Course Syllabus
ATLANTA METROPOLITAN STATE COLLEGE
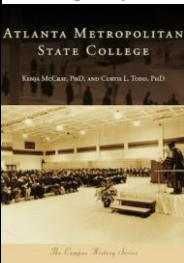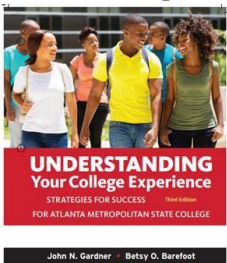**School of Arts and Sciences**
FYEX 1630 – First Year Experience
Section 202 - CRN 80347
Fall 2025

Instructor Information	Name: Dr. Jennifer A. Hayes
Office location:	Atlanta Metropolitan State College - Schools of Arts & Sciences (Bldg. 900) Dr. Hayes does not have office space on campus.
Office telephone:	(404) 647-4650
Email Address	jstewart@atlm.view.usg.edu (preferred) jstewart@atlm.edu (emergencies only) Please use my Brightspace/D2L email addresses listed above and not my AMSC email for all course-related correspondence. Any changes to the schedule will be posted in D2L/Brightspace.
Office Hours:	
In Person:	**N/A**
Online	Virtually on Mon. & Wed. - 11:30 - 12:30. You may meet with Dr. Hayes via the following ways: D2L email (any time), **Microsoft Teams**, or telephone at 404-647-4650
By Appointment	Office hours disclaimer: If you are not able to meet with the instructor during office hours, you may schedule an appointment based on instructor's availability.
Course Information	
Pre-requisites	**N/A**
Credit Hours	1
Catalog Description	FYEX 1630 is designed to provide first-semester freshmen and first-year transfer students with a holistic understanding of what college requires and enhance students' personal development. Students explore academic majors; essential academic survival skills; career options; and

	affective issues related to personality, learning strategies and academic performance. The First Year Experience course also provides a general orientation to the functions, policies and procedures, support services, and resources of Atlanta Metropolitan State College as a whole. This course must be completed during the first semester or by the end of the second semester of enrollment.
Course Start and End Date	10/13/2025 - 12/06/2025
Course Textbook	McCray, K., & Todd, C. (2023) *Atlanta Metropolitan State College - The Campus History Series*. Arcadia Publishing. Charleston, SC. Gardener, J.N. & Barefoot, B. (2020, 3rd Edition). *Understanding Your College Experience: Strategies for Success at Atlanta Metropolitan State College.* Bedford/St. Martin's: Boston, MA.
Required Resources	Technical Requirements, Login, and Contact Information: http://www.atlm.edu/online-programs/first-step.aspx
Recommended Resources	• A Calendar (month-at-a-glance). Log all important dates. Your Outlook or Google calendar will work just fine. • Students MUST check their Atlanta Metropolitan State College Email account often
General Education Learning Outcomes	System institutions may develop additional learning goals (and their associated outcomes) that fit their respective missions. Examples of possible additional goals include collaboration, technology, ethics, civic responsibility and/or civic engagement, and service learning.
Program Learning objectives	The course aims to help students achieve the following objectives: • Employ deductive and inductive reasoning to analyze and evaluate the validity of arguments in terms of the way arguments are constructed. • Differentiate between valid backing and logical fallacies in support of arguments. • Develop their written and oral communication skills.

	• Construct valid arguments.
Course Learning Objectives	Students will improve and develop their vocabulary in order to gain a higher level of reading comprehension. Students will learn to evaluate arguments, question assumptions, and spot fallacies of reasoning. 1. Students will develop their written and oral communication skills. 2. Students will learn to construct valid arguments. 3. Apply deductive, inductive and fallacious reasoning to analyze and evaluate the validity of arguments.

