UTEP | Fall 2020 | UNIV 1301 | CRN: 11477 | Online

Instructor: A. Berta

# UNIV 1301

## Course Description

UNIV 1301 is a course that provides a common first-year experience, wherein students employ their agency to develop strategies for academic, career, and lifelong success. This course will help students build a foundational network of support to increase their sense of belonging and commitment to the University. UNIV 1301 will prepare students for internships, employment, undergraduate research, and community-engaged learning experiences. Students will engage in enriching experiences to understand and develop their personal strengths, enabling them to succeed in college and beyond.

Learning Outcomes:

- ✓ Students will increase their sense of agency by exploring, reflecting on, and documenting their entering student experience to clarify academic and professional aspirations
- ✓ Students will participate in and reflect upon campus and community experiences to expand and deepen their sense of belonging at UTEP and in the local community
- ✓ Students will engage as members of an academic community by developing reading, writing, and critical thinking skills transferable to their professional and life goals
- ✓ Students will participate in meaningful hands-on learning and enriching experiences to identify, assess, and strengthen their professional and leadership skills
- ✓ Students will experience an environment of trust by developing a network of faculty, staff, peers, and community members to establish a strong foundation of academic and professional support

**UTEP EDGE:** You will become more aware of the UTEP Edge and your Edge Advantages through this course. You will become more familiar with and strengthen the many assets you bring to the university.

## Syllabus Contents


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**Required Texts**

*Borders: Crossing into Your Future*, 8th edition
Publisher link to purchase book

*A Dream Called Home: A Memoir* by Reyna Grande
UTEP Bookstore to purchase book (physical copy)
You will find instructions on the Blackshell under Week One for purchasing this book as a Kindle e-book.

# Contact Information

**Campus Events**

Work @ UTEP Job Fair
W Sept 2 | 10a-2p | Virtual TBD

Career EXPO
F Sept 18 | 9a-3p | Virtual TBD

Graduate & Professional Schools Fair
F Oct 16 | 10a-2p | Virtual Link

Additional events listed on the UTEP Events page: https://events.utep.edu/

**Instructor Information:**
Name: Andrea Berta
Email: anberta@utep.edu
Office hours: see Blackboard shell

**Peer Leader Information:**
Name: Sarah M. Carrillo
E-mail: smcarrillo6@utep.ed
Office Hours: MWF 9:00-10:00, TTh 12-1:00

**Technology Support:**
UTEP HELP Desk
Phone: (915) 747-4357 (HELP)
Website: TS.UTEP.EDU
Location: LIBR 300

**Helpful Campus Numbers:**

| | |
|---|---|
| Campus Police | 747-5611 |
| Office of Financial Aid | 747-5204 |
| Student Business Services | 747-5116 |
| UTEP Main Line | 747-5000 |

*Talented Students / Enriching Experiences / Lifelong Success*

## Course Point Values

**Here are the point values for the major assignments you will complete in UNIV 1301:**

| Assignment | Points |
|---|---|
| Digital Story | 150 points |
| Career Exploration | 150 points |
| Common Reading | 200 points |
| Discussion Boards | 150 points |
| Daily Work | 150 points |
| Getting to Know My Community | 200 points |
| **Total:** | **1,000 points** |

**The grade distribution for UNIV 1301 is as follows:**

**A** 900-1000 points
**B** 800-899 points
**C** 700-799 points
**D** 600-699 points
**F** 0-599 points

If you have any questions about the graded feedback you receive from your instructor or peer leader, email your instructor to set up an appointment to discuss your concerns.

# Course Assignments

**Digital Story:** Throughout the semester, you will participate in various course, campus, and community activities that will help shape your entering student experience at UTEP. You will document these experiences and create a multimodal digital story. The Digital Story is worth a total of 150 points. More information TBA in class.

**Career Exploration:** You will participate in a series of professional preparation activities that include identifying and building your strengths, exploring possible careers and internships, participating in a mock interview, and creating a résumé. These assignments collectively add up to 150 points. More information TBA in class.

