

Dr. Bruce Ostertag

EDS 099 • Fall 2009



***Independent Studies - ACE
Accelerated College Entrance
On-Campus Program (2 Units)***

Name: _____ Saclink Login: _____ Saclink Password: _____

Dr. Bruce A. Ostertag, Director
Adams Bldg - Suite 101 / 278-7032

Course Code: 80364 Units: 2
Course Website: <http://online.csus.edu>

EEmail: ostertag@csus.edu or ace@csus.edu

ACE Website: <http://edweb.csus.edu/projects/ace>

Graded – CR/NC Thursdays 4:00 - 5:15 p.m.
Guest Login: *wctace* Password: *guest*

Benefits of ACE

Grades earned for ACE courses are part of students' academic records. Credits earned may be applied to degree programs at Sacramento State or may be transferred to other universities. ACE students must order transcripts like regular Sacramento State students.

In addition, ACE students receive the same privileges as regular University students, including:

- Full library access (with the purchase of a *OneCard* at <http://www.csus.edu/onecard/>)
- Purchasing privileges at the Hornet Bookstore (books and computer products)
- Use of computer labs on campus during open lab hours (with a *OneCard*)
- Internet access including email and dial-up services through *Saclink* at <https://www.saclink.csus.edu/saclink/>
- Internet access to unofficial transcripts/ACE course grades through *My Sac State* at <http://my.csus.edu/>.
- Student rates for admission to campus activities such as musical, theatrical, and athletic events

ACE On-Campus Program and Courses

Decisions about classes rest with the ACE Director in consultation with the student and the academic departments. ACE participants are usually restricted to lower-division classes (001 to 099). Requests to take any upper division courses must meet the approval of the course instructor and department Chair; an Add/Drop Form must be submitted to the ACE office or Director with those signatures on said form by the campus census date. The ACE Program cannot approve any upper division course enrollment without those signed forms. Students must meet all prerequisites listed in the Sac State Class Schedule <http://www.csus.edu/webpages/schedule.stm> and University Catalog at <http://aaweb.csus.edu/catalog/>. Selected courses must be academic and cannot be remedial.

All Music and Mathematic courses require a submitted Add/Drop Form with the signatures of the respective instructor and department Chair by the campus census date. As above, the ACE Program cannot approve any Music or Math course enrollments without those signed forms.

Typically, a student is limited to one academic class the first semester. The second semester's course load will depend on past performance. In some program areas, such as music, students are required to take three or more related classes as a condition of admission. To make sure students have the best opportunity for success, workloads are carefully monitored throughout the semester.

College Transcripts

To receive official or view unofficial transcripts at the completion of a semester in ACE go to the following site : <http://webapps1.csus.edu/admr/content/record/transcript/>.

Records Updates and Policies: View Your Sacramento State Record

- You may view and print grades on-line using *My Sac State* at <http://my.csus.edu/>.
- Or, come to the Admissions and Records service counter, Lassen Hall. Office hours during semesters are 8am to 5pm, Mon, Thu, and Fri and 8am to 6pm Tue and Wed (during fall and spring semesters). Bring photo I.D.
- Or, order a copy of your transcript. There is a \$4.00 charge for a transcript, and it takes a week or two to reach you in the mail. Sacramento State does not issue "unofficial" transcripts, but registered ACE students may view and print their Sacramento State records on *My Sac State*.

Purpose of ACE Seminar

All ACE students are enrolled in this one-unit seminar that meets once a month. The purpose of this course is to bring together all the ACE participants with the Director to discuss the students' experiences at the University, allowing them to compare and share information and problem solving techniques with one another. Several basic study strategies (online searching, library tools) are investigated. Also covered is a look at general financial aid opportunities when enrolled as a full-time student at Sac State or another college. The seminar also provides an opportunity for students to have general academic or programmatic questions concerns addressed by the Director.

