Welcome to the IUPUI Summer Bridge Program and the First Year Seminar (INFO I100). You very well could be embarking on the most important experience of your life because you have chosen one of the best ideas invented by humankind to get you the most information in the fastest, most efficient way. This information will transform your life and prepare you to make the best contribution you can to the society in which we all live—and cannot escape alive! The First Year Seminar is designed to ease your transition from the life you lived last year to the exciting, new life that lies within and before you. Welcome to this adventure!

**Course overview and goals:** The overview of your INFO I100 section is two-fold: First, the seminar is designed to provide a comfortable place where you can gain important skills that are essential to your success in college. One of the best “perks” of your I100 course is that you will have the opportunity to make new friends of other students, faculty, and staff. The instructional team wants you to become comfortable with using the library, the Math Assistance Center, the University Writing Center, and the other vast resources available on the IUPUI campus.
Secondly, you will begin the exciting process of discovering a career and major that you can be passionate about. Our work during these two weeks of Bridge and into the fall will focus on giving you the tools to assist you in your search for the ideal career/major fit.

More specifically, the I100 course goals will help guide you to a smooth transition at the university. After successfully completing the eight days of summer instruction and the fall semester, you should be able to:

1. Understand the purposes and processes of higher education
2. Explore multicultural perspectives
3. Accept the challenges of academic excellence and persistence
4. Explore academic majors and career options
5. Develop a personal development plan (PDP)
6. Build strategies for successful transitioning into the university and an academic major

Attendance: The IUPUI Summer Bridge attendance policy states: “As you begin your college career at IUPUI, attending courses regularly and on time will be vital to becoming a successful student. You have made a significant commitment to yourself, your college, your classmates, and your professors to be involved in the classes for which you have enrolled. Students who are present and participate are best able to learn; those who regularly attend class, come prepared on time, and participate are also in the best position to demonstrate what they have learned.

Since your college career begins with the Summer Bridge, we encourage you to make attendance and arrival times a priority. Admission in the IUPUI Summer Bridge is a privilege; therefore, we expect perfect attendance. We also expect you to arrive to your classes on time. If you are not willing to commit to perfect attendance and arriving to class on time, then we would like to offer your seat in the program to someone who is committed. Only documented absences for genuine emergencies will be excusable, and there will be grade penalties for incomplete participation and tardiness as specified by your instructor. Please stay in close contact with your faculty member should a schedule conflict arise.”

Your instructional team believes that most of the learning in this seminar will take place during our class meetings. For you to miss a meeting will mean that you will have missed important information and activities; much of what you will achieve from this seminar will occur in the classroom. Therefore, we can’t stress enough the importance of attending each seminar meeting. Students who miss one day of Bridge will be asked to drop from the course and sign up for a traditional learning community in the fall.

Contributions: As you begin your college career at IUPUI, contributing to the discussions in your courses will be vital to becoming a successful student. You are expected to arrive to class on time prepared to actively contribute daily in this seminar. This expectation includes having completed any required reading and written assignments prior to the start of each class session so that you are prepared to contribute to our seminar’s conversations and activities.

Tardiness: Arriving late to class and leaving early from class is a disruption to the academic process in college and is highly discouraged. Come to class on time, plan to remain in class the full time, and return from breaks on time. If you must be late or leave early, please discuss your situation with your professor and arrive or leave the classroom quietly. Generally, students who arrive to a class more than 10 minutes late or leave a class more than 10 minutes prior to the conclusion of a class are counted as absent.

Expectations: This course will serve as a safe place for you to discuss academic transitional issues.
What you can expect from the instructional team:

- We will take you and your work seriously. We’ll treat you fairly.
- We will provide you with challenging assignments and will expect you to wrestle with complex ideas and think critically to solve problems.
- We will give you individual attention as you need it—and whenever you ask.
- We will try to help you with questions you have about college life and the university in general.
- We will promptly respond to your submitted work—within a week, generally.
- We will give you clear guidance for the work you undertake in the course.

