

GT 1000 First-Year Seminar Syllabus

Course Prefix: GT

Course Number: 1000

Section Number: CB2

Course Name: First-Year Seminar

Semester: Fall

Academic Year: 2026-2027

Instructor Information

Instructor: Sametria Matthews

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General Course Information

Course Description

WELCOME TO GT 1000! This seminar course is designed to help you make a successful transition to college by becoming better acquainted with the academic and social environments here at Georgia Tech. Through the course, you will acquire strategies that promote academic, social, and professional success! This is a highly interactive course that requires active student participation and working collaboratively in small groups.

Pre- and/or Co-Requisites

There are no pre- or co-requisites for GT 1000.

Course Goals and Learning Outcomes

Upon successful completion of this course, students will:

1. Develop self-awareness and self-knowledge, particularly as it relates to academic interests and professional goals.
2. Describe their path to graduation and identify opportunities for academic and professional enrichment with the assistance of a faculty member or advisor.
3. Demonstrate the ability to lead and productively participate in collaborative projects.

Course Requirements and Grading

Assignment	Due Date	Weight
Attendance, Participation, & Short Assignments	Weekly, per course schedule	25%
Resume	Wednesday, September 9th & 23rd	25%
Academic Planning Project	Wednesday, October 21, 2026	25%
Team Project/ Career Exploration	Wednesday, December 2, 2026	25%

Description of Graded Components

Attendance, Participation, and Short Assignments (25%) This class is designed for students to become active participants, so it's vital that all students attend each class session and are fully engaged in all class activities. The success of our class depends on student participation, so you'll earn points for your contributions. This means that you'll need to do more than just show up at the appointed time and place—you'll also need to come

GT 1000: CB2 Class Calendar (Fall 2026)

to class prepared to participate. Each class meeting is worth 1 attendance point. In addition, you'll be asked to complete some short discussion posts and in-class and homework assignments. Your earned points for those will contribute to this grading category.

Career Planning Project (25%):

AICHE Meeting and Journal Reflection (9 points)

You are required to attend one AICHE meeting (**held on Thursdays at 11:00 – 11:50 a.m.) in Ford EST L1255**). In a journal assignment on Canvas you will summarize the information provided by the guest speaker, and provide your reflection on what you learned about the field of chemical engineering or that particular part of the industry.

Resume Project (13 Points)

You will write a resume to be used later for co-op jobs, internships, or other employment. You will complete a first draft for 3 points, and the final draft for 10 points.

Academic Planning Project (25%):

Academic & Co-curricular Plan Assignment and Reflection (10 points)

You will complete and submit an academic planning assignment and reflection. Course selection will reflect accurate prerequisites, course availability and major requirements and the plan will include co-curricular plans as well.

Final Semester Reflection (15 points)

You will be required to reflect on your experience throughout the fall semester and answer questions related to your adjustment, overall satisfaction with your major, and ideas for future semesters (including plans for study abroad, co-op/internship and/or research within Chemical Engineering). Additional information on specifics will be uploaded to Canvas.

Team Project (25%):

CHBE Career Possibilities Project (25 Points)

You will be assigned a group to investigate one area of the chemical and biomolecular engineering field and prepare a report on it to be presented to the class. More details of the group project will be uploaded into Canvas. All members of the group must participate in the presentation in order to receive credit.

Grading Scale

Your final grade will be assigned as a letter grade according to the following scale:

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

Course Materials

Extra Credit!!!! You may select to do this extra credit option.

- **CliftonStrengths Top 5 Strengths Insight Report**
Students will receive an emailed link to complete the Strengths Assessment. Students should create their account using their @gatech.edu email address.
- **You will write a reflection piece detailing your top five Clifton Strengths (assessment link provided). Analyze how these strengths will benefit you in your academic, emotional, and professional development during your time at Georgia Tech. Provide examples of how these strengths appear in your life, or if you disagree with the strength assessment, provide an explanation of why.**

Course Website and Other Classroom Management Tools

Technology will be used to deliver content, provide resources, assess learning, and facilitate interaction. Primarily we will be using our course management system, **Canvas**, for offering class-related content and submitting class assignments. **You can access Canvas at** <http://gatech.instructure.com>, and you will need to log in with your GT Account information. If you do not have regular access to a computer, GT computer areas are available on campus, and the library has equipment resources available for check-out (see <https://library.gatech.edu/computing>).

