

STEM to Stern

EXPRL 220 • Fall 2012

[Congratulations on your successful application to be part of the STEM to Stern cohort of 2012-2013!](#)

As a participant in the project, you will be enrolled with other cohort students in a STEM to Stern class each quarter of your freshman year.

Course Purpose: This course is designed to provide you with the connections and resources important to your success in a science, technology, engineering, or mathematics field. You will learn what it takes to become exceptional students and successful professionals.

Texts, Readings, and Course Materials: There are no required textbook purchases for this class. You will be provided occasional readings from your instructor in class or by email.

Time & Location: Class is held from 12:30-1:20 Tuesdays and Thursdays from September 18th through December 7th. Most classes will be held in S324.

Course Instructor:

Kate Souza, SAMI Program Manager
Office: L200Y, Phone: 425-564-3055
Email: kathryn.souza@bellevuecollege.edu

Office Hours: By appointment

Other STEM to Stern Contacts:

Teresa McClane Jaswal, Assistant Director of the Center for Career Connections
Phone: 425-564-5605
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Cheryl Vermilyea, Director of the Center for Career Connections
Office: B232R, Phone: 425-564-2431
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Support Services Available:

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact the DRC as soon as possible.

The DRC office is located in B132 or you can call the reception desk at 425.564.2498. Deaf students can reach the DRC by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit the DRC website for application information and other helpful links: www.bellevuecollege.edu/drc

CLASS SCHEDULE:

<p>Week 1</p>		<p><u>Sept. 18:</u></p> <ul style="list-style-type: none"> • Introduction to STEM to Stern Program and expectations
<p><i>Course & Program Overview</i></p>	<p><u>Important dates:</u></p> <ul style="list-style-type: none"> • Last day to withdraw with 100% refund is 9/24 by 5:00 PM or online by MIDNIGHT • Blue permission card required to register for classes starting 9/21. Payment due immediately. 	<p><u>Sept. 20:</u></p> <ul style="list-style-type: none"> • Guest Speaker: Tom Pritchard
<p>Week 2</p> <p><i>Student Panel & Campus Resources</i></p>	<p><u>Homework Due:</u></p> <ul style="list-style-type: none"> • 5 questions for last year's STEM students 	<p><u>Sept. 25:</u></p> <ul style="list-style-type: none"> • Former STEM students share their college wisdom
	<p><u>Important dates:</u></p> <ul style="list-style-type: none"> • Last day to withdraw from a course without a "W" posted on your transcripts in person. 10/1 by 5:00 PM or online by MIDNIGHT. 	<p><u>Sept. 27:</u></p> <ul style="list-style-type: none"> • Guest Speaker & Student Panel debrief and review • Introduction to campus resources
<p>Week 3</p> <p><i>Study Skills</i></p>	<p><u>Homework Due:</u></p> <ul style="list-style-type: none"> • Campus Scavenger Hunt Worksheet 	<p><u>Oct. 2:</u></p> <ul style="list-style-type: none"> • Study skills to optimize learning • \$1 Million STEM Smarts competition
	<p><u>Important dates:</u></p> <ul style="list-style-type: none"> • Last day to withdraw with 50% refund is 10/5 by 4:00 PM in person or 10/7 by midnight online. 	<p><u>Oct. 4:</u></p> <ul style="list-style-type: none"> • Study skills to optimize learning
<p>Week 4</p> <p><i>Networking</i></p>	<p><u>Homework Due:</u></p> <ul style="list-style-type: none"> • 5 questions for the Employer panel 	<p><u>Oct. 9:</u></p> <ul style="list-style-type: none"> • Employer panel: Tips & advice from hiring authorities
		<p><u>Oct. 11:</u></p> <ul style="list-style-type: none"> • The Importance of Networking • Schedule one-on-one meetings with Cheryl
<p>Week 5</p> <p><i>Knowing Yourself & Representing Yourself</i></p>	<p><u>Homework Due:</u></p> <ul style="list-style-type: none"> • Dependable Strengths • Completed MBTI • Cornell notes from STEM to Stern class AND one math or science class <p><u>Important Event:</u></p> <ul style="list-style-type: none"> • Bellevue College Foundation Scholarships available soon 	<p><u>Oct. 16:</u></p> <ul style="list-style-type: none"> • Visit from a Campus Club • Dependable Strengths <p><u>Oct. 18:</u></p> <ul style="list-style-type: none"> • Visit from a Campus Club • Personality preferences (MBTI)
<p>Week 6</p>		<p><u>Oct. 23:</u></p> <ul style="list-style-type: none"> • Stellar résumé examples

