as stated in the Customs Book," is a statement of commitment to high academic standards and behavior.

Class Room: Curtis 353 for Class One. All other Classes, please note the location on the schedule below

Faculty:

Barbara M. Carlson, MA, RD, CDE
Office Miller 6
Telephone: 610-606-4666 extension 4487
Email: bcarlson@cedarcrest.edu

Kristin Maile
Director of Athletics
106 Lees Hall
Telephone: 610-606-4666 extension 4401
kamaile@cedacrest.edu

Danielle Freeman
Student Representative
Email: Dmfreema@cedarcrest.edu

Schedule: 7 sessions total.

The Class will meet for 4 "in Class" sessions. The other 3 sessions will be met by participation in the following activities and events.

1. Attendance at the Student Dietetic Association Meeting, joining the SDA and participation in one activity is a requirement of this class.
2. Attendance with your student representative at the Club and Association event.
3. Participation in a Nutrition Outreach with Junior/Senior nutrition students (Community Nutrition Class), Professor Carlson and Valerie Donohue.
4. Time 12:00 to 12:45 location the Cedar Crest College Cafeteria

Please sign up for one of the following dates for Cafeteria program:

September 15 from 12:00 to 12:45 (TCC) _____

October 27th from 12:00 to 12:45 (TCC) _____

November 17th from 12:00 to 12:45 (TCC) _____

Date of Class	Topic	Place and Instructor
August 27, 2009	<p>Introduction to Cedar Crest College Steps to success and acceptance into an internship upon graduation.</p> <ol style="list-style-type: none"> 1. Protocols: attendance 2. Add – Drop 3. Withdrawal 4. Study Skills 5. ADA Web site – Eatright.org 6. Membership in SDA 7. Internship qualifications- getting off to a GREAT START 8. Building a team with your nutrition professors 	<p>Curtis 353</p> <p>Barbara M. Carlson, MA, RD, CDE</p>
September 3	<p>Health and Wellness Ms. Maile will introduce you to the Wellness and Health program and provide a hand's on intro to the equipment. Come dressed to try out a variety of equipment during this hour.</p> <ol style="list-style-type: none"> 1. How exercise promotes health, learning and stress reduction. 2. Being involved in the Cedar Crest College Wellness program as a student and as a nutrition educator for other students 	<p>Faculty: Kristin Maile</p> <p>Exercise Facility and Gymnasium</p> <p>Lee's Hall – meet in the entry way</p>
September 10	<p>Library Tour and Services</p> <ol style="list-style-type: none"> 1. Finding the materials you need to improve the quality of your work. 2. Using scientific literature and Evidence Based research. 	<p>Carolyn Nippert</p> <p>Head of Library Information and Instructional Services</p> <p>Meet at the Cressman Library:</p>

September 17	Attend Student Dietetic Association Meeting this month.	Location and time of SDA Meeting to be announced. Membership in SDA and participation on one committee is a requirement of this course.
September 24	NO CLASS on Thursday Use time to attend the Club and Organization Day at Tompkins Center.	Tompkins Center Danielle Freeman Please research all the health related clubs. Clubs like Social Work, Psychology and Health Professions are all appropriate for nutrition majors.
October 1	Week with your Orientation Assistant The Upper Class View	What you should do to be a successful student outside of class.
October 8	Six week Review 1. What's going well? 2. What help is needed? 3. Remember a. Writing Center b. Writing Guides c. Tutoring Services 4. Sign up for Spring Semester enrollment and advising	Miller Nutrition Lab
Continuing Activity:	Cafeteria Outreach with Ms. Carlson and Ms. Donohue September 15 October 27 November 17	Participation in the Nutrition Outreach in the cafeteria is a requirement of successful completion of this class. 12:00 noon cafeteria With upper class mentors from Community Nutrition

Helpful Phone Numbers, Names and Email addresses

Nutrition Department:

Administrative Assistant: Mrs. Lesley Jones

Phone number: 610-606-4624 / email: Lesley@cedarcrest.edu

Department Chair: Dr. Martine Scannavino, DHSc, RD, LDN

Phone number: 610-606-4666 ext. 3486 / email: miscanna@cedarcrest.edu

Faculty full time:

Professor Barbara M. Carlson, MA, RD, CDE

Phone number: 610-606-4666 ext. 4487 / email: bcarlson@cedarcrest.edu

Faculty part time:

Professor Marcia Kalista Richards, MPH, RD, LDN, CNSD

Phone number: 610-606-4666 ext. 3668 / email: Makalist@cedarcrest.edu

Faculty – Adjuncts: Phone number: 610-606-4624 (leave messages with Lesley if needed, or preferably email professor directly.