Important Dates	Holidays	Attendance Verification (No Show Date)	Last Day to Reinstate	Midterm Exams	Last Date to Withdraw Without Penalty	Last Day of Class	Final Exam	
	Campus Closed November 27 - 28, 2025	October 22, 2025 by 4 pm	October 27, 2025	Nov. 03 –. Nov. 06, 2025	Nov. 17, 2025	**December 6, 2025**	Dec. 9- Dec. 11, 2025	

Course Delivery Method	This course is 100% lecture. Instruction will take the form of lectures via PowerPoint, supplemental readings, and relevant video presentations. Chapter readings from the assigned textbook are mandatory. All homework and assignments due should be posted in D2L/Brightspace. Please be advised that the syllabus serves as a general guide. Deviations may occur as needed. Students will be notified of modifications.
Email Preference	jstewart@atlm.view.usg.edu
Email Response Time	Unless you are notified otherwise, I will strive to respond to all student questions and emails within 24 hours during the week and within 48 hours during the weekend.
Attendance:	Attendance is required at Atlanta Metropolitan State College. Students may view their attendance record by going to the Brightspace course page and clicking on "Attendance" from the "Assessments" menu at the top. It is the responsibility of each student to ensure that his or her recorded attendance is accurate. Any errors need to be brought to the attention of the instructor as soon as they are discovered.
Online Attendance and Participation Policy	Being "Present" in class is determined by the student's active attendance and participation in an "academically related activity" which includes actual presence in a virtual class, submission of an assignment, group projects, completion of an exam or quiz and discussion forum posting.

Conduct:	Refer to AMSC College Catalog, page 54
Late Policy:	For Late Assignments, Quizzes, and Class Attendance: Please communicate with Dr. Hayes
Enrollment Status:	Students are ultimately responsible for ensuring that the course(s) in which they enroll are included in the approved degree plan and program map for their program of study. Students must periodically check their enrollment status in this course during the semester. The student is responsible for determining changes, if any, in enrollment status and taking necessary steps (e.g., pursuing re-instatement in this course) following those outlined in the AMSC catalog.
Attendance Verification (No Show/ Reinstatement)	Atlanta Metropolitan State College has a "No-Show" Reporting (Attendance Verification) policy. This policy is to comply with Federal Financial Aid regulations. Financial Aid recipients at Atlanta Metropolitan State College may become ineligible for funds by not attending class session (per enrolled course). Students who do not complete Mandatory Attendance Assignments and attend class sessions are NOT entitled to keep their financial aid award. The Registrar's Office will notify the students and faculty when the Attendance Verification Period has opened. The established "No-Show" Reporting (Attendance Verification) procedure will enable Atlanta Metropolitan State College to adjust financial aid awards before funds are issued to students (thereby eliminating liability for both the College and the student). A student reported as non-attending a course must seek the approval of the instructor in order to be reinstated. Once approved, the student will complete the Reinstatement form and submit it. The Office of Registrar will notify students when course reinstatement process has been completed during Reinstatement Period. The student can demonstrate compelling reason (s) that have prevented attendance, and the instructor believes that there is a strong probability that the student can catch up in the class OR The instructor made an error, and the student was in attendance prior to being dropped.
Computer Hardware & Software Requirements:	One of the challenges many encounter with enrolling in and completing an online course is the accessibility to the required and recommended software and hardware. Different institutions, and even different courses within the same institution, have varying technological requirements. Check your hardware and software systems to determine its compatibility with the online course you have selected.
Minimum Hardware Recommendations to take courses:	D2L System Requirement **Internet Connection:** · Ethernet Network Capability required · Wireless Network Capability required **Operating System Requirements:** *PC*: Compatible Operating System:

Web Browser: Firefox, Chrome
Mac:
Compatible Operating System:
Web Browser: Firefox, Chrome, Safari
Hardware requirements:
Minimum Technical Specifications for Hardware:
- A processor of 2GHz or faster
- 4GB RAM or greater
- 500 GB of Hard Drive space
- Monitor and video card with a minimum resolution of 1024x768
- Keyboard and mouse