<i>Résumés</i>		<u>Oct. 25:</u> • Crafting an evidence based résumé
Week 7 <i>Résumés & Mentor Preparation</i>	<u>Homework Due:</u> • Bring 4 copies of the first draft of your résumé to class • Email an electronic copy to kathryn.souza@bellevuecollege.edu <u>STEM Event on 10/31:</u> • STEM ² University Admissions Panel 12:30-1:20, location TBD	<u>Oct. 30:</u> • In-class Résumé Review
	<u>Important date:</u> • Last day to withdraw - in person 11/2 by 4:00 PM or 11/4 by midnight ("W" will be posted on your transcript).	<u>Nov. 1:</u> • Mentor cluster preparation • Professional behavior & dress
Week 8 <i>Mentoring & Study Groups</i>	<u>Homework:</u> • List of 10 questions for the mentor cluster	<u>Nov. 6:</u> • Mentor clusters
		<u>Nov. 8:</u> • Mentor cluster debrief & review • Schedule Planning & study group formation
Week 9 <i>Winter Quarter Registration & Cover Letters</i>	<u>Homework Due:</u> • Check for registration blocks online (unpaid parking tickets, library fines, etc.) and valid math assessment score! • <u>Bring completed schedule planning sheets to class</u>	<u>Nov. 13:</u> • Priority Registration
	<u>Homework Due:</u> • Résumé, final draft. Email an electronic copy to kathryn.souza@bellevuecollege.edu	<u>Nov. 15:</u> • Visit from a Campus Club • Creating a dynamic cover letter
Week 10 <i>Finding Scholarship Opportunities</i>	<u>Homework Due:</u> • Cornell notes from STEM to Stern class AND one math or science class	<u>Nov. 20:</u> • Visit from a Campus Club • Finding scholarship opportunities
		<u>Nov. 22:</u> Holiday—NO CLASS
Week 11 <i>Study Strategies & Synthesis</i>		<u>Nov. 27:</u> • How to ace your finals – study skill strategies • \$1 Million STEM Smarts competition
		<u>Nov. 29:</u> • Review of the quarter, evaluations, STEM Trivia
Week 12 <i>Finals Week</i>		<u>Dec. 4:</u> NO CLASS , use the extra time to study for your finals!

Class Policies:

This class is about the *process* of becoming a STEM professional. Because this course is about networking and career preparation, your attendance is vital. You will be learning in class from each other; from the scientists, engineers, and mathematicians who come to the class; and from your instructor's presentation team. **Therefore, it is mandatory that you miss no more than two classes during the quarter. If you have more than two unexcused absences, you cannot pass the class.**

In addition, attendance is required for all class periods when outside guests are present. This includes the STEM student panel, the employer panel, and all mentor clusters. If you are unable to attend one of these classes, you will be required to submit a make-up assignment in order to pass the class. Please contact your instructor for more information.

If you are sick, you must notify your instructor **before** the class period, otherwise, it will be considered an unexcused absence. It is your responsibility to contact the instructor before you miss a class in order to obtain an excused absence.

If you successfully complete all of the assignments on time and have no more than two unexcused absences you will get an "A" in this class.

The use of cell phones, mp3 players, and other electronic devices will not be permitted in class.

Grading Policies:

Every assignment will be graded on a 0 to 100 percentage scale. Percentage grades convert to letter grades according to the following formula:

93+% = A
90-93% = A-
87-90% = B+
83-87% = B
80-83% = B-
77-80% = C+
73-77% = C
70-73% = C-
67-70% = D+
60-67% = D
below 60% = F

End-of-the-quarter grades will be calculated according to the following formula:

Assignment	% of Grade
Class Engagement & Participation	25%
Campus Resources Worksheet	5%
Dependable Strengths	10%
MBTI Assessment	10%
Cornell Notes	20%
Mentor Cluster	5%
Résumé	25%

Late assignments will be penalized. Your score on an assignment will be reduced by **10% the first day it is late and another 1% each day after that** (i.e., an assignment that is 6 days late will be penalized 15% ($10\% + 5 \times 1\% = 15\%$))

Assignments:

Class Engagement & Participation– 25% of Final Grade

Class engagement is an extremely important part of this class. Your attendance and participation shows the instructors that you are committed to succeeding in your academic career and beyond. Remember, the professionals and instructors you meet in this class may become valuable resources later in your career!

Campus Scavenger Hunt Worksheet–5% of Final Grade

This worksheet will introduce you to several campus resources that will be critical to your success as Bellevue College students. The worksheet will be distributed in class and due the third week of the quarter (see course schedule).

Cornell Notes – 20% of Final Grade

Taking classroom notes in the Cornell note-taking fashion is a valuable skill to obtain for college and career success. Taking and reviewing Cornell notes helps students retain more knowledge from their classes by taking the information from short term memory and storing it in long-term memory. You will be required to take Cornell notes in the STEM classes this quarter as well as one mathematics or science course. Notes will be collected and reviewed two times during the quarter and must include notes for each day of class.

If you miss a day, you must contact a classmate or your instructor to review what you missed. Your notes must be at a satisfactory level as determined by your instructors in order for you to receive credit for the class. Notes will be considered satisfactory if they are (a) complete, meaning there are meaningful notes for each class period, and (b) all the notes are taken in the Cornell note-taking method. A helpful Cornell note-taking guide is viewable at the following link:

http://lsc.sas.cornell.edu/Sidebars/Study_Skills_Resources/cornellsystem.pdf

Dependable Strengths– 10% of Final Grade

In class you will be given an assignment to help you discover your strengths and talents. This activity will help you identify your individual strengths and will provide valuable information for your résumé.

Myers-Briggs Type Indicator (MBTI) – 10% of Final Grade

The MBTI is an assessment that helps individuals discover their personal preferences for interacting with people and making decisions. The assessment will be handed out in class.

Mentor Cluster Questions – 5% of Final Grade

To become a successful STEM *student* and professional you must learn to identify the skills and abilities that you need to develop during your academic career. To help you accomplish this, there will be mentor cluster sessions throughout the year that will allow the STEM to Stern students to engage in a dialogue with the STEM professionals and receive critical advice for STEM success. To ensure that each mentor cluster is useful, you will be required to create an original list of questions for your mentor cluster. Each list must contain at least 10 questions. Questions will be collected at the end of each mentor cluster session.

Professional Résumé – 25% of Final Grade

A professional résumé is a critical communication tool for your success. To prepare you to apply for internships, you will create a professional résumé. You will complete a first draft of your resume which will be turned into you instructor by email in a Microsoft Word format. Your instructor will then edit and return to you. After your first draft, you will turn in a final draft which will be graded.

This syllabus and class schedule is subject to change. Any and all changes to the syllabus will be announced in class.