Dr. Jane Ziegler, DCN, RD, LDN, CNSD - email: janeziegler@rcn.com

Professor Mary Cooley, MS, RD, LDN

Professor Adrienne Taschner, MS, RD, LDN: Aetasch@cedarcrest.edu

Professor Kelley McBride, MS, RD, LDN: Kmmcbri@cedarcrest.edu

Professor Kati Follersius, MS, RD, LDN: Kdfossil@cedarcrest.edu

New Program development and outreach:

Shelly DePinto, BS, RD

Tara Harding MS, RD

TO MAKE YOUR SEMESTER RUN SMOOTHLY

Registrar's Office

Here are some important dates to remember for the Fall 2009 Semester:

August 24, 2009 Fall courses begin

September 1, 2009 Deadline to drop and add fall classes

October 23, 2009 Inauguration for President Carmen Twillie Ambar (no classes held)

November 9, 2009 Deadline to withdraw from fall courses (by 4:00 p.m.)

December 8, 2009 Last day of fall courses (Please follow Friday schedule.)

[Click here for the academic calendar.](#)

Graduation Deadlines

If you are planning to graduate in the 2009-2010 academic year, please note the following deadlines:

May Graduation : Apply by February 15th

August Graduation: Apply by May 15th

January Graduation: Apply by September 15th

All graduates are invited to participate in the graduation ceremony in May.

All students are required to complete an Application for Degree in order to graduate or to complete a certificate program. **Students are able to complete this application online via My Cedar Crest.** Once logged on to [My Cedar Crest](#), please select the "Current Students" tab and then "Registrar's Office." Click on "Apply for Graduation" and complete the form. A paper copy of this form is also available at the Registrar's Office.

My Cedar Crest Log In Credentials

My Cedar Crest login credentials are no longer provided by the Registrar's Office. If you need to obtain your username or password, please contact the Information Technology Help Desk at extension 3348.

Transcript Request

Need to request a transcript? All you have to do is log on to [My Cedar Crest!](#)

To request an official transcript, you may log on to My Cedar Crest at <http://my.cedarcrest.edu> and select the "Current Students" tab. Next, click on "Registrar's Office" and then click the link for "Courses and Grading." On the right side of the page, you will see a box titled "Transcript Requests." Click on this link, complete the form, and click to submit your request.

Academic Services

Academic Services at Cedar Crest College assists students in developing the skills and strategies to become confident, independent, successful, and active learners. The resources of Academic Services are inclusive, comprehensive, and **available to all students at no charge.**

What kinds of resources are available to English Language Learners or ESL students?

Professional academic support is available for students from diverse cultural and language backgrounds including:

- Students who speak English as a second language;
- Students who are bilingual or multilingual;
- International students and those with permanent residency in the US;
- Students who have attended school outside the United States prior to attending college even if English is your first language and even if you are a US citizen; and
- Students who would like cultural support regarding American cultural traditions or the American system of higher education.

Students can make an appointment to meet individually with the ESL Specialist to improve English language skills, work on writing assignments, study skills, academic advising, or any other concerns a student might have about being successful in college.

What support services are available to multicultural students?

Cedar Crest College seeks to promote the increased retention and advancement of students from diverse backgrounds. To this end, the special populations advisor can provide students with a variety of support services, including academic advising, referrals, mentoring/guidance and counseling. First generation college students, students from historically

underrepresented groups, and students with disabilities have often found these services particularly helpful to their transition to college and overall success.

If you are unsure of whether you can benefit from these services, please contact Kenza Glass, ESL Specialist/Special Populations Advisor, Academic Services, Curtis 109, 610-606-4628 or kmglass@cedarcrest.edu .

Student Financial Services

Cedar Crest Initiates New On-Line Billing and Payment Services

Effective July 1, 2009, the College implemented a new on-line payment, E-bill, and Installment Payment Plan system.

Students will receive one initial paper bill by mail each semester; however, follow-up bills will be paperless. Students can access their monthly statement and account history through their My Cedar Crest account.

Exciting new features of this E-bill system include: the option for students to add additional users on My Cedar Crest to view their bill on-line; the option for students to view their payment history; and the option for students to pay via ACH electronic check.