**Common Reading:** Throughout the semester, you will read one woman's personal and academic journey. Using her journey as a starting point, you will reflect on how your academic journey is building your five pillars of academic success (agency, belonging, engagement, academic success, and professional preparation). These assignments collectively add up to 200 points. More information TBA in class.

**Discussion Boards:** Every week, you will engage with your peers by participating in discussion boards. Your discussion post must be a minimum of 250 words and must show active engagement with course materials. Your comments on peers' posts must be a minimum of 150 words. Poorly constructed, unorganized, and/or incomplete discussion posts may not receive full credit. Your initial post will be due by 11:59 on Wednesdays. All response posts are due by Saturdays at 11:59.

**Daily Work:** Throughout the semester, you will complete critical thinking and exploratory assignments related to online learning, academic success skills, campus engagement, academic advising, academic integrity, community engagement among other assignments. You will meet individually with your peer leader and with your instructor this semester. These assignments and conferences are collectively worth a total of 150 points. More information TBA in class.

**Getting to Know My Community:** You will choose to research an issue in our community related to your major or, if undeclared, your personal interest. You will research it in the UTEP Library with the guidance of a research librarian and create an Annotated Bibliography. You will also research four student organizations and attend at least two UTEP events. After attending the UTEP events, you will write reflective pieces on your experiences. These assignments collectively add up to 200 points. More information TBA in class.

# UNIV 1301 Attendance Policy

Class functionality, assignments and activities rely heavily on your early understanding of expectations. This is not a self-paced course and the calendar must be followed. Online participation is REQUIRED. You are expected to complete the weekly modules by the posted due dates. Module completion will include posting discussions; completing assignments, tasks, and quizzes; and engaging with your peers via discussion posts. You are also required to respond to all emails and complete conferences with the Peer Leader and instructor.

# Course Drop / Withdrawal Policy

Failure to complete at least 70% of the coursework at the end of any week will result in a drop. Exceptions will be made only for documented medical emergencies. If a student decides to drop the course, it is the student's responsibility to do so. Most majors require you to meet with your Advisor before dropping a course as it may impact your Financial Aid, scholarships, Military funding, or Student Visa. If you drop before the UTEP drop deadline or are dropped by the instructor you will receive a "W," which is non-exempt and counts toward the 6-course drop limit. If you drop yourself or are dropped by the instructor after the deadline, you will receive an "F."

UTEP defines “neglect” as not paying attention or caring and defines “lack of effort” as not meeting course requirements. In an online course “neglect” is not logging into the course consistently each week; “lack of effort” is not completing 70% of the coursework at the end of any week (as outlined above). Both neglect and lack of effort are considered non-exempt drops and count towards the six-course drop limit.

# Deadline Policy

All assignments are due by 11:59 on the deadline date. Late submissions will not be graded. NOTE: Work can be submitted before the deadline in all instances. Do not wait until the last minute to meet an 11:59 pm deadline. If you miss the deadline you will not receive a grade. If you are having an issue with Blackboard, email your work before the deadline and let your instructor know about the problem.

## UTEP Policies

**ADA:** The ADA requires that reasonable accommodations be provided for students with disabilities. Please contact CASS at 747-5148, Union East 106, or cass@utep.edu.

**Academic Integrity:** Scholastic dishonesty is **never** tolerated by UTEP or the Entering Student Program. All suspected cases are reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for review. For more info, go to here.

**Copyright and Fair Use:** The university requires all members of its community to follow copyright and fair use requirements. Students are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend students nor assume any responsibility for student violations. Violations of copyright laws could subject students to federal and state civil penalties and criminal liability as well as disciplinary action under university policies.

**Student Conduct:** [From the Handbook of Operating Procedures: Student Conduct and Discipline]. Each student is responsible for notice of and compliance with the provisions of the Regents’ *Rules and Regulations*, which are available here.

# Course Management System

Backboard Ultra is the online course management system we will use throughout the semester. You can access Blackboard through my.utep.edu. In Blackboard you can view the syllabus, course calendar, and other supplemental material related to the course. You can also send e-mails to your classmates or instructional team. You must check Blackboard daily for course announcements, assignments and updates.

