

ORIENTATION NOTES FALL 2009 – B McLaren

Introduction

Introduce BJM

Pass around 3x5 cards for questions (ask who brought pencil)

Ask students to say something about themselves

Get their names and email addresses

Ask what a new freshman is thinking in day #2 of orientation

Ice breaker? Top Ten list – what do teachers do to drive students crazy?

For later ... pass out 3x5 cards and have them add questions that you can answer later in the session

Classroom Protocols

Locate all your classrooms now, before classes begin

3-D Campus map at admissions

www.indstate.edu/admissions/map.pdf

Find class rooms and building in ISU portal, Banner

Self Service Links, Student & Financial Aid menu,

Registration, Student Schedule by Day and Time

Plan to arrive early, sit near front if possible

Many classes have assigned seats after first or second day

Class begins when the professor arrives – no bells.

Don't be late!

If you must be late, most profs accept your coming in (quietly) – don't hang around outside and then expect it to be taught to you personally afterwards!

If you have to miss, try to arrange it ahead of time with the prof and get the assignments/notes early

If you miss five or more consecutive days, contact office of student affairs (237-3888) and let them contact your professors for you with reason

Class is *not* over until the prof dismisses you!

In most classes, asking questions is encouraged; feel out prof

because we're not all alike! Raise hand to be recognized first

First day: bring the textbook, note paper, pen, be ready to go.

Do take notes every day

If reading is assigned, read it *before* class begins

How to Access a Professor

Read your syllabus – most give 3 or 4 methods of contact

Office telephone (237-3606)

Voice mail (after 4 rings or call 237-2727 and dial 4-digit extension)

E-mail (b-mclaren@indstate.edu)

Home phone number (not all do this; 877-3269)

Note title: Dr., Mr., Mrs., Ms., Professor (not all are doctors, but most are). Avoid using first name.

Office hours –

Usually 6-10 hours per week that are reserved for helping students (usually)

If they conflict with your schedule, ask for an appointment

When you go, SAY YOUR NAME so the professor gets to know you!

If your business prof consistently is not around during office hours, please let me know..

Quizzes -

May be unannounced and usually are based on your reading or last class

Usually don't count very much compared to a test but are very important to make sure you are keeping up

Grading

Each class is different, so read the syllabus to find out the real scoop

Keep track of your own points/grades in each class ... keep a notebook for this.

Occasionally prof may provide you with a tentative grade – check it out and make sure you aren't surprised—mistakes do occur!

Don't miss class – this is the most common reason for students to get in grade trouble. **IMPORTANT:** Your financial aid depends on your attending classes – if you don't attend, you may be asked to repay financial aid!!!

Grade appeals: talk to professor first; if cannot resolve, next go to department chairperson. Don't escalate until you have had a chance to discuss with your instructor!

Tutoring

Study groups are helpful

Ask prof questions – don't be bashful unless you are told to use another method (or you have missed a number of classes)

Some free tutoring may be available – ask the prof first for a reference.

Some advanced students will tutor for cash ... probably last resort

Study Week - last week of semester, before finals week

Purpose is to give you time to prepare for final exams without studying for quizzes or tests

Relatively new – some profs aren't with the program yet. Be gentle when you remind us!

Study Week doesn't mean Party Week! Get ready for your finals.

University Calendar

Published in the bulletin of classes and in other places, including online in ISU's undergraduate catalog

<http://catalog.indstate.edu/> (see calendar near top left)

For 2009-2010 academic year ...

Classes begin Aug 26 8 a.m. (W)

**College of Business Welcome Back Picnic Sep 2 (W)
– across the street:**

BE THERE! Meet student organizations

Labor Day - no classes - Sep 7 (M)

ISU Career Fair – Sept 30 (W) 10-2 Arena North Gym

Fall break - no classes - Oct 9 (F)

Homecoming – Oct 24: big deal at ISU!

Last day to drop a class: Nov 3 *cannot petition to drop after this date!*

Registration for spring classes - Nov 1 – 28

Thanksgiving - no classes - Nov 25-27 (W-F)

Study Week – Dec 7 - 11 no quizzes or tests given

Final exam week - Dec 14 - 18 (M-F)

Schedule is online soon

Winter recess - Dec 24 - Jan 1 (University closed)

Spring classes begin - Jan 11 8 a.m. (longer break!)

Martin Luther King Day - no class - Jan 18 (M)

Spring Break - no class - Mar 8 - 12 (M-F)

Study Week – April 26 – 30 no quizzes or tests

Final Exams – May 3 - May 7 (M-F)

Drop/Add classes

Academic advisor must approve change first

**Use of the web portal (<http://isuportal.indstate.edu>)
requires advising PIN**

get from advisor or department office (COB 621)

\$10 fee to make a schedule change after July 30, free to view your schedule

\$30 fee for schedule changes after September 2!