As of July 1, 2009, credit card payments will be required to be made online or by phone. The College will accept MasterCard, American Express, Discover and Diner's Club. **The College will no longer accept Visa.** All applicable credit card transaction fees will apply. Credit card payment can be made through My Cedar Crest by logging on to your account and accessing the "My Account" info screen.

Students will now be able to enroll in the new Cedar Crest "EZ Pay Plan." This new payment plan offers students the choice to pay a Fall or Spring semester balance over five (5) months. Students in the part-time Nursing clinical programs will be eligible to enroll in four-month semester plans for the full academic year (Fall, Winter/Spring, May/Summer). Students must be current on the plan (including paying the semester fee) and must have submitted the required payment by the tuition due date. Payments will be made directly to Cedar Crest College and will be recorded by the College on the student's account shortly after payment is made.

Federal Government Offers New Income-Based Federal Loan Repayment Option

On July 1, 2009 a major new student loan repayment option became available for the first time. Income-Based Repayment (IBR) caps monthly

federal loan payments at a more affordable level based on your income and family size and forgives any debt and interest that remains after 25 years. If you owe more on your federal student loans than you earn in a year, you may benefit from IBR. The lower your income, the lower your monthly payment will be. In some cases, it may be as low as \$0. IBR is available for almost all federal loans-past, present or future-made by any lender, whether for college or graduate school.

If you work in a government, nonprofit, or other public service job, you may have your remaining student load debt forgiven after just 10 years of Income-Based Repayment or certain other payments. Your loans have to be part of the federal Direct Loan Program to qualify. The payments do not have to be made in 10 consecutive years. You just need to make a total of 120 payments while working full-time for a public or nonprofit employer starting on or after October 1, 2007.

For more information, including a simple calculator to estimate monthly payments, please visit www.IBRinfo.org.

Honor Code

Cedar Crest College students should uphold community standards for academic and social behavior in order to preserve a learning environment dedicated to personal and academic excellence. Upholding community standards is a matter of personal integrity and honor. Individuals who accept the honor of membership in the Cedar Crest College community pledge to accept responsibility for their actions in all academic and social situations and the effect their actions may have on other members of the College community.

Academic Standard of Integrity

Incumbent from the Honor Code, academic integrity and ethical behavior provide the foundations of the Cedar Crest scholarly community and the basis for our learning environment. Cedar Crest College expects students to set a high standard for themselves to be personally and intellectually honest and to ensure that other students do the same. This standard applies to all academic work (oral, written, or visual) completed as part of a Cedar Crest education.

a. Academic Misconduct

Cedar Crest College considers the following acts, but not only the following acts, to be breaches of its Academic Standard of Integrity. Cedar Crest College reserves the right to alter the definitions of academic misconduct herein.

- i) Cheating. During the completion of an academic assignment (e.g. quizzes, tests, examinations, artistic works, presentations, or papers), it is dishonest to use, have access to, or attempt to gain access to any and all sources or assistance not authorized by the instructor.
- ii) Plagiarism. Plagiarism is the act, intentional or not, of misrepresenting the work, research, language, or ideas of another person (published or unpublished) as one's own. An assignment or part of an assignment that fails to acknowledge source material through an appropriate academic discipline's citation conventions for quotation, paraphrase, and summary also constitutes plagiarism.
- iii) Collusion. Collusion is the collaboration of two or more individuals in either giving or receiving assistance not authorized by the instructor for the completion of an academic assignment.
- iv) Falsification. Falsification is the misrepresentation of academic work or records. Falsification includes, but is not limited to: the fabrication of research, scientific data, or an experiment's results; providing false information regarding an academic assignment, including reasons for absence, deadline extension, or tardiness; the tampering with grade or attendance records; the forging or misuse of college documents or records; or the forging of faculty or administrator signatures. An assignment or part of an assignment, submitted for academic credit in one course and resubmitted by the student for academic credit in another course without both instructors' permission also constitutes falsification.
- v) Sabotage. Sabotage is the act of hindering another student's (or students') ability to complete an academic assignment. Destruction of college property (e.g. library holdings, laboratory materials, or computer hardware or software) may constitute sabotage.

- vi) Other Forms of Academic Misconduct. The forms of academic misconduct defined above are not exhaustive, and other acts in violation of the Cedar Crest Honor Code or Academic Standard of Integrity may be deemed academic misconduct by an instructor or by the college.

b. Response to Academic Misconduct Students who breach the Academic Standard of Integrity—as set forth in the types of academic misconduct specified above -- are subject to sanctions imposed by an instructor, a department chair, the provost, or the Board of Trustees. Such sanctions can range from, but are not limited to, the expectation to redo an assignment, the reduction in grade for an assignment or course, or the failure of an assignment or course.