What we expect from you:

- You will be in class, every day, on time. There is nothing better you can do to help your performance than come to class and participate.
- You will plan for appropriate out-of-class time to devote to your work for this course. The general rule is 2-3 hours of out-of-class time for each hour of in-class time. Therefore, weeks when our class is in session, plan to spend between 2-3 hours of out-of-class study time per week for this course.
- You will complete your work on time all the time—and on the rare occasion when you don’t have something in on time, you’ll take quick action to catch up, understanding there will be penalties.
- You will take your own work seriously—your ideas matter and you matter in our class!
- You will take our class time seriously—you’ll come on time, be prepared, be respectful of classmates and the instructional team, and you’ll keep on task. If you are not able to be respectful or keep on task, you will be reminded only once—after that, you will be asked to leave and may be administratively withdrawn from the course—see the IU Code of Student Rights and Responsibilities at http://www.iupui.edu/code/.
- You will take working with your classmates seriously.
- You will ask us if you have any questions, large or small. Asking questions is critical to success!

Classroom and Communication Etiquette: Attending college is a privilege. Unlike high school, college is not required and we assume that you want to be here. Part of a successful transition is learning to operate in the culture of the university. Therefore, there are general rules of etiquette that guide students’ behavior in college classrooms and in communication with instructors. The following list of guidelines will govern both our classroom and communication etiquette and should serve you well as you transition into the college culture:

- Come to class prepared with note-taking implements (paper and pen, laptop, etc). Always arrive early and be ready to take notes.
- Sit attentively and actively contribute when appropriate.
- Respect others by not talking, sleeping, or doing other work when the instructor or a peer is talking.
- Always behave ethically in your dealings with others and in your academic pursuits.
- Never have your cell phone on in the classroom. If you have an emergency and are expecting an important call, inform your instructor prior to the start of class and ask for approval to have your phone on during the class session.
- Always use a civil and respectful tone of voice and manner when talking to others in class.
- Drinks and snacks are permitted in the classroom. You are expected to eat/drink quietly and clean up after yourself.
- There is no need to ask to be excused to use restroom facilities. If need be, quickly and quietly leave the room and reenter quietly.
- Never record or photograph a class session without prior approval from the professor. Course sessions are considered the intellectual property of the instructor.
- Always take down in your notes information written on the board by the instructor.
- Never begin closing books or gathering your belongings before the instructor is finished and has dismissed the class. Such actions are considered rude and unacceptable.
- Always inform your instructor ahead of time if you cannot be in class.
Always address your instructor as Professor “X”, unless otherwise noted by the instructor.

Email etiquette is extremely important in university culture. Always be sure to use a clear subject heading that indicates your message’s content. Remember that your messages are permanent; therefore, always use proper writing techniques: salutations, spelling, grammar, punctuation, capitalization, etc. Proofread for both content and mechanical errors before sending emails because there is no good excuse for improper messages.

Cell Phones and Laptops/Tablets in the Classroom: You’ve committed to spend each class period exclusively with your classmates and the instructional team. Any outside communication can wait until class has ended. Therefore, make sure your phone is on silent and your laptop/tablet is only used for classroom purposes. Phone calls, texting, or web browsing during class is not permitted! Violating this policy by disturbing others during class can have negative consequences, including being marked as absent or being asked to leave class.

INFO I100 evaluation: You will be evaluated using various assignments during the two weeks of Summer Bridge.

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<tr>
<th>Points</th>
<th>Assignment Description</th>
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<tr>
<td>45</td>
<td>Personal Development Plan/Bridge Research Project &amp; Lab Presentation</td>
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<tr>
<td>22</td>
<td>Journal Assignments</td>
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<tr>
<td>18</td>
<td>Attendance/Participation (professionalism)</td>
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<tr>
<td>15</td>
<td>Cultural/Service Event and reflection paper</td>
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<td>100</td>
<td>TOTAL</td>
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For prompts and descriptions of all assignments, please check the “Assignments” tab in Oncourse.

Course Grading Scale:
- A+ = 100
- A  = 93-99
- A- = 90-92
- B+ = 87-89
- B  = 83-86
- B- = 80-82
- C+ = 77-79
- C  = 73-76
- C- = 70-72
- D+ = 67-69
- D  = 63-66
- D- = 60-62
- F  = 59

Late Work Policies:
- Assignments need to be submitted on time on their due dates.
- Journal assignments submitted after the 9:00 a.m. deadline will not receive credit.

