I. **TITLE:** TRANSITIONS

II. **CATALOG DESCRIPTION:**

Meetings with advisers, department personnel, service areas, and campus field trips comprise the main involvement. Availability of university resources is stressed with emphasis on personal needs.

III. **PURPOSE:**

To familiarize the student with the general structure of the University and provide some guidance in resolving fundamental problems encountered by the student.

IV. **COURSE OBJECTIVES:**

A. Acquaint student with physical facilities of the department
B. Acquaint student with staff members, their location and responsibilities.
C. Acquaint student with departmental activities including clubs and social activities.
D. Make student aware of personal responsibilities to themselves, department and the University.
E. Explain curriculum offerings, their general aims and objectives and opportunities in the various fields of study.
F. Acquaint student with operation and application of word processing.
G. Acquaint student with campus facilities and services available.
H. Acquaint students with the need for a respect for diversity and a knowledge of contemporary professional, societal and global issues (outcome j).

V. **CONTENT OUTLINE:**

A. See Attached

VI. **INSTRUCTIONAL ACTIVITIES:**

A. Lectures
B. Discussions
C. Tours
D. Written assignments

VII. **FIELD AND CLINICAL EXPERIENCES:**
VIII. RESOURCES:
   A. University publications
   B. University personnel
   C. Department IET website: www.murraystate.edu/iet

IX. GRADING PROCEDURES:
   This course is graded on a pass/fail arrangement. You will be expected to attend class sessions, participate in discussions, and complete assignments. Not doing so will be recorded as a failure.

X. ATTENDANCE POLICY:
   *Students are expected to attend all class sessions. If you have more than one absence you will fail the class.*

XI. ACADEMIC HONESTY POLICY:
   The department adheres to the academic honesty policy listed in the Undergraduate bulletin.

XII. TEXT AND REFERENCES:
   No required texts or manuals.

XIII. PREREQUISITES:
   None

XIV. STATEMENT OF AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY:
   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 other 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.

ENT, ITD, TSM 099
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