Department of Interdisciplinary Studies Syllabus

INT 470.90:

Dr. Khadijah O. Miller, Associate Professor, Department Chair
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Course Number & Course Name: INT 470.90, Advanced Seminar in Interdisciplinary Studies (AKA Senior Seminar)

Semester: Fall 2014 (mini-term B) October 11, 2014 – December 05, 2014

Class Meets: ONLINE via Blackboard

Instructor Name: Dr. Khadijah O. Miller

Office location and office hours
Norfolk State University
Brown Hall Room C-110

Office Hours: Mondays, Tuesday, & Thursdays by appointment.
Cyber Office Hours: Wednesdays 9:00am -10:00am and by appointment

Email address: komiller@nsu.edu

Telephone: (direct): 757-823-2864 (main office) 757-823-8198 (fax) 757-823-8602

Preferred method of communication: The best method of communication is email. I check email (excluding weekends and official holidays, when the University is closed). The average response time to an email received during University business hours (8am – 5pm, EST) is 24-36 hours. However, if you email me on the weekend or after business hours, do not expect a response until the next business day, which could increase the response time. Be clear to identify yourself as a student in the course, INT 308.90 and email me from your NSU email account; I will NOT respond to non-NSU email.

Course Summary

Course Description: Senior level course providing a wide-range examination of the historical and theoretical developments that led to the evolution of interdisciplinarity; assessment of societal parameters impacting the proliferation of new areas of inquiry and their outgrowth as complementary or counteragents of particular institutionalized modes of behavior and thought; development of adequate descriptions and explanations for current and evolving social and cultural practices, some that contrast sharply with normative perspectives grounded in configured traditional thought.

Course Rationale: Senior level culminating course preparing students for entry into the “working/real” world and an increased comprehension of Interdisciplinary studies as an academic area/field and its role in the real-world. Focus is on bridging the academic (theory) with work-place (practice) in preparing students for career acquisition and job placement. This course emphasizes, reinforces and applies the basic INT core principles of critical thinking, culture, language, research, and idea application.
Course Delivery Method:

Prerequisites: INT 308, INT 322, INT 360, INT 375, INT 411; INT 412 and INT 477T (optional co-requisites).

Instructional Methods and Strategies: ONLINE

As a fully online course, the instructional methods will include engagement via the online environment, including online readings, lecture (notes), virtual classroom sessions, proctored exams, and student-developed study groups.

Computer Literacy Requirements

To successfully complete this course you must possess:

- **A basic knowledge of computers.** For example, understanding files and folders to upload or download course content is absolutely essential. Basic computer literacy classes (CSC-150) are available on campus as elective courses. Students deficient in the necessary computer skills should consider taking such classes.

- **An understanding of the Web** and its resources, such as the library and online research tools accessed through a Web browser.

- **Familiarity with Microsoft Office applications,** such as Word and PowerPoint; this is absolutely essential for your academic success.

- **Familiarity with NSU’s e-mail system** to guarantee effective communications with both instructors and classmates. All NSU students have been assigned an e-mail account and are expected to access it regularly via the Web.

- **Knowledge of Blackboard** Learning Management System (LMS), which is mandatory for this course.

For those of you not familiar with the Blackboard LMS, an online orientation can be accessed by self-registering in Blackboard. The course name is *Blackboard Student Training.* Additional assistance with Blackboard can be obtained through the Blackboard Central Help Desk at bbtechsupport@nsu.edu or by phone at 757-823-2328 M - F 8AM - 6PM at the Lyman Beecher Brooks Library (LBBL), suite 3007.

Addressing your computer skills will greatly enhance your learning experience, reducing wasted time and frustration for yourself and your instructors. Please feel free to contact the Office of Information Technology (OIT) Client Services or the Office of Distance Education for advisement on how to receive assistance with your computer literacy instructional needs.

Course Expectations:

Students are expected to enter the course site with respect for themselves, for others and for information and knowledge, even if it differs from their own beliefs, knowledge, etc.
• Students are expected to **purchase and read** the required textbooks and readings.
• Students are expected to actively participate in all course site activities, assignments and requirements—synchronous and asynchronous. Participation is imperative to class enlightenment, student development and understanding.
• Students are expected to complete all readings and assignments according to the due dates on the course outline.
• Students are expected to visit the course site on a daily basis to ensure they are fully participating in the course.
• Students are expected to submit all assignments on or before the due date.
• Students are expected to prioritize their academic responsibilities along with their other life issues—family, work, etc.
• Students are expected to proactively **OWN** their learning experience and share their knowledge development and growth in ideas, in particular interdisciplinarity.