Administrative Withdrawal Policy: A basic requirement of this course is that you will attend and participate in class and conscientiously complete writing and reading assignments. Keep in touch with the instructional team if you are unable to attend class or complete an assignment on time. If you miss one day of Summer Bridge without prior instructor consent, you will be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy, please contact Melinda or Julie.

Course Writing Standards: Unless otherwise specified, written work should always be word processed, using 1” margins, double spacing, Calibri, Times New Roman, or Arial style, 11 or 12-point font, with name-date-assignment title in the upper right-hand corner on the first page. Should there be a need for source documentation, use MLA.

Academic Honesty Policy: If a student is caught cheating on an assignment, s/he will receive an automatic zero (0) for that assignment and may risk failing the entire course. In addition, the usage of a sentence, phrase and/or paragraph “word-for-word” from the text or Internet resource without proper citation is considered an act of plagiarism, which will be met with disciplinary action. For specific policies
regarding cheating and/or plagiarism and other detailed policies, please refer to the "IUPUI Student Code of Conduct" at http://www.iupui.edu/code/.

**IUPUI Policy on Diversity:** Having diversity in classrooms, research labs, clinical practice settings, and places of work are essential to the fundamental work of the university. If students are to learn, they must be encouraged to ask questions, seek knowledge from those with whom they disagree, and take part in open and honest debate. The ability to learn from and use diverse perspectives is instrumental to constructive problem solving and good citizenship, so it is essential that the campus have an environment that encourages interaction among individuals of diverse backgrounds. Our employees, too, expect and deserve to work in a healthy, supportive atmosphere that respects differences.

**Students and Disabilities:** The Office of Adaptive Educational Services (AES) helps students with disabilities receive appropriate accommodations from the university and their professors. Students need to register with the AES office in order to officially receive such services. **If you have a disability that requires accommodation, please let one of us on the instructional team know how we can help.** The Office of Adaptive Student Services (UC 137, 274-3241, http://www.iupui.edu/~divrsity/aes/) can help you negotiate academic requirements.

**Counseling and Psychological Services (CAPS):** During the semester, if you find that life stressors are interfering with your academic or personal success, consider contacting Counseling and Psychological Services (CAPS). All IUPUI students are eligible for counseling services at minimal fees. CAPS also performs evaluations for learning disorders and ADHD; fees are charged for testing. CAPS is located in UN 418 and can be contacted at 274-2548. For more information, see http://life.iupui.edu/caps/.

**Inclement Weather and Class Cancellation:** IUPUI rarely closes due to inclement weather. Should the university cancel classes due to a weather emergency or some other crisis, the information will be broadcast widely on Oncourse, Onestart, local radio and television stations, as well as IUPUI’s automatic calling/emailing/texting service. As long as the university is open and classes are in session, we will try our best to meet this class. Should there be an occasion when we are unable to make it to campus and need to cancel class, Lindsey will send a high-priority email through Oncourse at least two hours prior to the start of class, so please check Oncourse regularly. Otherwise, plan accordingly (leave early to arrive on time) to meet for class at its regularly scheduled time.

**Final note:** We team members are excited about the opportunity to see you become a “super student” this fall semester! More importantly, we want you to become a life-long learner—open to new ideas, eager to set out to find new answers to innovative questions, and ready to meet the challenges that life will surely present you. You’re beginning a marvelous journey of discovery in the academy that may take you to far-off, exotic destinations, which at times will seem quite foreign to you. Be assured that you will come to embrace these unknowns more readily after having been a part of this seminar. In addition, you will have the opportunity to understand yourself better and enhance your confidence level through this seminar. You will soon understand the dynamic of success in our seminar—that together we can all learn more and go much farther than any one of us could alone. We wish you well as you embark upon your first semester at IUPUI!

**IUPUI Summer Bridge Two-Week Schedule:**

| MEDIA ARTS & SCIENCE (MAS) – Summer Bridge 2016 Schedule – Faas#1 / Wood#2 |
INFO I100 Fall Semester 2016 Course Schedule: This course will meet on Thursday, October 20th from 10:00-10:50 a.m. in IT 257. The academic advisors will meet with the class to plan out your spring semester. If you are unable to attend class on this day, you need to let your advisor know ahead of time and schedule an advising appointment with them before you will be able to register for spring classes.