*Make sure you **confirm** your schedule change or the change doesn't count!*

Last day to add is Tuesday Aug 28 (end of 1st 5 days)

If you drop, you *will* get a grade for the course

drop class before 14th day, automatic N grade

drop class before November 1 -> DP or DF grade

cannot drop class after Nov 1 unless you withdraw from all classes; then prof assigns WP or WF grade

Any refund depends on when you drop classes

Before August 23, 100% Refund

First two weeks, 90%

Second two weeks, 60%

Thereafter, no refund

Textbooks

Treat them as an investment rather than an expense

Save books from your major and from other useful classes; you may sell back other books after the course is finished

New? 25% more expensive, clean, strong binding

Used?

Sell at a discount; condition varies from new to ugly

Check quality and see that all pages are there

Save receipt – bookstore will work with you if you find damage soon after semester begins

Two bookstores

Barnes & Noble – on campus, in Union

Student Bookstore – on Wabash Avenue between 6th and 7th

Shop EARLY – some books sell out and you may not get one on time; best used selection is available early, too

Several e-commerce textbook sites now available – give yourself enough lead time to get books

<http://www.bestbookbuys.com> need ISBN number

If keeping the book, write your name in it and a code word on a special page so that you can identify the book

BOOKS GET STOLEN ALL THE TIME – WATCH OUT!

Technology Stuff

See Student Technology Guide

<http://www1.indstate.edu/oit1/pubs/techpubs/studtechguide.html>

or picked up at the OIT tent at fountain – look for the blimp

Laptops –

Required for ALL full time first year students – ASK STUDENTS TO INDICATE THEIR TECHNOLOGY type
Heavy coverage of Office 2007 in BUS 180 next spring!

Cisco Clean Access (CCA) – must be installed, must have most recent updates loaded or access to network is blocked!

Microsoft Critical Updates – current?

McAfee AntiVirus data definitions – current?

Microsoft Software Campus Agreement (MSCA)

Free copy of MS Office 2007 Professional (Word, Excel, PowerPoint, Access, Outlook) and Microsoft FrontPage available to download

Other Microsoft software will be available to download <http://downloadds.indstate.edu>

Get a copy of antivirus scan software

Campus machines use Windows XP – more stable than Windows Vista – but Vista is OK if you have it.

ISU OIT *Computer Store* – in 24-hour lab next to Dede Fountain

www.indstate.edu/oit1/userservices/computerstore/

see room 109

M-Th 9:00 – 5:00, F 9:00 – 4:00. Closed Sat, Sun
Popular technology items: mice, cases, keyboards, speakers, printers, supplies, iPods, Dell showcase, Apple computers: Good prices!

Plagiarism: using someone else's work and representing it as your own.

University's position is straightforward and direct: **DON'T DO IT!**

Plagiarism and cheating are not tolerated here!

Beware **Internet** cheating (plagiarizing by copying text and/or pictures from Internet sources and pasting it in your own work without giving appropriate credit) – it is plagiarism!

Professors can check your work **online** against others'.

You cannot submit *your own work* for two different assignments without permission.

Penalties range from failing the assignment to a failing grade in the class to university suspension

Policies and Procedures (Lots and lots of rules)

Your academic advisor

Initially will probably be Mrs. Susan Johnson in Undergraduate Student Services CB 523, 237-2023
Eventually move to a professor in your major area (at end of sophomore year)

Sign up for classes after first semester with Scheduling Form (get from advisor)

<http://catalog.indstate.edu> Undergraduate catalog contains course descriptions, prerequisites, and major requirements – ***read it online and know the rules for your courses***

See your academic advisor in October

Start an advising folder and keep it current; bring it with you to *all* advising appointments

DARS (Degree Audit Reporting System) outputs will show your progress to a major, but hard to read: ask advisor for interpretation

Ask Questions!

Don't say "What shall I take?"

Rather, ask questions about the major, that career, internship opportunities, what recent graduates are doing, etc.

Don't let your advisor just sign your registration form

Portal gives access specific schedule of classes for that term. Example:

5-digit CRN: course record number (58360)

Dept and course number (BUS 100)

Section number (004)

Title (Introduction to Contemporary Business)

Day and time (MW 2:00 – 3:15 PM)

Building and Room (COB 514)
Instructor (Bruce McLaren)
Blackboard Hybrid Course (meets in classroom but
with Blackboard course support on the web (thru
portal)

Register on-line through the Portal at
<http://isuportal.indstate.edu>

Drop/Add

For changes after you have a schedule
See your advisor *first* (toughest time to see your
advisor is in the summer – phone?)
You can petition to get into a full class – see
department office ASAP to get on the waiting list;
please fill out form fully for best chances to be added
in to class.