**Course Goals and Measureable Intended Student Learning Outcomes**

By the end of this course, given a practical scenario or exercise, and with the use of appropriate research, you will be able to:

1. Through a research activity, students will explore a specific subject in an interdisciplinary manner, asking and answering questions as well as demonstrating the interconnectedness of disciplinary knowledge. *(paper #1/eportfolio)*
2. Via readings, discussions and/or group activities, students will be able to define, describe, explain and identify interdisciplinary studies, academically and at work in the “real” world. *(discussion boards/eportfolio)*
3. By reviewing academic and non-academic sources, students will choose an issue of importance in their community to address by focusing on the core areas of importance in interdisciplinary studies—critical thinking, language/communication skills, research and writing skills, social, cultural and global awareness and sensitivity. *(article evaluation assignment/eportfolio)*
4. Via journaling and/or other reflective activities, students will demonstrate and apply major Interdisciplinary Studies core concepts to real life experiences and area(s) of interest. *(autobiographical map/eportfolio)*

**Instructional Materials**

**Required Texts**

2. Online readings found in the COURSE DOCUMENTS folder on the Blackboard site, including articles, lecture notes and possible podcasts.
3. Students will have *(purchase if necessary)* and use an unabridged dictionary (including, etymologies and supplementary information) and a thesaurus. (A good source is the Oxford English Dictionary.)
4. Students will use Internet resources responsibly and critically.
**Retention Alert Advisory**
The Retention Alert policy provides a framework for establishing a campus network of responders including both, academic and student affairs agents to increase a safety net, so students are less likely to leave the University before graduating. Based on your course performance you may be referred to the appropriate responder through Retention Alert.

**NSU Incomplete Grade Policy**
To be considered for an Incomplete ("I") grade in a course the following must be met: (1) the student must be passing the course; (2) the student must have completed at least 70% of all coursework; and (3) the student must have a legitimate reason for the request. Once these three requirements are met, it is at the discretion of the professor to approve or disapprove the student’s request for an Incomplete grade. Additionally, Incomplete grades are not merely given, but are requested by students considered by professors, and are at the sole discretion of the professor, depending on each individual student’s situation/circumstance. The length of time to complete coursework for the removal of the Incomplete grade is no more than six weeks (due before the midterm period of the following academic semester). It is the student’s responsibility to stay abreast of all requirements, timelines, and due dates. If the student does not comply with the stipulations set forth to remove the Incomplete grade, the Incomplete grade will turn into an ("F") once the deadline has passed. If an Incomplete grade request is approved by the professor, the student is to complete the University Incomplete Grade Request Form.

**NSU Assessment Policy**

**University Assessment Statement**
As part of NSU’s commitment to provide the environment and resources needed for success, you may be required to participate in a number of university-wide assessment activities. These activities may include tests, surveys, focus groups, interviews, and portfolio reviews. The primary purpose of these assessment activities are to determine the extent to which programs and services at NSU are maintaining a high level of quality and meeting student's need. Participating students will not be identified in the analysis of results. Unless indicated by the instructor, results from University assessment activities will not be computed in student grades.

**Academic Support Services**
The Spartan Success Center (SSC) offers services designed to improve student achievement, increase retention, and reduce time to degree completion. Students are encouraged to take advantage of tutoring (including SMARTTHINKING online free tutoring services), advising, mentoring, Sophomore Year Experience, and Examination of Writing Competency assistance. 
[https://www.nsu.edu/provost/ssc/](https://www.nsu.edu/provost/ssc/)
**Proctoring Policy**

Students must have exams in online courses proctored. A proctored exam is one that is administered by an impartial individual (called a *proctor*) who monitors and supervises a student while that student is taking an exam. The proctor ensures the security and integrity of the exam process. Students will be required to submit an *Online Course Proctor Identification Approval Form* to each instructor. Once the proctor has been approved by the instructor, the students will be required to present their Spartan Identification Card and photo identification to the proctor prior to students receiving the exam. Students are responsible for arranging a proctor for their exam(s) and all costs incurred for this service. The University Testing Center in Harrison B. Wilson Hall, 134, 757-785-3827, offers Proctoring Services on campus, at no cost for NSU students. Please contact the NSU Testing Center for more information; students are to pre-arrange their scheduled proctored times with the NSU Testing Center and the course professor. *For this course, we will only have quizzes, no exams. Our major assignments are papers. Proctoring services are not required.*

**Departmental Policies**

**Late Assignments and Make-up Policy**

*All grades are final:* there will be *no make-up* assignments. Submit work BEFORE or ON TIME. Late work will receive a ZERO (0). Assignments must be submitted on time. No late work is accepted. Plan to submit early to avoid last minute distractions, emergencies, or technical glitches.