ACE Seminar Meeting Dates

September 10	Mandatory Meeting (4:00 - 5:15 p.m.) - EUREKA Hall # 215
October 8	Mandatory Meeting (4:00 - 5:15 p.m.) - EUREKA Hall # 215
November 5	Mandatory Meeting (4:00 - 5:15 p.m.) - EUREKA Hall # 215
December 3	Mandatory Meeting (4:00 - 5:15 p.m.) - EUREKA Hall # 215

Assignments

I. **Attendance** (50 pts. Due: When Class Meets)

Classroom attendance is required. Ten points will be given for each class meeting attended; twenty points for the last class meeting. Two absences, regardless of reasons, will lead to an automatic grade of "NC." Additionally, students who arrive late or leave early will have points deducted. Chronic leaving or tardiness will also lead to an automatic "NC" at the discretion of the instructor. **NOTE:** Please be aware that participants who miss the first day of class will be dropped from the ACE program unless previous arrangements have been made with the instructor.

II. **Add-Drop Form** (20 pts. Due: September 10th)

All [Add-Drop Forms](#) with appropriate signatures are due. Students are encouraged to submit these signed forms to the ACE Office earlier if completed. In some cases where additional signatures are still being sought (e.g., Chair signature from Math and/or Music), students must present a copy of all courses that they are seeking to take during the semester. Any of the said unsigned Add-Drop Forms **MUST** be signed and submitted as soon thereafter as possible.

PLEASE NOTE: Any student who does not submit the Add-Drop Form by campus census date will be dropped from the ACE Program. **THIS IS AN ABSOLUTE REQUIREMENT.**

III. **SacLink Account Establishment** (10 pts. Due: October 8th)

A *SacLink* account is the California State University, Sacramento universal authentication, e-mail, transcripts, and Internet access mechanism available to all students, faculty, and staff. It is a students computing & networking electronic ID for the campus. See <https://www.saclink.csus.edu/saclink/>.

You will need to register for your FREE *SacLink* account to access our seminar web site, unofficial transcripts (see above), use elements of our Library (i.e., Locus), etc. In all, this important ACE program requirement should take one less than a couple of minutes to complete. The easy process for signing up is at <http://www.csus.edu/saclink/settingUp.stm>.

For an ACE participant who has already established a *Saclink* account in a previous semester, one does NOT need to repeat this activity. Just alert the ACE Director that one has said account.

Same activity as in previous semesters.

IV. **Midterm Evaluation Reports** (20 pts. Due: November 5th)

A [Midterm Evaluation Report](#) for each course taken must be submitted. Please see your campus course instructor prior to this date and have them fill-out, sign, and forward this report to the ACE Director or ACE Office. It is anticipated that this report will take approximately 5-10 minutes to be completed by the course instructor.

Same activity as in previous semesters.

V. **Course Reflection** (50 pts. Due: December 3rd)

A two/three-page paper reflecting upon your ACE semester courses and general campus experiences is required. This paper should be completed using the following guidelines:

- 1) Word-processed or typed; 2) Spell- and Grammar-Checked; 3) Heading - Includes your Name, Semester, and Courses taken through ACE; 4) Font - Chicago, Helvetica, Geneva, Times, Times New Roman, or Verdana; 5) Font Size: 12-point; 6) Lines - Double Spaced; 7) Narration that reflects on your semester experiences and possible non-academic "lessons" learned for the future. Further description and clarification will occur via email as needed.

Same activity as in previous semesters.

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September 10 th Thursday	INITIAL CLASS MEETING (Meet in EUR 215) Introduction, Syllabus, ID cards, General ACE Overview, SacLink, ACE Web site, Class Website, etc. General Issues.	Attendance (10 pts) DUE: Signed Form-Add/Drop (20 pts)
October 8 th Thursday	SECOND CLASS MEETING (Meet in EUR 215) Sac State Library - Online Usage, Plagiarism {Text Identification} (Guest: Roz Van Auken). General Issues.	Attendance (10 pts) DUE: SacLink Signup (10 pts)
November 5 th Thursday	THIRD CLASS MEETING (Meet in EUR 215) Financial Aid Presentation (Lily Lau-Enright), Overview Spring '08 Schedule. General Issues. Using the Internet – Advanced Searching {WebQuest}.	Attendance (10 pts) DUE: Midterm Report Forms
December 3 rd Thursday	FINAL CLASS MEETING (Meet in EUR 215) General Questions. Possible GE Honors Program Presentation: (Tentative Guest: Roberto Pomo). General issues.	Attendance (20 pts) DUE: Final Course Reflections

Summary of Tasks/Dates

Tasks	Points	Due
Attendance	10	9/10
Add/Drop Form	20	9/10
Attendance	10	10/8
SacLink Acct	10	10/8
Attendance	10	11/5
Midterm Reports	20	11/5
Attendance	20	12/3
Course Reflection(s)	50	12/3
Total Points	150	
Minimum Points Needed to Pass	130	

SUPPLEMENTAL ACTIVITIES FOR THOSE WHO CANNOT ATTEND THE SEMINAR MEETINGS

There will be ACE students who cannot attend the mandated monthly seminar meetings because of conflicting courses or other school obligations. You must contact the Director to alert him as to these conflicts and receive permission to skip the seminar meeting dates.