Transcripts

Available for job applications, grad school
admissions, etc
Cost is \$2; if necessary, make sure you get official
transcript, not just a photocopy

Traffic Tickets

Parking permits are required
Staff lots – don't park there
Student lots
Parking tickets may be appealed but ... ☺
If you don't pay, you may be encumbered – no
grades, no diploma, cannot enroll for new classes,
etc.
NEVER park in a handicap space – much higher fine
You may be towed – University Police can tell you
how to retrieve your car: *very expensive!*

Library Fines (see Traffic Tickets)

Holds – prevent you from registering or getting grades

Vaccinations

Unpaid fines and unpaid tickets

Financial collections

Sycamore Card

All-in-one card

Has your picture, your name and ID on front

We're in the process of removing social security
numbers from ISU databases and we will be using a
new ID number found on your Sycamore card

Has 2 magnetic strips on back

Carry it at all times

Entry to residence hall dining room
Get into computer labs, arena recreation area
Get into athletic competitions (always free)

Add money to it for use in vending machines, copy machines

Banking – open an account in Terre Haute bank

First Financial Bank branch and ATMs in the student union

Other banks are downtown, close, convenient

What to do when having difficulties with a professor

Work with the professor outside of class

If cannot understand in class, move to a better seat

Can see dept chairperson if all other avenues fail

Time Management is KEY

Scheduling your 168 hours per week!

Calendar – academic planner or notebook: Use one.

May be available in bookstore

Planners have much information about ISU in the front plus event schedules

Avoid procrastination

Keep up with assigned reading – don't wait until the exam

Stay motivated

Class set up – tests are main determinants of your grade

Keep focus and priorities straight

Develop personal goals, set schedule accordingly

Allocate time for recreation, exercise, and fun! Stay healthy....

Fill out the time management worksheet

Involvement

Get to know students in your classes and in your major

Join the club associated with your major – look for posters

Join a student organization

Organization Fair - Dede Plaza: watch for the time

You can find friends everywhere

Importance of *Leadership* in getting a job!

Get involved in the community

Volunteer for a community organization:

Sycamore Volunteer Fair – watch for it

Student Volunteer Services, run by Student Life

Churches available near campus

Volunteer your campus organization to do good things

TH Parks are very nice: Fairbanks, Deming, Collett, Rea, Hawthorn

Map of Terre Haute in phone book

Shopping – can ride TH City Bus for free!!

ISU Bookstore, ISU Computer Store on campus,

Campus Cupboard (HMSU Commons)

Downtown merchants including Indiana movie theater (cheap) – lots of restaurants, coffee houses

Honey Creek Mall (Kerosotes theaters) – suggest
<http://movies.Yahoo.com> to check times
Staples, OfficeMax across from Honey Creek entrance
Town South Plaza
K-Mart and Wal-Mart (south of Honey Creek)
East side Wal-Mart (SR 46, near I-70)
Meadows (cheap movies)
Plaza North

Services and Resources

Academic

Tutoring

Writing Center (Root Hall A-274)

Reading Lab

Math Lab (lower level)

Supplemental Instruction (student attending your class)

Library

Administrative

Health Center (Student Services Center, 5th St)

Career Center (Student Services Center 2nd floor)

Internships and co-ops

Career library

Career planning services

Workshops and practice interviews

Etiquette dinner!

Placement center

Don't wait until you are a senior!!

Computing Labs (COB, COE, Nurs, University Hall, SCC – 24/7, HHP, Science, res halls)

Wireless networking in *all* campus buildings: 802.11g

New! Student Rec. Center (north of library)

Informal sports – swim, basketball, racquetball, aerobics, tennis, weightlifting, volleyball, jogging

Intramural sports – individual and group

Get Fit program

Counseling Center (Lower level, Student Services)

Controller's Office (Parsons Hall)

Financial Aid (Tirey - near Admissions)

Media Center (Normal)

IRC (School of Education)

General Education 2000 (listed in Fall Bulletin found online)

ISU's program to make sure you have a well-rounded liberal education, mostly in College of Arts and Sciences classes

Basic Studies (11 to 23 hours)

Writing (3 hours in 1st year, 3 hours in junior year)

Math (Competence or 3 hours)

Communications (3 hours)

Physical Education (2 hours)

Foreign Languages (0-6 hours, depends on your transcript)

Liberal Studies (28-31 hours, foundation and electives)

Scientific and Mathematical Studies (7 hours)

Social and Behavioral Studies (6 hours)

Literary, Artistic and Philosophical Studies (6 hours)

Historical Studies (3 hours)

Multi-Cultural Studies (6 hours)

Generally classes *cannot* be in your major area of study

Cannot take more than 2 courses from 1 department

Cannot count liberal studies classes towards major

Capstone Requirement (3 hours)

Much more ORIENTATION in BUS 100 (fall) and BUS 180 (spring) classes!