The Blackboard app is great for course announcements, emails, and discussions. However, a desktop or laptop computer is recommended for downloading and/or reading course materials, uploading documents or submitting assignments. Call the Help Desk, 747-5257, if you need help with access. Should Blackboard go down for maintenance or other interruptions, email your instructor for assistance.

# Technical Requirements

- ✓ A computer with internet access. This course cannot be completed without access to a computer or the Internet. Inability to complete an assignment due to the limitations of the Blackboard app on phones or tablets is not an acceptable reason to miss an assignment or to not follow deadlines or directions.
- ✓ A web browser that supports Blackboard, YouTube, TED Talks, Yuja, Kanopy, and other forms of media as needed throughout the course.
- ✓ Microsoft Office365 or equivalent. Assignments must be submitted as a Word document (doc or docx) or PDF. Attachments in any other format will not be graded.

You can download a free copy of Microsoft Office as a UTEP student here.

**Final Exam Policy:** Exemption from final examination may not be given. Final examinations are scheduled to be two hours, forty-five minutes in length and take place during the final examination period. It is the policy of the university not to administer a second final examination in the course. It is also university policy that students shall not have more than two final examinations in a single day. In the unlikely event that the examination schedule results in a student having three final examinations on a single day, the faculty member upon the request of the student shall reschedule the second of that student's three examinations.

## Fall 2020 Important Dates

| | |
|---|---|
| Classes Begin | Aug 24 |
| Labor Day (no classes) | Sept 7 |
| Census Day | Sept 9 |
| Mid-Term Grades Available | Oct 23 |
| Course Drop Deadline | Oct 30 |
| Thanksgiving (no classes) | Nov 26-27 |
| Dead Day (no classes) | Dec 4 |
| Final Exams | Dec 7-11 |
| Final Grades Available | Dec 17 |

### Syllabus Change

Except for changes that substantially affect the grading statement, this syllabus is a guide for the course and is subject to change. Any changes to the syllabus will be announced on Blackboard. It is your responsibility to stay updated.

# Netiquette Guidelines

Be respectful of other's ideas, opinions, and beliefs. It's fine to disagree with someone, but please respect their right to think differently. Do not attack or insult your classmates, peer leader, or instructor.

When responding to posts, be sure to address the idea and not the person. You should never use insults or resort to name-calling, as neither are appropriate in an academic setting.

With that said, keep in mind that interacting online doesn't allow for the use of facial expressions and other non-verbal cues to convey meaning; be cautious of the tone used in your posts and don't assume an emoticon (☺) will convey your tone or intent.

All inappropriate posts/emails will be reported to UTEP's Office of Student Conduct & Conflict Resolution office for review.

# Assignment Format

All assignments submitted in UNIV 1301 should follow this format unless otherwise stipulated by the instructor:

Times New Roman | 12pt font | one-inch margins | double-spacing

# Helpful Campus Resources

Academic Advising Center https://www.utep.edu/advising/

Counseling and Psychological Services https://www.utep.edu/student-affairs/counsel/

Center for Accommodations and Support Services https://www.utep.edu/student-affairs/cass/

Financial and Social Support Services (FSSS) https://www.utep.edu/advising/students_we_serve/fhar.html

Food Pantry https://www.utep.edu/student-affairs/foodpantry/

Foster, Homeless, Adopted Resources (FHAR) https://www.utep.edu/advising/students_we_serve/fhar.html

History Tutoring Center https://www.utep.edu/liberalarts/history/resources/student-resource/history-tutoring-center.html

Math Resource Center for Students (MaRCS) https://www.utep.edu/science/math/marcs/

Military Student Success Center https://www.utep.edu/student-affairs/mssc/

Miner Learning Center https://www.utep.edu/mlc/

Student Financial Aid https://www.utep.edu/student-affairs/financialaid/

Student Health & Wellness Center https://www.utep.edu/chs/shc/

Student Success Helpdesk https://www.utep.edu/advising/student_resources/student-success-helpdesk.html

University Career Center's Virtual Career Center https://www.utep.edu/student-affairs/careers/students-alumni/virtual-career-center.html

University Library https://www.utep.edu/library/

University Writing Center https://www.utep.edu/uwc

UTEP Edge: https://www.utep.edu/edge

UTEP Police Department https://www.utep.edu/police

## *COVID-19 PRECAUTIONS*

You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at screening.utep.edu. If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to COVIDaction@utep.edu.