**American Psychological Association Writing Manual Requirement**

ALL Interdisciplinary Studies courses require students to submit all papers, unless otherwise noted by the professor, using APA 6th edition (October 2010). The APA Manual is a required text for all courses, and students are to abide by that writing style. The APA Manual can be purchased from the University bookstore.

**Microsoft Word**

*ALL Interdisciplinary Studies papers are to be submitted as Microsoft Word* documents (.doc), unless otherwise noted by the professor. If students submit papers using other writing programs (i.e., WordPerfect, Microsoft works, MAC programs, etc.), they may lose points and/or not have their paper accepted/graded. It is imperative that students follow the guidelines and directions of each professor.
Assignment Submissions: Course file format standards
When submitting assignments/documents for your Interdisciplinary Studies courses, submit them in Microsoft Word.doc format and make sure that the document saved name does NOT include any special characters (i.e., ^%$#@*[]{}) or anything else similar. **DO NOT PLACE your RESPONSES, PAPERS, or ANSWERS in the Comment area in Blackboard.** When submitting assignments, ALL assignments (unless otherwise directed by that course professor) are to be submitted as Microsoft Word attachments (doc.files) in Blackboard through the Assignment manager link.

Americans with Disabilities Act (ADA) Statement
In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990, if you have a disability or think you have a disability, contact Supporting Students through Disability Services (SSDS) for information regarding programs and services to enhance student success.

Location: **Student Services Building, Suite 110D**
Telephone: **757-823-2014**

*Let the professor know immediately of any special requirements, services, etc. —**within the first 2 weeks of the course!** It is student’s responsibility to notify Dr. Miller at the beginning of the course.*

Learner Interaction Policy
The primary method of instruction is active and participatory. The teacher serves as a tool to direct and assist students in owning knowledge that is useful and purposeful in their academic pursuits. Instructional methods include online lecturing, discussions, group activities, and assessments.

Related University-Wide and Course Specific Requirements:
The following competencies will be required and assessed in this course: (1) writing, (2) information technology literacy, and (3) critical thinking. As a 300-level course, students should be able to write clearly, concisely, and analytically. Students’ writing should include demonstration of reading completion and comprehension, application of course concepts when necessary, and critical thinking (independent thinking, analysis, synthesis and argumentation). Students’ critical thinking abilities will be assessed on their presentation of ideas (others and their own), questioning, problem-solving capabilities, synthesis, evaluation, and analysis and clarity of thought (including language use and comprehension).
**Academic Integrity Standards**

Papers are to be **free of plagiarism**; if any of your papers is found to be **plagiarized**, you will receive a zero on the entire assignment. If the plagiarism is significant enough, you may fail the entire course and be reported according to the current edition of the Student Handbook.

**Attendance Policy**

As an online course, students are to attend “daily” during our work week which is Monday thru Friday. Assignments for this course will be due during the work week, which is Monday through Friday. For the purposes of this course, our week begins on Monday and ends of Friday, regardless of holidays. Even if the University is closed, unless an official holiday or time off (i.e., Thanksgiving or Fall Break), since we are not bound by the confines of physical walls, ALL assignments, expectations, participation, etc. are still required. If there is an issue, Dr. Miller will EMAIL students an alert of any changes, updates, etc.

**Weather Policy:**

In case of inclement weather, students should listen to major radio and television stations; visit the NSU website at [www.nsu.edu](http://www.nsu.edu); and/or call the University operator at 757-823-8600. Additionally, students should sign up for University text alerts. If the University cancels classes, students should check their NSU email and the Blackboard course site for additional course information. As an online course, we still ‘meet’ regardless of weather.

**Special Instructions & Policies**

**Required Software**

Minimum requirements to take this course are a Windows 7, Word 2007, Outlook 2007, and internet access. You will also need to sign to the course at NSU to have access to blackboard.

