

**MURRAY STATE UNIVERSITY**

**DEPARTMENT: Early Childhood & Elementary Education**

**COURSE PREFIX: EDU    COURSE NUMBER: 100T    CREDIT HOURS: 1**

**I. TITLE:** Transitions

**II. COURSE DESCRIPTION AND PREREQUISITE(S):** Course is designed to assist students in their transition to Murray State University. Content includes orientation to the specific area or major(s) and minor(s) within the academic program; university procedures, policies, and resources; strategies for personal and academic success, and extracurricular opportunities. Only one transitions course will count toward graduation. Graded pass/fail.

Prerequisite: None

**III. COURSE OBJECTIVES:**

The student will be able to

- A. identify university policies and resources related to personal health and safety;
- B. understand the processes, timelines, and supports for initial teacher certification;
- C. identify career benefits and opportunities in teaching; and
- D. Identify best practices and resources for academic success.

**IV. CONTENT OUTLINE:**

- A. Week 1 - Introduction
- B. Week 2 – myGate overview, RACR audit, College Head visit info, KATE
- C. Week 3 – MAPS survey, Alcohol Edu, Title IX, Cup of Tea
- D. Week 4 – Early Childhood and Elementary Education department overview
- E. Week 5 – Early Childhood and Elementary Education department overview
- F. Week 6 - Adolescent, Career and Special Education department overview
- G. Week 7 – Adolescent, Career and Special Education department overview
- H. Week 8 - guest speaker
- I. Week 9 – Scholarship applications and financial aid information
- J. Week 10- Advising and scheduling for next semester
- K. Week 11- CASE and PRAXIS information
- L. Week 12- CASE and PRAXIS information
- M. Week 13- guest speaker
- N. Week 14- FEM, EPSB information, KFETS
- O. Week 15- guest speaker
- P. Week 16- What to expect for the future

**V. INSTRUCTIONAL ACTIVITIES:** A variety of instructional activities will be used including lectures, small group discussions, individual conferences and demonstrations.

**VI. FIELD, CLINICAL, AND/OR LABORATORY EXPERIENCES:** None Students are highly encouraged to participate in out-of-class activities.

**VII. TEXT(S) AND RESOURCES:** no text but planners are encouraged

## VIII. EVALUATION AND GRADING PROCEDURES:

**Pass:** Attend class sessions, complete In-Class work assignments.

**Fail:** Missing more than two (2) classes and/or incomplete work assignments

## IX. ATTENDANCE POLICY:

Students are expected to adhere to the MSU Attendance Policy outlined in the current *MSU Bulletin*.

## X. ACADEMIC HONESTY POLICY:

Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students' academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

### Violations of Academic Honesty include:

**Cheating** - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.

**Fabrication and Falsification** - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

**Multiple Submission** - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

**Plagiarism** - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one's own in any academic exercise, without due and proper acknowledgement.

Instructors should outline their expectations that may go beyond the scope of this policy at the beginning of each course and identify such expectations and restrictions in the course syllabus. When an instructor receives evidence, either directly or indirectly, of academic dishonesty, he or she should investigate the instance. The faculty member should then take appropriate disciplinary action.

Disciplinary action may include, but is not limited to the following:

- 1) Requiring the student(s) to repeat the exercise or do additional related exercise(s).
- 2) Lowering the grade or failing the student(s) on the particular exercise(s) involved.
- 3) Lowering the grade or failing the student(s) in the course.

**If the disciplinary action results in the awarding of a grade of E in the course, the student(s) may not drop the course.**

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised. Faculty also reserve the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Institutional Diversity, Equity

and Access. Any appeal will be forwarded to the appropriate university committee as determined by the Provost.

## **XI. NON-DISCRIMINATION POLICY AND STUDENTS WITH DISABILITIES:**

### Policy Statement

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities. In particular and without limiting the preceding and pursuant to and consistent with the requirements of Title VI of the Civil Rights Act of 1964 and its regulations 34 CFR 100 et seq.; Section 504 of the Rehabilitation Act of 1973 and its regulations 34 CFR 104; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq., and its regulations 34 CFR 106 et seq; and the Age Discrimination Act of 1975 and its regulations 34 CFR 110, Murray State University does not discriminate on the basis of race, color, national origin, sex, handicap, or age in its educational programs and activities. This non-discrimination in education programs and activities extends to employment and admissions and to recruitment, financial aid, academic programs, student services, athletics, and housing. Murray State is required by Title IX and 34 CFR part 106 not to discriminate on the basis of sex and the prohibition against sex discrimination specifically includes a prohibition of sexual harassment and sexual violence. For more information contact the Executive Director of Institutional Diversity, Equity, and Access/ Murray State University Title IX Coordinator, Murray State University, 103 Wells Hall, Murray, KY 42071 Telephone: (270) 809-3155 Fax: (270) 809-6887; TDD: (270) 809-3361; Email: msu.titleix@murraystate.edu

### Students with Disabilities

Students requiring special assistance due to a disability should visit the Office of Student Disability Services immediately for assistance with accommodations. For more information, students should contact the Office of Student Disability Services, 423 Wells Hall, Murray, KY 42071. 270-809-2018 (voice) 270-809-5889(TDD).