Minimum Technical Specifications for Computer Peripherals:
- Speakers
- Headphones
- Microphone
- Webcam

Software requirements:
Browser Requirements/Supported Browsers
Compatible Browsers:
- Apple Safari - https://support.apple.com/downloads/safari (Mac)
- Google Chrome - https://www.google.com/chrome/ (Mac or PC)
- Mozilla Firefox - https://www.mozilla.org/en-US/firefox/new/ (Mac or PC) Application Software
- Microsoft Office 2016 (Word, Excel, PowerPoint) (Mac or PC)
- Adobe Reader - https://get.adobe.com/reader/

Plug-ins:

- Java - https://www.java.com/en/download/
- Adobe Flash Player - https://get.adobe.com/flashplayer/
- Windows Media Player - https://www.microsoft.com/en-us/download/details.aspx?id=20426
- Apple QuickTime - https://support.apple.com/downloads/%2523quicktime
- Microsoft Silverlight - https://www.microsoft.com/getsilverlight/Get-Started/Install/Default

Accessibility: Wi-Fi is also available for use in the campus parking lots.

Tutoring Services	Students improve their self-confidence and increase their chances of excelling in their courses when they utilize their college/university academic support services. The following tutoring services are available to AMSC students: ❖ The AMSC Writing Center is open year-round to support students, staff, and faculty at AMSC. It offers virtual and in-person tutoring for various writing projects, assists at any stage of the writing process, and increases improvement in structure, use of sources, style, grammar, and more. The Writing Center is located in Building 100, Room 211. Students can walk in during hours of operation or schedule an appointment at https://calendly.com/amscwritingcenter/30min ❖ Tutor.com is a virtual space for students to access writing tutors outside of AMSC faculty. Access tutor.com in Brightspace by logging into your course. Next, click the 'Free Tutoring' tab and choose Tutor.com from the dropdown options. Students are granted five (5) hours per semester, and registration is not required. Contact the Center for Student Success and Advising at (404) 756-5690 for assistance. ❖ TutorOcean is a tutorial for students enrolled in STEM courses such as Biology, Chemistry, Mathematics, and Computer Science. Access TutorOcean and sign up at https://atlm.tutorocean.com .
Americans with Disabilities Act (ADA) Statement	Atlanta Metropolitan College is committed to providing support for all students and making their college experience an enriching opportunity. In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The Department/Office of Counseling and Accessibility Services**,** located in the Student Services & Success Center, building 650-Suite 252, oversees the coordination of services for students with documented disabilities. The Coordinator of Disability Services collaborates with faculty and staff to offer provisions for reasonable accommodation to students who meet the requirements. It is the policy and practice of AMSC to make all Web information accessible to students with disabilities. If you, as a student with a disability, have difficulty accessing any part of the course materials for this class, please notify the instructor immediately. Accommodation cannot be provided until a reasonable accommodation plan is in place. To the greatest extent possible, all college representatives shall observe confidentiality.
Office of Counseling and Accessibility Services	The Office of Counseling and Accessibility Services operates under the Americans with Disabilities Act (ADA) laws in order to assist in leveling the playing field for students who have disabilities with those who do not.