Extreme cases of academic misconduct, as determined by the provost or the Board of Trustees, may result in suspension or expulsion from the college, or the withholding, denial, or rescinding of academic degrees.

The initial response to academic misconduct rests with the individual instructor, who is entitled to take into account the student's degree of academic experience instructor discovers academic misconduct either before or after the withdrawal, an instructor's grade of "F" for the course supersedes the "W."

All instructors who determine that a student has breached the Academic Standard of Integrity must report the incident to the Provost's Office using the "Report of Academic Misconduct" and attach relevant evidentiary documentation as appropriate. Instructors encountering a case of academic misconduct may consult with the Provost's Office to determine if the student has committed acts of academic misconduct on other occasions.

All instructors are required to include the College's Academic Standard of Integrity on their course syllabi, as well as information about the response to evidence of academic misconduct and potential sanctions incurred.

Upon receiving a "Report of Academic Misconduct," the Provost's Office will notify the student of the misconduct charge and of her rights and the procedure to appeal the charge and its sanctions. Appeals to charges of academic misconduct or their sanctions follow the process for appealing academic decisions outlined below.

All reported incidents of academic misconduct will be held on record by the Provost's Office.

The Provost's Office is to make an annual report to the faculty and to the Honor and Judicial Board, on the number and nature of academic misconduct cases that occurred during the year.

Student Appeals of Academic Decisions

A student who has a disagreement with a faculty member about an academic matter should first attempt to resolve the matter through discussion with the instructor. If the

issue is not resolved satisfactorily between the student and the instructor, and the student wishes to appeal further, the student must specify in writing the basis for the disagreement and request a review by the Department Chair. If the issue is an appeal of the final grade received in a course, this request must be submitted within three months of the date that term grades are issued by the Registrar.

A student who wishes to appeal the decision of the Department Chair must write to the Provost within a month of the date of the Chair's decision, enclosing copies of the written documents and requesting a review.

The Provost, in consultation with the Chair and the faculty member, will arrive at a final decision in the matter.

The Chair and the Provost will each act within one month during the academic year of receiving the matter. If the instructor is no longer employed by the College, the Chair is empowered to act in his or her stead. *Additional and more detailed academic policies can be found on the Registrar's website.

Departmental Review for Field Placement

Students majoring in Education, Nuclear Medicine, Nursing, Nutrition or Social Work are required to complete a field practicum or clinical experience. Because this requirement necessitates working with the public in a professional setting, it is important that the student has advanced interpersonal skills, mature judgment, and appropriate professional demeanor. Thus faculty in these programs will review students prior to the practicum and make appropriate recommendations up to and including removal from placement

Matriculation

Matriculation is a student's formal acceptance as a degree candidate at Cedar Crest. Matriculation is required for any student who plans to receive financial aid and/or declare an academic major. Students intending to complete a degree are encouraged to matriculate upon entry.

The date of matriculation determines the liberal arts curriculum requirements under which students will graduate unless they choose to graduate according to provisions enacted by the faculty and stipulated in subsequent catalogs. A student who does not matriculate upon entry is required to do so before the student completes the final 30 credits.

In the event that a course section reaches its enrollment maximum, matriculated students are given preference over non-matriculated students. The date of the acceptance letter as a degree candidate is the date of matriculation. This date of matriculation is important if a student finds it necessary to interrupt her studies at Cedar Crest.

If a matriculated student requests and is granted an official leave of absence of up to one calendar year, she is not required to re-apply for matriculation when she re-enrolls at Cedar Crest. See page 41 for information about an official leave of absence.

Academic Advising

Students meet with their faculty advisors to discuss academic goals and interests as well as to make course selections each semester.

Assignment to advisor

Incoming Freshmen: Incoming freshmen are assigned a faculty advisor. When possible the assigned advisor is from the area of interest expressed by the student at the time of application.

Transfer Students: A faculty advisor is matched with a transferring student prior to her first semester of study. A student's faculty advisor may change when the student officially declares a major.

New lifelong learning students: Non-traditional students are advised by an admissions representative in the Center for Lifelong Learning until they formally declare an academic major. At the time a student declares an academic major, a faculty advisor is assigned by the Chair of the department in which the student plans to major.

Double Majors and Co-Majors: These students should consult with advisors from both academic disciplines prior to registration.