



CUH 100-90-4: First Year Experience Seminar - Fall 2022

Course Credits: 1

Class time: Wednesday - 2:00 - 2:50

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Course Overview

CUH 100 is a one-semester hour seminar course, open only to first-year students, which provides an introduction to the nature of a university education and a general orientation to the functions and resources of Chaminade University. The course is designed to help you adjust to college life, gain a better understanding of the learning process, and develop good academic skills that will benefit you in other classes. After this course is completed, you will possess a wide variety of tools that will help lead you to personal, professional, and academic success.

This is an online Hybrid-course that will require participation online as well as attendance at the scheduled class times.

Marianist Values

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith
2. Provide an integral, quality education
3. Educate in family spirit
4. Educate for service, justice and peace
5. Educate for adaptation and change

Native Hawaiian Values

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Olelo No'eau (Hawaiian proverbs) and Marianist core beliefs.

Learning Outcomes

Students who successfully complete this seminar will:

- INTERACT effectively with classmates and generate new friendships
- Demonstrate an understanding of the support services offered to students at Chaminade University
- Demonstrate an understanding of the distinct mission of Chaminade University and the goals of a Marianist education

- Demonstrate an understanding of the University's academic expectations, policies and procedures
- IDENTIFY how your gifts can benefit the community
- DEFINE and set academic and professional goals
- PLAN and BUDGET effectively to meet your financial needs
- DEMONSTRATE skills that will help maximize the ability to learn and succeed

Technical Assistance for Canvas Users:

- Search for help on specific topics at help.instructure.com
- [Chat live with Canvas Support 24/7/365](#)
- Watch this [video to get you started](#) with online guides and tutorials
- Contact the Chaminade IT Helpdesk for technical issues: helpdesk@chaminade.edu, or call (808) 735-4855

Grading Scale

This course is a credit/no credit course.

Assignment Points

- Essays (2) – various points each = 60 points
- Assignments – various points each = 75 points
- Quizzes – various points each = 20 points
- Typing Practice – 5 points each = 50 points
- Final Exam = 50 points

Credit Awarded:

- 255 – 230 = A
- 229 – 204 = B
- 203 – 178 = C

No Credit Awarded:

- 177 – 152 = D
- 151 – below = F

Course Policies

Late Work Policy

Late assignments may be accepted at the discretion of the instructor.

Cell phones, tablets, and laptops

Cell phones are to be turned off & not used at any time during class (this includes calls, sending and/or receiving text messages, etc.)

- During your scheduled class times for CUH 100, you are not allowed to go to **Facebook and other social media sites** unless directed to do so by the instructors.
- No reading outside materials in class.

- No working on assignments for other courses during your assigned CUH 100 computer lab time. ▪
- No listening to iPods, MP3 players, etc. during class periods in the school lab.

Disability Access

If you need individual accommodations to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from the Counseling Center by the end of week three of the class, in order for instructors to plan accordingly. If a student would like to determine if they meet the criteria for accommodations, they should contact the Counseling Center at (808) 735-4845 for further information.

Title IX Compliance

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

Attendance Policy

Students are expected to participate in the online activities each week. Students should notify their instructors when illness prevents them from participating online and make arrangements to complete missed assignments. Notification may be done by emailing your instructor and TA. More than one week of non participation must be reported to the Records Office by the instructor. Federal regulations require active attendance for continuing payment of financial aid. If attendance is not continuous, financial aid may be terminated.

Academic Conduct Policy

Any community must have a set of rules and standards of conduct by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

For further information, please refer to the Student Handbook: <https://studentaffairs.chaminade.edu/wp-content/uploads/sites/28/2018-19-NEW-STUDENT-HANDBOOK.pdf>

Schedule

Date Topic	Assignments
Unit 1A: August 22	Welcome!! • Typing Practice One due August 22 (5 points) • Look around Canvas and explore.
Unit 1B: August 31	Introductions • Typing Practice Two due August 31 (5 points) • Student Introductions due August 31 (5 points) • Chaminade Email Assignment due September 7 (10 points)
Unit 1C: September 7	Skills: • Typing Practice Three due September 7 (5 points) • Getting into Self-Service
Unit 2A: September 14	Skills: • Lecture - Formatting Word Documents ◦ Assignment - Format This Doc! Due Sept 14 (10 points) • Preparing for your Reflection Essay!!!
Unit 2B: September 21	Skills: • Reflection Essay: Life due September 21 (30 points) • Typing Practice Four due September 21 (5 points)
Unit 3A: September 28	Plagiarism: • Typing Practice Five due September 28 (5 points) • Plagiarism Quiz due September 28 (20 points)
Unit 3B: October 5	Plagiarism: • Typing Practice Six due October 5 (5 points) • Plagiarism Summarizing due October 5 (10 points)
Unit 4A: October 12	Your Future: • Typing Practice Seven due October 12 (5 points) • Prepare for your First PowerPoint Assignment!

Unit 4B: October 19	Your Future: ● PowerPoint Exercise due by October 19 ○ Post in Discussion (10 points) ● Prepare for your SECOND Reflection Essay!
Unit 4C: October 26	Your Future: ● Typing Practice Eight due October 26 (5 points) ● Work Reflection Paper due by October 26 (30 points)
Unit 5A: November 2	Mission and Identity of Chaminade University: ● Typing Practice Nine due November 2 (5 points) ● Read biographies of the Family of Mary Founders
Unit 5B: November 9	Mission and Identity of Chaminade University: ● Group Work Day! ○ Group Powerpoint of Founder due next week!!
Unit 5C: November 16	Mission and Identity of Chaminade University: ● Typing Practice Ten due November 16 (5 points) ● Group Powerpoint of Founder due November 16 (20 points)
Unit 5D: November 23	Mission and Identity of Chaminade University: ● Read Marianist Educational Values. Discussion post due November 23 (10 points)
Unit 6: November 30	Makeup Work: ● Use this time to finish any work you are missing
Unit 7: December 5 - 8	Final Weeks: ● Final Exam Open from December 5-8 (50 points)