In lieu of attending the seminars there are required activities that must be undertaken in order to receive credit for this course. These include the following:

I. **Add-Drop Form** (20 pts. Due: September 10th)

All [Add-Drop Forms](#) with appropriate signatures are due. Students are encouraged to submit these signed forms to the ACE Office earlier if completed. In some cases where additional signatures are still being sought (e.g., Chair signature from Math and/or Music), students must present a copy of all courses that they are seeking to take during the semester. Any of the said unsigned Add-Drop Forms **MUST** be signed and submitted as soon thereafter as possible.

PLEASE NOTE: Any student who does not submit the Add-Drop Form by campus census date will be dropped from the ACE Program. **THIS IS AN ABSOLUTE REQUIREMENT.**

II. **SacLink Account Establishment** (10 pts. Due: October 8th)

A *SacLink* account is the California State University, Sacramento universal authentication, e-mail, transcripts, and Internet access mechanism available to all students, faculty, and staff. It is a students computing & networking electronic ID for the campus. See <https://www.saclink.csus.edu/saclink/>.

You will need to register for your FREE *SacLink* account to access our seminar web site, unofficial transcripts (see above), use elements of our Library (i.e., Locus), etc. In all, this important ACE program requirement should take one less than a couple of minutes to complete. The easy process for signing up is at <http://www.csus.edu/saclink/settingUp.stm>.

For an ACE participant who has already established a *Saclink* account in a previous semester, one does NOT need to repeat this activity. Just alert the ACE Director that one has said account.

III. **Sac State Library Report** (50 pts. Due: October 8th)

A two/three-page paper reporting on the Sac State Library (<http://library.csus.edu/>) and online elements must be submitted. Particular sections that must be discussed include: all of the Freshman Seminar Survival Guide (<http://library.csus.edu/services/inst/firstyr/firstyear.html>), the *Library Virtual Tour* (<http://library.csus.edu/services/inst/indiv/vtour/1welcome.htm>); Off-Campus Access to Library E-Resources; Research Guides; and all of the Plagiarism Information components (<http://library.csus.edu/content2.asp?pageID=353>). This paper must adhere to the following guidelines:

- 1) Word-processed or typed;
- 2) Spell- and Grammar-Checked;
- 3) Heading – Includes your Name, Semester, and Courses taken through ACE;
- 4) Font – Chicago, Helvetica, Geneva, Times, Times New Roman, or Verdana;
- 5) Font Size: 12-point;
- 6) Lines – Double Spaced;
- 7) A Narration that describes each of the aforementioned online sections.

If you have done this assignment in a previous semester, you need not repeat it. Just alert the ACE Director.

IV. Midterm Evaluation Reports (20 pts. Due: November 5th)

A [Midterm Evaluation Report](#) for each course taken must be submitted. Please see your campus course instructor prior to this date and have them fill-out, sign, and forward this report to the ACE Director or ACE Office. It is anticipated that this report will take approximately 5-minutes to be completed by the course instructor.

V. Course Reflection (50 pts. Due: December 3rd)

A two/three page paper reflecting upon your ACE semester courses and general campus experiences is required. This paper should be completed using the following guidelines:

- 1) Word-processed or typed;
- 2) Spell- and Grammar-Checked;
- 3) Heading - Includes your Name, Semester, and Courses taken through ACE;
- 4) Font - Chicago, Helvetica, Geneva, Times, Times New Roman, or Verdana;
- 5) Font Size: 12-point;
- 6) Lines - Double Spaced;
- 7) Narration that reflects on your semester experiences and possible non-academic "lessons" learned for the future.

ALL OF THE ACTIVITIES MUST BE COMPLETED BY THE DEADLINE DATES IN ORDER TO RECEIVE A PASSING GRADE FOR THE SEMINAR.