

UTEP | Fall 2021 | UNIV 1301 | CRN: 16959 | 1500-1620 Mondays and Wednesdays | Business Admin 319

Instructor: Dr. Janise P. Tinsman

UNIV 1301

Instructor Information:

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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.

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Required Texts

The Pillars of Success

Link to access

A Dream Called Home: A Memoir by Reyna Grande

[UTEP Bookstore](#) to purchase book (physical copy)

Contact your instructor for information on purchasing the Kindle e-book

Think Like a Nurse: A Handbook Revised edition 2020

Caputi, Linda

ISBN: 978-1-941478-90-5

Recommended

APA Manual 7th edition

UTEP Events

Work @ UTEP Job Fair
W Sept 1 | 10a-2p | Location TBA

Career EXPO
R Sept 16 | 9a-2p | Location TBA
F Sept 17 | 9a-2p | Virtual (TBA)

Graduate & Professional Schools Fair
W Oct 6 | 10a-2p | Location TBA
R Oct 7 | 10a-2p | Virtual (TBA)

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

Technology Support:

UTEP HELP Desk
Phone: (915) 747-4357 (HELP)
Website: [TS.UTEP.EDU](https://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
Professional Prep	200 points
Academic Success	250 points
Engagement	100 points
Common Read	100 points
Digital Story	150 points
Daily Work	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.

Professional Preparation: 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 200 points.

Academic Success: You will engage in critical thinking and exploratory assignments related to academic success skills, academic advising, and library resources. You will complete a major group project with the guidance of a research librarian. You will also meet with the instructional team four times during the term. These assignments collectively add up to 250 points.

Engagement: You will engage with campus resources and participate in UTEP events and campus talks to increase your sense of belonging at UTEP. These assignments collectively add up to 100 points.

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 100 points.

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 collectively worth 150 points.

Daily Work: Throughout the semester, you will participate in activities and complete assignments that help develop your five pillars of success. These assignments, along with your attendance grade and UNIV 1301 End-of-Semester Survey completion, collectively add up to 200 points.

ESE Speaker Series: These one-hour talks are sponsored by the Entering Student Experience and are required viewing for UNIV 1301 students. You may attend the talk live (via Zoom) OR watch the recording of the talk. You must first register for the talk here. Recordings will be available later that day [here](#).

Professional Preparation 200 pts	
Strengths Finder	40 points
Choices 360	40 points
Mining Majors	10 points
Résumé	60 points
Career Fair	20 points
Mock Interview	30 points

Engagement 100 pts	
Reflection of two UTEP events 15 points each	30 points
Mine tracker student organizations	15 points
Five Speaker series reflections 10 points each	50 points
UTEP Edge assignment	5 points

Academic Success 250 pts	
Library Scavenger Hunt	20 points
3 Library Tutorials and Quizzes 10 points each	30 points
PL meetings 1 small group 1 individual 10pts each	20
Faculty meetings 2 at 10 points each	20
Academic Success quizzes 3 at 10 points each	30 points
Advising Two activities	10 points
Academic Integrity Worksheet	20 points
Evidence-based practice research paper	100

Daily Work 200 pts	
Three discussion boards 10 points each critical thinking	30 points
UTEP Resources Group PowerPoint	30 points
Two quizzes 10 points each	20
Attendance percentage of course meetings attended	100 points
End of course feedback survey	20 points

UNIV 1301 Attendance Policy

Students are expected to attend the scheduled online course meetings. Roll will be taken for each meeting. Students are expected to log-in and check the course (at minimum) **every other day** to keep up. You will have assignments due every week. Email messages are sent to your **UTEP email address**, making daily email checks imperative for your success.

Course Drop / Withdrawal Policy

Lack of student activity for a full calendar week **places the student at risk for being dropped** from the course by the instructor. Communication of any planned lack of access must be given to the instructor in a timely manner.