	The amended ADA, otherwise known as ADAAAA defines "disability" as a physical or mental impairment that substantially limits one or more major life activities. If you feel that you have a disability or impairment that may limit your academic functioning, please contact Dr. Dorothy Williams, the Director of Counseling and Accessibility Services at 404-756-4016 or at https://www.atlm.edu/students/counseling-and-disability-services.aspx. The Coordinator of Counseling and Accessibility Services reviews all accommodation requests. In order to receive accommodation, the student's illness or disability must be verified in writing by a physician, psychiatrist, or some other health care provider or specialist. Students choosing to access disability support services should contact the Coordinator as soon as possible after acceptance to AMSC. Please be aware that late notifications may result in complications for establishing accommodation in a timely fashion.
Withdrawal	**Withdrawal from a course is solely the responsibility of the student.** Instructors will not initiate student withdrawals. A student who wishes to withdraw from a course **MUST** submit a completed Withdrawal Form (Schedule Reductions Form) to the Registrar's Office before mid-term in order to receive a grade of **"W"** for the course. A student who withdraws after the Midterm date receives a "WF" unless the Vice President for Academic Affairs determines that it is a hardship case, then a "W" will be recorded. The possibility that a student may fail the course will not be considered a hardship
Incomplete Grade Policy	An incomplete may be awarded at the instructor's discretion for non-academic reasons which prevent the student from completing the course requirements. The student must be passing the course at the time that the Incomplete is awarded and must sign an "Awarding of Incomplete" agreement. Unless otherwise stated, the incomplete should be removed by the end of the following semester; otherwise, the instructor will change the grade to an "F" grade.
Time Commitment	To successfully complete this course requires discipline, devoted time and commitment. A student must arrange his / her schedule to allow for the required time for this course. Expect to spend a minimum of seven (7) to ten (10) hours per week to thoroughly reading each chapter and completing the required chapter assignments. Additional time most likely will be required to complete quizzes and exams.
Student Expectations	Students are expected to be fully invested and engaged in their learning. The following guidelines are included to facilitate your course success. • Participate in this course by following the guidelines of this syllabus and any additional information the instructor provides by email, telephone, discussion forums, etc. • Please speak with your instructor **in advance** if you have extenuating circumstances that prevent you from completing your assignments by the designated due dates. If a medical emergency occurs, you will need to provide a written medical / doctor's notice for the period in which you

	are unable to participate in class or complete any of the assignments (discussion, case studies, quizzes, exams, etc.). Without a medical / doctor's notice, all assignments missed will be scored as zero. • Sign-in to Brightspace D2L and / or Courseware to complete assignments regularly. • Read, study, and complete all assignments by the due dates. • Monitor Brightspace D2L course calendar. • Have access to a computer and the Internet. Make certain computer meets the technical requirements for computer course. • Be courteous, polite and respectful to faculty, staff and fellow students. • For online courses, the instructor will use Brightspace D2L email for all course related correspondence. Check **Brightspace D2L email** as well as **Ginger email daily** to stay abreast of what is going on in class.
Online Discussion Protocol	• The purpose of the discussion forum is to have interactive online discussions with our class community about specific topics, assignments, or readings. • Be constructive and positive. You can challenge ideas and course content yet avoid becoming negative online. When you disagree respectfully and politely, you stimulate and encourage great discussion. • You are expected to conduct yourself in a mature, courteous, and mutually respectful manner. • Always sign your name. • Postings should be well written with proper punctuation, spelling and grammar. Avoid the use of all caps or multiple punctuation elements (!!!???). Postings should be a minimum of 3 – 4 sentences. • Check postings for responses from others and respond in kind. • Postings should be evenly distributed throughout the week. Avoid making only weekend postings. • Encourage further discussion by building on current threads. • The instructor may not respond to every post but will be monitoring each discussion. A response may be made to contribute to a discussion, clarify a situation or redirect the conversation.
Degree Relevance and Enrollment Status	Students are ultimately responsible for ensuring that the course(s) in which they enroll are included in the approved degree plan and program map for their program of study. Students **must** periodically check their enrollment status in this course during the semester. The student is responsible for determining changes, if any in enrollment status and taking necessary steps (e.g. pursuing re-instatement in this course) following those outlined in the AMSC catalog