**Blackboard Instructions**

All navigational buttons provide you with information on how to work the system and allow you to proceed with the rest of the course. It is important that you familiarize yourself with all the navigational buttons and controls of the Blackboard system.

**Communication**

**Blackboard Announcements Area**

The Blackboard *announcements area* is specifically designed for communicating with students in this course. Whenever there are special instructions to *all students in this class*, such as a class cancellation, a change in schedule or assignments, etc. a message will be sent via the announcement page. Please note that the announcements area is a messaging system that relates only to the *members of this class*. Announcements for other courses will be contained in the respective courses announcements area.
You can access your announcements by selecting the "announcements" button, located on the main page menu. You are required to check the announcements page daily for any new information. Any message that you need to send to your instructor in this class is best sent via Blackboard email.

Email Policy

NSU email is the only email system to be used for this course; private email addresses cannot be used. Always title your messages; be sure the subject line reflects the topic of discussion. Email messages should always be courteous and follow etiquette protocols. You should be respectful to those who are receiving your email; never send SPAM to other classmates. Remember that these documents are never deleted from the system and nothing is ever private. Also, always check your spelling before sending a message.

Success Policy

The best policy for success in any course is preparation, organization, and active participation, reading completion and comprehension, effective time management and constant, consistent communication with the instructor. Remember, this is YOUR education—be responsible and accountable.

Evaluation (Criteria)/Assessment Methods and Grading Standards:

Assessment in this course will include quizzes, exams, short papers and a longer paper using rubrics; a matrix that uses a descriptive tool that measures each learning objective in a relatively unbiased manner. This tool allows the instructor to provide qualitative feedback on designated competency levels. Rubrics also allow you to see beforehand what the assessment is all about and study accordingly. For this course, we will use Rubrics to guide the two short concept papers and our final paper.
### Example of a Rubric: (Actual rubrics are posted with assignments in Bb)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Excellent (50)</th>
<th>Very Good (30)</th>
<th>Good (20)</th>
<th>Poor (10)</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization of material</td>
<td>Your presentation was logical and superbly organized</td>
<td>Your work had a clear introduction, body and conclusion.</td>
<td>Your presentation was generally organized, but lacked some clarity.</td>
<td>The work was poorly organized or ideas were presented randomly</td>
<td>___/20</td>
</tr>
<tr>
<td>Use of resources</td>
<td>Your material was clear and added to the content</td>
<td>Your material did not connect to the content</td>
<td>Some of your ideas were inappropriate</td>
<td>Some of your ideas were incorrect and inappropriate</td>
<td>___/20</td>
</tr>
<tr>
<td>Presentation of material</td>
<td>Your material was clearly presented</td>
<td>There were some ideas that did not connect</td>
<td>The material stated some concepts, but lacked some clarity.</td>
<td>The material was vague and contained errors</td>
<td>___/20</td>
</tr>
<tr>
<td>Learner Interaction/Participation</td>
<td>Participates equally with other group members in researching, writing, and editing</td>
<td>You participate in some sessions leaving others in charge of the group work.</td>
<td>Your participation is not equivalent to that of others who are in charge of the work.</td>
<td>You do not demonstrate participation and interaction in class</td>
<td>___/20</td>
</tr>
<tr>
<td>Overall Quality</td>
<td>Outstanding overall quality. A powerful and memorable presentation.</td>
<td>Covered all the main points and it was generally well</td>
<td>Could have put more effort during the preparation and design stages to increase the overall quality.</td>
<td>Generally sloppy. Weak presentation skills. You have the ability to do much better.</td>
<td>___/20</td>
</tr>
</tbody>
</table>

**Written Work Criteria**

All written work is expected to reflect an **undergraduate, upper-level use of grammar, spelling**, and **organization of material.** Work with errors of this nature will be penalized. All presentations must reflect **undergraduate, upper-level** ability to offer information in an explicit and persuasive manner.

**Assignments:**
- Participation (includes synchronous and asynchronous meetings): 20
- Quiz: 10
- Autobiographical map: 10
Article evaluation: 10
Short Paper: 15
Employment Preparation assignment (resume and job site review): 5
Final Project/Portfolio: 30
**TOTAL: 100**

*Please note:* The number and/or weights/percentages of graded assignments may change as per the discretion of the instructor. Students will be notified of such changes by the instructor.