Social Media Policy

Student enrolled in the UTEP SON must practice and behave in a manner that protects clients by exercising reasonable judgment when using social media technologies whether in their personal or professional lives. Inappropriate use of Electronic/Social Media can lead to disciplinary action including but not limited to formal reprimand, suspension or dismissal from the program which is contingent upon the nature of the infraction. Students enrolled in the UTEP SON can also be held personally liable. Such violations may result in civil and criminal penalties including fines or possible jail time in accordance with state and federal laws.

<http://admin.utep.edu/Portals/1805/PDF/UTEP%20Social%20Media%20Standards.pdf>

Submission of Late Work Policy

Assignments are due by **11:59pm (MST)** on the **due date calendar/course schedule**. Assignments (not including DB forums or Quizzes) will be accepted after the due date for up to 3 days (72 hours); however, there will be a **deduction of 10% from the total assignment points per 24 hours past the due date**. Late points start immediately following the due date/time. This is done in fairness to those students who turn in their assignments on time. After 3 days past the due date (72 hours)—no assignments will be accepted. The only exception is with extenuating circumstances or events that have been discussed with the instructor **PRIOR** to the deadline.

Submissions must be in doc, docx, or PDF format to allow the instructor to open and view them.

Discussion Board Policy

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, click [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](#).

Final Exam Policy:

Discussion Boards will be open from Monday thru Saturday of the scheduled week. Original posts are due by **Wednesday at 11:59pm MST** of the scheduled week. Peer responses are due by **Saturday at 11:59pm MST** of the scheduled week. Should follow **APA format** with *at least* one in-text citation and one reference. It is recommended that students type their discussion board posts in Word rather than directly to the discussion board. This practice allows the student to correct grammar and spelling errors prior to submission and allows the student to save copies of their submissions in their electronic course folders. Initial postings should be a minimum of 300 words and peer responses should be a minimum of 100 words. You are expected to post at least two responses to another student's posting for each DB forum. Dates for postings are listed on the course calendar.

COVID 19 Policy

COVID-19 PRECAUTION STATEMENT

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations. If you have tested positive for COVID-19, you are encouraged to report your results to covidaction@utep.edu, so that the Dean of Students Office can provide you with support and help with communication with your professors. The Student Health Center is equipped to provide COVID-19 testing.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit epstrong.org.

There is no final exam for this course. The Who I Am- E Book project and the nursing research paper serve as the final.

Course Management System

Blackboard 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](#).

Student Resources accessible on the Blackboard Landing page

- Blackboard Central- Mon-Fri 8am-5pm
- 24/7 Blackboard support
- Blackboard Help Website
- Technology Support Helpdesk
 - Helpdesk hours Mon-Fri 7 am-8 pm (MST) Sat 9 am-1pm Sun Closed
 - Help desk email helpdesk@utep.edu
 - Help desk phone 915 747-5257

Fall 2021 Important Dates

Classes Begin	Aug 23
Labor Day (UTEP closed)	Sept 6
Census Day	Sept 9
Mid-Term Grades Available	Oct 20
Course Drop Deadline	Oct 29
Thanksgiving (UTEP closed)	Nov 25-26
Dead Day (no classes)	Dec 3
Final Exams	Dec 6-10
Final Grades Available	Dec 16

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

As you may know, when communicating electronically, many of the feelings or impressions that are transmitted via body language in face-to-face communications are lost. Consequently, interpreting emotions and innuendoes is far more difficult. Only what is written, or drawn, carries the message. Often excitement can easily be misinterpreted as anger or an insult. It is important that everyone keep this in mind when communicating electronically. Words in print may appear harmless; however, they can emotionally injure the person reading them. More information can be found at <http://www.albion.com/netiquette>.

Assignment Guidelines

All work submitted for UNIV 1301 for nursing will be in APA format unless otherwise specified. We will be covering APA early in the course and students will be provided with the link to the Purdue Owl site with many helpful hints. Students are recommended to purchase the 7th ed. APA manual, especially if they plan to continue in a health related field.

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>