Abandoning a Course	Abandoning a course should be avoided at all cost. Abandoning a course instead of following official drop procedures will result in a grade of —F at the end of the course. It is the student's responsibility to initiate and complete the withdrawal process.
Academic Honesty	Only the epitome of professionalism is expected of each student. Cheating or the abetment of cheating is not tolerated**.** Per page 91-93 of the 2019-2020 Atlanta Metropolitan State College Catalogue the Penalties for Academic Misconduct states: • In cases where a student is found guilty of cheating or exhibiting academic misconduct involving an instructor-generated assignment or examination, the instructor may impose a penalty. • Types of penalties may include, but are not limited to, the instructor assigning a grade of "F" for the assignment, the instructor not accepting the work, the student being assigned additional work, or the student receiving a grade reduction for the assignment. • **The maximum penalty the instructor may impose is a grade of "F" for the course.**
Class Cancellation	Procedure regarding long-term emergency closure of the college (attendance policy): In the event of an emergency that forces the college to close for an extended period, students MUST contact the instructor of this class within 48 hours using the contact information (e.g., email address in BrightSpace/D2L) on the syllabus to obtain directions for continuing the course. The instructor will provide directions for the transmission and submission of course assignments and course assessments, including due dates. The student is responsible for submitting valid, accurate contact information, including an active AMSC email address to the instructor by the end of the first week of the course. Students can obtain an Atlanta Metropolitan State College Student email address in the Academic Support Center on the third floor of the Library Building. If the instructor for the course cannot be reached within the specified period (within 48 hours*),* the Dean of the School responsible for the course can be reached at the email address posted on the college's website
Grading Scale	Grading Scale: Grades are based on the total number of points earned. A = 900 – 1000 (90% - 100%) B = 800 – 899 (80% - 89%)

	C = 700 – 799 (70% - 79%) D = 600 – 699 (60% - 69%) F = 599 – below (59% or below)
Grade Distribution	**COURSE REQUIREMENTS (See Schedule for Due Dates)** ASSIGNMENT, TOTAL POINTS, and % **COURSE REQUIREMENTS AND DUE DATES (See Schedule for Due Dates)**

ASSIGNMENT	TOTAL POINTS	%
1. College Scavenger Hunt	35 points	3.5%
2. Online Education Readiness Assessment	50 points	5%
3. Syllabus Quiz	35 points	3.5%
4. College Resources Presentation (Final)	100 points	15%
5. SWOT Analysis and Plan of Actions	100 points	10%
6. Discussion Posts & Participation (Attendance)	130 points	13%
7. EverFi and Title IX AlcoholEdu Haven	50 points	5%
8. Personal Inventories	100 points	10%
9. Diversity & Inclusive Education Article	100 points	10%
10. My Financial Planning	100 points	10 %
11. Academic Degree Plan	100 points	10%
12. Time Management Exercise	50 points	5%

	13. Wellness Plan	50 points	5%	

Tentative Schedule	**WEEK 1 (October 13th – October 19th)**

Tentative Schedule

WEEK 1 (October 13th – October 19th)
Class Online Introductions
Assignments Due:
Review Syllabus
Order Class Materials
Access Brightspace/D2L
Syllabus Quiz
Introduction Discussion Postings
<mark>Registration Drop/Add – October 13th – 16th, 2025</mark>

WEEK 2 (October 20th – October 26th)
Chapter 1: The Essentials for College Experience
Chapter 2: Cultivating Motivation, Resilience, and Emotional Intelligence
Assignments Due:
Review Chapter PowerPoints & Exercises
Discussion Postings
College Scavenger Hunt
Online Education Readiness Assessment
<mark>Attendance Verification closes –October 22, 2025</mark>

WEEK 3 (October 27th –November 2nd)
Chapter 3: Managing Time, Energy, and Money
Chapter 4: Discovering How You Learn
Assignments Due:
Review Chapter PowerPoints & Exercises
Discussion Postings
Time Management Exercise
Personal Inventories (At Least Two)

WEEK 4 (November 3rd – November 9th)
Chapter 5: Getting the Most Out of Class
Chapter 6: Reading to Learn from College Textbooks
Assignments Due:

Review Chapter PowerPoint & Exercises
Discussion Postings
Academic Degree Plan
My Financial Planning
Midterm Grading Period, November 3rd - 6th. Grades due on November 11th

