ALS 103 - INTRODUCTORY TOPICS IN AGRICULTURE AND LIFE SCIENCES
Spring 2005

Course website is at http://www.cals.ncsu.edu/index.cfm?showpage=301

Description: ALS 103 Introductory Topics in Agriculture and Life Sciences. 1(1-0) F,S. Introduction to scope and objectives of University education. Emphasis on sciences, particularly as related to biology and agriculture. Departmental programs, computers, career opportunities, and more.

Instructors: Dr. Barbara M. Kirby
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Barbara_Kirby@ncsu.edu

Dr. Kevin Oliver
Instructional Technology Coordinator
Kevin_Oliver@ncsu.edu

Times Course Meets:
2215 Williams Hall
Section 001 - Wednesday 1:30 - 2:20 p.m.

Objectives of the Course:
Upon completion of this course, a student will:

1. Be aware of university and college programs designed for student support (Tutorial Center, Center for Health Directions, Career Services Office, etc).

2. Be familiar with the academic policies of North Carolina State University and the College of Agriculture and Life Sciences, and know the procedures that are necessary for meeting set policies (e.g., late drop, grade changes, etc).

3. Be knowledgeable about the various majors, educational opportunities, and the clubs and career services in the College of Agriculture and Life Sciences.

4. Have a general understanding of the campus computing system and common computing applications, as well as information regarding computing skills development.

5. Be aware of ethical issues experienced in the agriculture and life sciences.

Grading: Your grade is up to you! Please note that we do not “give” grades; we simply write down the grade that corresponds to the number of points you have earned.

1. Attendance: Students are expected to attend all classes, and attendance will be taken promptly at 1:30. Each unexcused absence from class will result in a deduction of 20 points from your total points for the course (i.e., 3 unexcused absences will lower the final point total by 60 points or one letter grade). Arriving late (after 1:30) results in an unexcused absence!
Attendance will be taken by checking assigned seats. Seating charts will be posted by the second class meeting, and we will be happy to help you find your seat. Otherwise, you will be counted absent for the entire semester! If you have a vision or hearing impairment, or if you are left-handed, please notify the teaching assistant after the first class meeting so that a suitable seat can be assigned.

**All excused absences must be documented in writing.** Medical excuses must be signed by a doctor. If this cannot be provided, provide the instructor or the teaching assistant with the name and phone number of the doctor you saw.

2. **Assignments:** The following are assignments for the course. Bonus points may be earned from a list of options provided by the instructor. See the distributed assignment sheet for the due date.

   **Assignments:**
   - Computer Use Survey 50 points (1/19)
   - Time Management and Calendar 50 points (1/26)
   - *Career Services Internships* 25 points (2/2)
   - *CALS Leadership Clubs & Organizations* 50 points (2/16)
   - *Library Resources* 25 points (2/16)
   - Career Services Online Resume 50 & 50 points (2/23)
   - *Informational Professional Interview* 50 points (3/2)
   - Academic Major and Minor 50 points (3/30)
   - Ethical Issues in Agriculture & Life Sciences curricula 50 points (3/30)

3. **Final Exam:** You can see a sample final exam on the World Wide Web at the URL listed on the cover page. 100 points

   **TOTAL POINTS** 550 points

4. **Grade Distribution:** Grades will be assigned according to the following scale:

<table>
<thead>
<tr>
<th>Percentage:</th>
<th>Points:</th>
<th>Grade</th>
<th>Percentage:</th>
<th>Points:</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>98-100</td>
<td>539-550</td>
<td>A+</td>
<td>77-79</td>
<td>423-439</td>
<td>C+</td>
</tr>
<tr>
<td>93-97</td>
<td>511-538</td>
<td>A</td>
<td>73-76</td>
<td>401-422</td>
<td>C</td>
</tr>
<tr>
<td>90-92</td>
<td>495-510</td>
<td>A-</td>
<td>70-72</td>
<td>385-400</td>
<td>C-</td>
</tr>
<tr>
<td>87-89</td>
<td>478-494</td>
<td>B+</td>
<td>67-69</td>
<td>368-384</td>
<td>D+</td>
</tr>
<tr>
<td>83-86</td>
<td>456-477</td>
<td>B</td>
<td>63-66</td>
<td>346-367</td>
<td>D</td>
</tr>
<tr>
<td>80-82</td>
<td>440-455</td>
<td>B-</td>
<td>60-62</td>
<td>330-345</td>
<td>D-</td>
</tr>
<tr>
<td>less than 60</td>
<td>329 and below</td>
<td>F</td>
<td>less than 60</td>
<td>329 and below</td>
<td>F</td>
</tr>
</tbody>
</table>

**Additional Policies:**

1. **Extra Credit for PDA and Wireless Technology Projects**
   Students who chose to complete these activities will be issued either a Zire 71 PDA or Tungsten C PDA. They may also use their own handheld or other computing equipment. Training will be provided in a 1.5 hour workshop. Points may substitute for * assignments or can be added to the total score.

