Interdisciplinary Studies (INTDS-101) STEM Careers
Spring 2019 Course Syllabus
Reedley College, SCCCD

Course Info:
Course #: 52598 – Lectures are **Fridays, 12:00 – 12:50 pm in Physical Science, Room 76**

Course Description: This is a course on career opportunities in STEM (Science, Technology, Engineering, and Math). Students will learn about career options and prepare presentations to be used with K-12 students to educate them about STEM careers.

Advisories: Eligibility for English 126 and Mathematics 201

Prerequisites:
None

Course Objectives:
- Host on-campus STEM career-related events.
- Prepare and lead outreach activities based on STEM career options for K-12 students.
- Research STEM career fields.

Course Student Learning Outcomes:
- Describe career opportunities in Science, Technology, Engineering and Math.
- Lead a presentation about STEM careers.

Instructors' Contact Information:

Instructor: Joseph Lin
Office: LFS 13
Office Hours: M and W 3:30 – 4:20 pm, T and Th 12:00 – 12:50 pm, Friday online 1:00 – 1:50 pm
Email: joseph.lin@reedleycollege.edu

Instructor: Kelsey Casteel (formerly Friesen)
Office: FEM 1G
Office Hours: M and W 10-10:50 am, T and Th 8-8:50 am, F 11-11:50 am
Phone: 559-638-0300 ext 3799
E-mail: kelsey.friesen@reedleycollege.edu

Required Items: A STEM t-shirt
Textbook: None
Online access: You'll need to have the ability to log-in to Canvas in order to access and print course materials; this can be done using a personal computer, smartphone, or via on-campus resources (e.g. a RC library computer)

Grading: Your course grade will be calculated as follows…

Lab Hours Grade	25%
Ambassador Hours Grade	10%
Group Projects	25%
Individual Assignment(s)	25%
Weekly Class Participation Grade	15%

***Grading Scale:**

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

*The instructor reserves the right to alter grade ranges to accommodate borderline grades.

Lab Hours Grade:
The lab portion of this course is satisfied by the students' participation in college outreach activities, including tutoring high school students, giving recruitment presentations at off-campus sites, hosting prospective student groups for on-campus visitations and sponsoring recruitment activities for prospective students. Other activities that

involve preparation for these activities or activities that involve learning skills useful as a STEM Ambassador will also be counted for lab time. Lab hour opportunities will be posted to Canvas under the discussions section. Over the course of the term, you are expected to participate in a total of 51 hours of these activities (an average of 3 hours per week). Of those 51 hours, 17 of them will be ambassador hours (see below). It is recommended that you print out the lab hours sheet off of canvas and keep track of your hours throughout the semester. At the end of the semester, you will turn in your lab hours sheet for credit.

Ambassador Hours Grade:
"Ambassador Hours" are the hours that you achieve while attending class visits at schools, doing STEM Ambassador activities on campus or at other locations. For the whole semester, you are expected to participate in a total of 17 hours of these activities. These 17 hours will be counted toward the 51 total lab hours. Ambassador activities will be posted under the discussions section in Canvas. *** Please note that extra ambassador hours count as lab hours, but lab hours do not count as ambassador hours.

Group Projects:
To develop new activities for the STEM Ambassadors, you will take part in graded, group projects throughout the term.

STEM Course/Club Officer Duties:
President: The duties for this position should be tailored as the student organization deems necessary. The responsibilities of this position tend to include but are not limited to: attend all STEM meetings and preside at all meetings. If he/she must be absent, the President notifies the Vice President who then presides their place.
Moreover, they must be familiar with college procedures and policies affecting club operations and prepare an agenda for each meeting alongside the advisors. They also appoint committees as directed and define their responsibilities, see if committees act and report promptly and fully, collaborate with membership to ensure that programs are planned, facilitated and evaluated, consult regularly with the programs Advisor(s), but remember that the activities of the club should be planned and carried out by students, not the Advisor. Lastly, they should work and coordinate effectively with all officers, club members and advisors.
Vice President: This position entails being the President's "right hand person". The responsibilities of the Vice President include but are not limited to: attend all STEM meetings, conduct meetings in the absence of the President and take a full share of responsibilities for the club to function effectively. Also, they must be familiar with college procedures and policies affecting club operations, attend all officer meetings, assist the president, officers, club members and advisors with all major club duties, decisions and event planning.
Treasurer: The treasurer should keep the officers and members informed about the student organization's financial activities. The responsibilities of the treasurer include but are not limited to: handle the funds responsibly, follow the official cash handling procedures of the college, pay bills and transact business promptly, in accordance with the policies established by the college and the organization, keep complete and accurate records. When a new Treasurer is elected, previous records should be audited and the new Vice President should be given definite information concerning the balance on hand and all outstanding obligations of the club. It is customary to give receipts for payments received and use a receipt book or log. A financial statement should be prepared and reported at the end of the month of all regular club meetings. Moreover, they must fill out paperwork and forms needed for the use of facilities and permissions for fundraising and will work closely with the secretary.
Secretary: The responsibilities of the student organization secretary include but are not limited to: attend all meetings, record all decisions (Minutes) and promptly prepare minutes following each meeting. Along with the Advisor's review and approval, the minutes that are taken during each meeting should be available to all members within one week of the meeting. Moreover, they must promptly post minutes on Canvas after every meeting, keep an accurate file of minutes and actions, notify the advisors of any problems and will be working closely with the treasurer to record all decisions and amounts made.
Historian: The responsibilities of the student organization historian include but are not limited to:
Attend meetings and club activities to keep STEM social media accounts up to date (Facebook and Instagram and Snapchat) while taking pictures of all events. Moreover, they will take pictures of officers and members per semester and work closely with the publicist.
Publicist: The responsibilities of the student organization publicist include but are not limited to: attend majority of meetings and club activities, create flyers and post notifications of all of STEMS events for the club members, college and community, contact people about collaboration and work closely with the historian.