WEEK 5 (November 10th – November 16th)
Chapter 7: Studying, Understanding, and Remembering
Chapter 8: Taking Tests Successfully
Assignments Due:
Review Chapter PowerPoints & Exercises
Discussion Postings
SWOT Analysis and Plan of Actions

WEEK 6 (November 17th – November 23rd)
Chapter 9: Developing Information Literacy and Communication Skills
Chapter 10: Thinking in College
Assignments Due:
Review Chapter PowerPoints & Exercises
Discussion Postings
EverFi and Title IX AlcoholEdu Haven
Last day to withdraw without academic penalty – November 17th

WEEK 7: (November 24th – November 30th)
Chapter 11: Maintaining Wellness and Relationships in a Diverse World
Chapter 12: Making the Right Career Choice
Assignments Due:
Review Chapter PowerPoints & Exercises
Discussion Postings
Wellness Plan
Diversity & Inclusive Education Article
Campus Closed for Thanksgiving Break – November 27th – 28th, 2025

WEEK 8: (December 1st – December 7th)
Assignments Due:
Final Exam – College Resources Presentations

	Week 8 Discussion Post ==Classes End – December 6, 2025== ==Finals – December 9 – December 11, 2025; Grades due December 15th by 4 pm==
Grade Appeals and Student Complaint Policy and Process	Please follow the Grade Appeals Process outlined in the AMSC Student Catalog, Pages 61/62. You can also refer to the Grade Appeal brochure at: https://www.atlm.edu/downloads/advisement/CAAS%20Grade%20Appeal%20Brochure.pdf For student complaint policy and process, refer to AMSC student catalog pages 51/52.
Frequently Asked Questions and Helpful Links	
I need:	**LINK**
What is Brightspace (D2L) and how can I access it?	Brightspace(D2L) is the virtual space where students access their online courses and some Face2Face class resources, quizzes, assignments, etc. You can access Brightspace (D2L) from https://atlm.view.usg.edu/ You can also access Brightspace (D2L) from the College's webpage and click on Brightspace (D2L) on top.
Who is my Advisor? Where can I receive Advisement and Tutoring assistance?	Center for Academic Advising and Success (CAAS)
What do I do if I face technical issues while taking a quiz or turning in an assignment in Brightspace	https://d2lhelp.view.usg.edu/ You can reach the GaView Helpdesk 24/7/365 days at 18557724423 If you are unable to submit a quiz or assignment or face a technical glitch, please contact the University System of Georgia's GaView Helpdesk at 1855 772 4423. The Helpdesk is open 24/7 all 365 days. If your issue cannot be resolved right away, the Helpdesk will issue a ticket to your Atlm Ginger email address. That ticket needs to be forwarded to your instructor to prove that you faced a technical issue that forced you to miss a deadline.

I can't download Respondus Lockdown Browser. What do I do?	If you are unable to download Respondus to your computer, please email the Office of Testing at Testing@atlm.edu at least 24 hours in advance requesting a testing appointment at the Testing Lab. For Respondus issues, please contact https://web.respondus.com/contact/.
Where do I go for ADA Accommodations	https://www.atlm.edu/students/counseling-and-disability-services.aspx
I have a complaint. Where do I go?	Fill out and submit the Student Complaint form
I have an issue with my grade. How may I appeal my grade.	Read the brochure and follow the instructions to appeal your grade.
How do I Withdraw from a Course	Follow the Course Withdrawal Process **here**
I have a Hardship. How do I do a Hardship Withdrawal?	Follow the Hardship Withdrawal Process **here**
To Know the Campus Carry/HB 280 Policy	House Bill 280 Guidelines
Disclaimer	*Information contained in this syllabus and schedule was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. This syllabus should be considered only a guide for instructor and students, not a formal contract between Atlanta Metropolitan State College and any student. The instructor reserves the right, acting within the policies and procedures of AMSC, to make changes in course content or instructional techniques.*
Other Important Announcements	****Advisement & Registration for Spring 2026 Begins October 13th, 2025****