2. **Extra Credit for Leadership and Career/Professional Development Activities**
   You may receive 5 points for participating in a leadership or career/professional development activity up to 25 points total. The activity must be offered by CALS or the University. The activity or workshop should last at least one hour. Provide the ALS 103 teaching assistant with a copy of your registration or other evidence of your participation.
Make-up Work and Penalty for Turning Assignments in Late

Make-up work will be permitted only for excused absences (as defined above) that are cleared with the instructor in advance. Turning assignments in late for any other reason is not acceptable. It is best to do the assignments ahead of time! Point penalties are as follows:

1 day late = -15%
2 days late = -25%
3 days late = -30%
4 days late = -35%
5 to 13 days = -40%
>13 days = -100%

NOTE: This is total days late, including Saturdays and Sundays.

Assignment of Incomplete Grades

An incomplete grade (IN) will be given for the course if the student can provide documentation that required work could not be completed at the designated time because of unforeseen situations not caused by the student's negligence. A request for an incomplete grade should be made in writing, should detail the circumstances resulting in the work not being completed on time, and should contain sufficient documentation. An incomplete grade is not a substitute for an F and will not be given if the student's other work or absences in the course are unsatisfactory.

Academic Integrity

We expect the work you do in this class to be your own. Academic dishonesty, such as cheating, plagiarism, or aiding and abetting others to cheat or plagiarize will not be tolerated and the student will be prosecuted according to the NC State Code of Student Conduct.

Disability Statement

Reasonable accommodations are made for students with disabilities to ensure that academic requirements can be met successfully. For information, students should contact Disability Services for Students, 1900 Student Health Services Center, 515-7653.

Required Text:

Introductory Topics in Agriculture and Life Sciences
ALS 103 Student Handbook, Spring 2002: available at NCSU Bookstore

Electronic Resources:

Course Syllabus:
http://www.cals.ncsu.edu/index.cfm?showpage=301

Resources & Academic Information:

CALS Student Computing Handouts
Campus Computing For CALS Students
NCSU Code of Student Conduct
NCSU General Education Lists of Electives
Undergraduate Studies Tutorial Center
Other NCSU Tutorial Services
CALS Student Clubs
CALS Majors, Minors, and Graduate Programs
CALS Advisors and Department Heads
Course Repeat and Adding/Dropping Policies
### ALS 103 Course Outline for Spring 2005

**Place:** 2215 Williams Hall

<table>
<thead>
<tr>
<th>DATE</th>
<th>SUBJECT:</th>
<th>INSTRUCTOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 12</td>
<td>Introduction &amp; Courses Policies and Computing</td>
<td>Dr. Barbara M. Kirby</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dr. Kevin Oliver</td>
</tr>
<tr>
<td>January 19</td>
<td>Managing Success with Technology</td>
<td>Dr. Kevin Oliver, Instructional Technology Coord</td>
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<tr>
<td>January 26</td>
<td>Career Services - Overview Internships</td>
<td>Tricia Buddin, Career Advisor and CALS Ambassadors</td>
</tr>
<tr>
<td>February 2</td>
<td>Leadership Opportunities CALS Clubs, Organizations &amp; Undergraduate Research</td>
<td>Dr. Barbara M. Kirby, Student Representatives</td>
</tr>
<tr>
<td>February 9</td>
<td>NC State and CALS Policies, Procedures, Progress Toward Degree &amp; Library Resources</td>
<td>Dr. Barbara M. Kirby</td>
</tr>
<tr>
<td>February 16</td>
<td>Career Services – Resume</td>
<td>Tricia Buddin, Career Advisor</td>
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<tr>
<td>February 23</td>
<td>Building a Career Portfolio</td>
<td>Tricia Buddin, Assistant Director CALS Career Services</td>
</tr>
<tr>
<td>March 2</td>
<td>Ethical Issues in CALS Curricula</td>
<td>Faculty Research Presentations</td>
</tr>
<tr>
<td>March 9</td>
<td>SPRING BREAK</td>
<td>RELAX - ENJOY</td>
</tr>
<tr>
<td>March 16</td>
<td>Professional and Graduate Schools</td>
<td>Mr. Jeff Huckel, Dir. CVM Student Services Office and Ms. Nancy Cochran, Pre-Professional Programs</td>
</tr>
<tr>
<td>March 23</td>
<td>Panel (Animal Science, Biology, Vet, Health)</td>
<td>CALS Alumni Career Representatives</td>
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<tr>
<td>March 30</td>
<td>Ethical Issues Presentations</td>
<td>Dr. Barbara M. Kirby, Assistant Director &amp; class</td>
</tr>
<tr>
<td>April 6</td>
<td>Ethical Issues Presentations</td>
<td>Dr. Barbara M. Kirby, Assistant Director &amp; class</td>
</tr>
<tr>
<td>April 13</td>
<td>Final Exam and Course Evaluation</td>
<td>Dr. Barbara M. Kirby, Assistant Director &amp; class</td>
</tr>
</tbody>
</table>