Weekly Class Participation Grade:
The weekly class meeting for this class is very important for both the organization of the ambassador activities and for your development as ambassadors. Because of this, you will receive a participation score for each week's class. To receive full credit, you need to show up to class on time, be prepared, and participate in the day's activities.

Attendance:
This course is being taken for course credit (i.e. for units), and as such students are required to show up to class on-time, every week. Attendance will be taken at the start of class. A cumulative total of **2** absences by the ninth week may result in the student being dropped from the course. If it is unavoidable for you to miss a Friday meeting, you can make up the absence by visiting Mr. Lin or Mrs. Casteel during their office hours to find out what was discussed in class.

Individual Assignment(s):
During the semester, you will be expected to complete individual assignments based upon the theme of this course. These assignments will be graded.

Expectations of STEM Ambassadors:
When you visit a school or act as a host, you are representing Reedley College. Therefore, you are expected to dress appropriately and to behave professionally.

Appropriate Apparel: When acting as a STEM Ambassador, you are expected to dress appropriately. Typically, this will involve wearing the STEM shirt or another Reedley College shirt. Inappropriate clothing would include items such as low cut clothing, excessively short skirts or shorts, or low riding pants. Please be aware that one role of this class is to prepare you for professional work.

Professional Behavior: When acting as a STEM Ambassador, students are expected to avoid profane language and to avoid inappropriate conversations. Keep in mind that you are the face of Reedley College, and the way that you act reflects upon our school.

Class Communication:
Communication between students and the instructors teaching the course or leading outreach activities is very important. Because of this, each student must use email and access the course Canvas site in order to remain up to date with this course. Participation in our group message in the LINE app will give you the most updated, live information.

***Accommodations for students with disabilities**: If you have a verified need for an academic accommodation or materials in alternate media (i.e.: Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me, or the **DSPS office - ext 3332** as soon as possible * Please see the Reedley College catalog for clarification of issues and additional guidelines.

Important Dates:
- Monday January 14th : Start of the semester
- Monday January 21st : Martin Luther King, Jr. Day observed (no classes, campus closed)
- Friday January 25th : Last day to drop a full term (18 week) course for a full refund
- Sunday February 3rd : Last day to drop the class and NOT receive a W (withdraw). It is as if you were never in the class.
- Friday February 15th: Lincoln Day observance (no classes held, campus closed)
- Monday February 18th : Washington Day observance (no classes held, campus closed)
- Friday March 15th: Last day to drop a full term class (letter grades assigned after this date)
- April 15-18: Spring recess (no classes, campus open)
- Friday April 19th: Good Friday observance (no classes, campus closed)
- May 20-24: Final exam week (we won't have an official meeting this week)

INTDS 101, Spring 2019 Schedule

This schedule is a tentative one, and is subject to change by the instructor(s).

Week No.	Month & Day	Topic
Week 1	Jan 18	Intro to INTDS 101, syllabus + course policies, intro to Canvas, Line app for messaging
Week 2	Jan 25	Practice STEM activities/prepare for outreach events
Week 3	Feb 1	Practice STEM activities/prepare for outreach events
Week 4	Feb 8	Practice STEM activities/prepare for outreach events
Week 5	Feb 15	**No class – Lincoln Day observed**
Week 6	Feb 22	Practice STEM activities/prepare for outreach events
Week 7	Mar 1	Discuss group projects
Week 8	Mar 8	Outreach planning / group projects
Week 9	Mar 15	Outreach planning / group projects
Week 10	Mar 22	Practice STEM activities/prepare for outreach events
Week 11	Mar 29	Practice STEM activities/prepare for outreach events
Week 12	Apr 5	Practice STEM activities/prepare for outreach events
Week 13	Apr 12	Practice STEM activities/prepare for outreach events
Week 14	Apr 26	Group presentations
Week 15	May 3	Group presentations
Week 16	May 10	Group presentations
Week 17	May 17	Class photo, STEM end of semester party, officer elections
Week 18	May 20 – 24	Meet as needed during finals week