**Evaluation (Criteria)/Assessment Methods and Grading Standards:**
All students have the potential to earn an “A.” It is each student’s responsibility to assertively and actively participating, and administrating his/her learning experience. By completing all assignments, participating in all classroom discussions, projects, assignments, presentations, and reading all assigned material, in an engaging and meaningful educational manner, students work to earn an “A”. Although a large content of the material for this course is subjective, an objective (or as objective as humanly possible) will be utilized for grading students.

**Grading criteria includes:** (1) “engagement” with material—this means that students will read, comprehend, actively think about, digest, evaluate and analyze the material—asking and answering questions as well as application; (2) writing, articulation and expression—this means that students will be able to clearly convey their thoughts (spelling, vocabulary, grammar and content); (3) scope/comprehensiveness—this means to what extent is the student able to analyze and synthesize course material/information, this can include consideration of patterns, biases, caveats, allusions, assumptions, etc.; (4) submission timeliness---this means that assignments are submitted before or on time; and (5) correctness/accuracy—this means that Dr. Miller will subjectively assess whether students’ responses are on a spectrum of correct analysis in regards to general course content; of course, this includes bias, but there is a line of distinction between “on the right track” and “totally off base.”

**Grade Scale:**
- 100-95 = A
- 94-90 = A-
- 89-86 = B+
- 85-82 = B
- 81-79 = B-
- 78-75 = C+
- **74-71 = C**
- 70-68 = C-
- 67-65 = D+
- 64-62 = D
- 61-59 = D-
- 58 & below = F

*Note:* As part of the INT Core/major, students must earn a grade of C or better in order to gain credit towards graduation and receipt of B.S. in Interdisciplinary Studies.
There is NO Extra Credit for this course.

Please note: As part of the INT core/major, students must earn a grade of C or better in order to gain credit towards graduation and receipt of B.S. in Interdisciplinary Studies.

Calendar of Assignments:

Course Outline (please note the course calendar/outline can change at the discretion of the professor and/or depending on the progress of the class. It is the student’s responsibility to stay abreast of all changes, amendments, deletions, and additions and to respond accordingly. The professor will notify students of any such changes.)

For this course, our week begins on Monday and ends on Sunday, regardless of Holidays and Fall Break.

<table>
<thead>
<tr>
<th>Session &amp; Time</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong> (October 13-19)</td>
<td>INTRODUCTIONS, syllabus review, course terms, policies, assignments, etc. Beginning the process of Interdisciplinarity. READ: <em>Week ONE readings</em>. Review course site. Introduce yourself to classmates online via Bb. Review Course Documents for assignment particulars.</td>
</tr>
<tr>
<td><strong>Week 3</strong> (Oct. 27 – November 02)</td>
<td>Major Components of Interdisciplinary Studies. READ: Week THREE readings. Review course site. Complete Discussion Board. Review Course Documents for assignment particulars. <em>Participate in Live Session on Tuesday, October 28, 2014 @ 9:00pm, EST. Complete and SUBMIT Quiz #1, Thursday, October 30, 2014.</em></td>
</tr>
<tr>
<td>Week 6 (Nov. 17 - 23)</td>
<td>Actualizing Interdisciplinary Studies—Demonstrating and Living interdisciplinarily. READ: Week SIX readings. Review course site. Complete Discussion Board. Review Course Documents for assignment particulars. CONTINUE MOCK phone interviews. Participate in Live Session on Tuesday, November 18, 2014 @ 9:00pm, EST. Article evaluation due Thursday, November 20, 2014, before 11:59pm, EST.</td>
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<tr>
<td>Week 7 (Nov. 24-30)</td>
<td>Actualizing Interdisciplinary Studies. CONTINUE working on eportfolio (final project). Submit eportfolio for draft review by Tuesday, November 15, 2014. THANKSGIVING.</td>
</tr>
<tr>
<td>Week 8 (December 01-07)</td>
<td>Actualizing Interdisciplinary Studies: “This is my major and this is what I will do with it…”Wrap Up! Answering the question: what is interdisciplinary studies? READ: Local/national newspaper and focus on articles that demonstrate interdisciplinarity; post link on discussion board. Review week’s folder. Submit LEARN project by Tuesday, December 02, 2014. Complete Course Evaluation. Submit Final project/eportfolio BEFORE 11:59pm, EST, Friday, December 05, 2014.</td>
</tr>
</tbody>
</table>