Course Expectations and Guidelines

Creating an engaging and productive class experience is the responsibility of both the instructor and the students involved. To ensure you are getting the most out of our class and contributing positively to our learning environment, please be mindful of the following:

1. The Georgia Tech Academic Honor Code applies to all work submitted in this course. To review the Honor Code, please visit <https://osi.gatech.edu/students/honor-code>
2. Please create a habit of checking your GT e-mail and Canvas daily. Important class announcements and information will be posted to Canvas, and you want to make sure you're fully equipped for success.
3. Grades will be posted to Canvas throughout the semester. It is your responsibility to keep track of your submitted assignments and grade progress throughout the semester. If something seems missing or off to you, please reach out to me to discuss.
4. GT 1000 is designed to be informative, helpful, and fun! However, the class is graded and does carry one credit towards your degree. For that reason, it is important that all assignments you submit be high quality. Please double check your work for spelling, capitalization, and grammatical errors. This practice is also good for creating a habit of professionalism.
5. You can expect that as your GT 1000 instructor, I will come to class each day ready to engage you in learning about Georgia Tech and learning how to be successful academically and professionally. Each session will be structured to encourage your active participation, so please come prepared to participate and contribute to the class.
6. Please attend every scheduled meeting on time. That said, if you are exhibiting any symptoms of illness (fever over 100.4 F, coughing, nausea, etc.), please stay home to rest, seek medical attention if appropriate, and contact me as soon as possible. If you have extenuating circumstances, I will try and

work with you to address those challenges. Please communicate early and often if you are struggling with issues that may call for accommodations.

7. To ensure everyone feels safe, heard, and able to learn in our class, please demonstrate appropriate classroom behavior at all times. This means that you should speak and act in a respectful manner towards your classmates, your TL, and your instructor. To review the Student Code of Conduct, please visit <https://policylibrary.gatech.edu/student-life/student-code-conduct>

Accommodation for Students with Disabilities

If there are aspects of the instruction or design of this course that result in barriers to your inclusion or accurate assessment of achievement, please notify me as soon as possible so we can resolve the issue. Students with disabilities should also contact the Office of Disability Services (ODS), whose purpose is to collaborate with students, faculty, and staff to create a campus environment that ensures all students have an equal opportunity to access the Georgia Tech community. ODS can be reached at 404.894.2563, dsinfo@gatech.edu, or disabilityservices.gatech.edu Please contact me ahead of time to discuss any issues related to disabilities. I am happy to work with you.

Attendance and Participation

In order to earn full credit for your attendance and participation, you will need to attend all classes and be actively engaged in class discussions and activities. Excessive lateness and absences (3 or more per semester) can negatively impact your final grade outcome. Communication is key, so if you are experiencing difficulties that prevent you from attending class, or anticipate being absent in advance for any reason, let's talk.

Collaboration and Group Work

Our class will often engage in collaborative discussion and activities. You also will participate in a group project. In general, collaborating with your classmates is an encouraged practice. However, other than the Team Project contract and presentation materials, the work you submit under your name should be your own--not that of others or of AI. If you have any questions about what constitutes allowable collaboration, please see me to discuss.

Extensions and Late Assignments

If you miss a class, it is your responsibility to get the assignments, catch up on required material, and complete the work. Exchanging contact information with a classmate or two at the start of the semester can help in case you need to reach out to someone about notes or covered content. If you will be absent for an Institute-approved reason or religious observance, let's discuss in advance a plan for you to keep up with class.

All assignments are due at the beginning of the class period unless otherwise noted in Canvas and on the syllabus. However, sometimes life can throw you a curve ball, and you could use some extra time to finish up. Assignments can be turned in up to one week after the due date. However, late assignments will earn a 10% grade deduction per day unless an extension has been arranged in advance. If you would like to request an extension, please do so at least a day before the assignment deadline.

Student Use of Mobile Devices in the Classroom

In order to respect each other's contributions and eliminate distractions, please do not text, call, or otherwise engage in cell phone use during class unless you are invited to do so for class activities. In the case of an emergency, quietly exit the classroom to take a call. Laptops are welcome as long as they are being used for class purposes and do not become a distraction.

Student Use of Artificial Intelligence

GT 1000 is a class based in your own discovery, exploration, and reflection of what you want your time at Tech and professional life to be. Unpacking your thought processes based on information you acquire through campus resources is a major component of the assignments. Therefore, use of AI is strongly discouraged. If you wish to use AI as part of your brainstorming process, that is fine; however, per the Georgia Tech Honor Code, no work produced via AI should be submitted as your own. If you have questions about what constitutes acceptable use, please see me.

Communication

As your professor, I welcome having conversations with you whenever possible. The best ways to reach me are before or after class, in drop-in hours, or by email. When emailing, you usually can expect a response within 24 hours. Communications received Monday through Thursday after 5:00 p.m. generally will be returned the next day. On the weekend or when I'm away from campus, my response may be longer in coming.

When corresponding by email, I will communicate with you using only your GT email account. This is to protect your sensitive personal information, in accordance with the Family Educational Rights and Privacy Act (FERPA). Please check your email account every day, so that you do not miss important information regarding the class or other key announcements.

Georgia Tech Values Statement

At Georgia Tech, we see different backgrounds and perspectives as essential to learning, discovery, and creation. We strive to remove barriers to student success, and to build a welcoming community where everyone has the opportunity to contribute to our mission. As outlined in our strategic plan (<https://strategicplan.gatech.edu/values> Links to an external site.), we want to create an environment of holistic learning where all individuals can grow and learn to lead healthy, purposeful, impactful lives.