For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website (screening.utep.edu) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided. Students are advised to minimize the number of encounters with others to avoid infection.

Wear face coverings when in common areas of campus or when others are present. You must wear a face covering over your nose and mouth at all times in this class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action according to Section 1.2.3 Health and Safety and Section 1.2.2.5 Disruptions in the UTEP Handbook of Operating Procedures

## Taking An Online Class

Taking an online course is much like taking a face-to-face course in a classroom, with one major exception. That exception is responsibility. Showing up and doing the course work in an online class may take even more self-discipline and responsibility than showing up to a class and physically turning in assignments. That is why it is important to take time management seriously.

Get a planner to help you organize your schedule, and, if possible, set up a routine to participate in your online class on a regular basis every week; find times throughout the week to engage in your online class by participating in any synchronous class sessions and completing online assignments. Carve out consistent chunks of time from your weekly schedule for this class.

Since online students are expected to work with their course on a regular (sometimes daily) basis, it is essential that you develop a method for keeping track of assignments and getting done well and on time. A weekly school planner is one way, but some students find that a big calendar with plenty of space to write down assignment due dates but dates for breaking large assignments down into manageable chunks.

Many students underestimate the amount of time they need to spend in an online course, which is designed to require the combined equivalent of the time you would spend in a face-to-face class and the time you would spend studying and completing assignments outside of class. Therefore, you plan on spending from six to nine hours a week on this course.

Another mistake that inexperienced students make is to think they can study very little in a course for a week and then make up ground by concentrated effort (or cramming). This is not a good idea in any course and can be disastrous in an online class.

Finally, turn in all of your assignments this semester. Even small assignments receive grades, and those missing grades can add up, changing your average from an A to a B or a C to a D. Moreover, learning is about building knowledge piece by piece. Any missing pieces of knowledge may mean failure in a class.

We all have busy lives, and planning is an essential element for academic success.

### The importance of student email

Your UTEP student email plays an important function in an online environment. It is essential that you check it regularly, most say daily, for Announcements from professors on updates and reminders for your courses. Do not neglect to use this mode of communication regularly and to link it appropriately to your most frequently used devices for frequent checking.

In addition, during the Covid-19 Pandemic situation, there are also important announcements made campus-wide as to campus use and safety issues which are posted to your UTEP student mail. It's important to take the time to be aware and be safe and read what is posted. Additionally, you can go to Resuming Campus Operations for more information on UTEP's plan during this time.

**Technology and UNIV 1301**

This course is totally online. Therefore, it is advisable to have Internet access from home. Contact the Technology Support Center for more information on how to apply for a long-term laptop or Wi-Fi hotspot or check out equipment.

If home access is not possible, the Center for Collaborative Learning on the second floor of the UTEP Library will be open. You can check the link above for their hours of operation. However, be aware that safety restrictions will limit the number of students who can use these computers at any given time.

Students need to get into the habit of completing assignments for this course well before the due date to allow time for dealing with technology problems. Expect that at some time, a network will be down, computers will go on the fritz, or some other small catastrophe will occur, so don't wait until the last possible moment to submit a due assignment. You may not receive credit if it is submitted late. If students are prepared ahead of time, they can go to plan B.

**Instructions for Accessing Your Course Online:** Your instructor will use Blackboard. Students must have a UTEP e-mail ID and password before they can access Blackboard. UTEP automatically generates an e-mail ID for students when they are entered into the system. Any questions or problems can be directed to the **Helpdesk at 747-5257.**

**Many of the materials on the Blackboard Shell may be in .pdf format**. If you have trouble opening a file, you may need to download the most recent version of Adobe Reader, which will allow you to read files in .pdf format. To get Adobe Reader, go to http://get.adobe.com/reader and follow the directions for the download.

The **Course Calendar** will be on a separate document.