

# 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

|                             |   |
|-----------------------------|---|
| Course Description          | 1 |
| Contact Information         | 2 |
| Technology Support          | 2 |
| Helpful Campus Numbers      | 2 |
| Course Assignments          | 2 |
| UTEP Policies               | 3 |
| UNIV 1301 Attendance Policy | 3 |
| Technical Requirements      | 3 |
| Important Dates             | 4 |
| Campus Resources            | 4 |

### Required Texts

*Borders: Crossing into Your Future*,  
8<sup>th</sup> edition  
[Publisher link](#) to purchase e-book

*A Dream Called Home: A Memoir* by  
Reyna Grande  
You may purchase a physical copy  
at the [UTEP Bookstore](#) or buy the  
Kindle e-book through Amazon.

## Contact Information

### Sample Campus Events

Spring Career Fair  
Fri Feb 5 | 10a-3p | [Registration Link](#)

UTEP Dinner Theater Broadway in Concert  
Sat Feb 6 | 7:30p | [Registration Link](#)

Internship/Part-Time Job Fair  
Thur Apr 1 | 9a-3p | [Registration Link](#)

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

#### Instructor Information:

Name: Jaclyn Darrouzet-Nardi  
Email: [jrdarrouzet@utep.edu](mailto:jrdarrouzet@utep.edu)  
Office hours: Thursdays 3:00-5:00  
and by appointment

#### Peer Leader Information:

Name: Diana Bueno Olague  
E-mail: [debuenoolag@miners.utep.edu](mailto:debuenoolag@miners.utep.edu)  
Office Hours: Tuesdays 10-12;  
Wednesdays 4-5; Fridays 3-4

#### 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*

## Understanding Your Grade

Here is how your grade will be determined:

| Category                     | Points              |
|------------------------------|---------------------|
| Digital Story                | 150 points          |
| Professional Preparation     | 200 points          |
| Common Reading               | 150 points          |
| Daily Work                   | 250 points          |
| Getting to Know My Community | 250 points          |
| <b>Total:</b>                | <b>1,000 points</b> |

The grade distribution for UNIV 1301 is as follows:

|          |                 |
|----------|-----------------|
| <b>A</b> | 900-1000 points |
| <b>B</b> | 800-899 points  |
| <b>C</b> | 700-799 points  |
| <b>D</b> | 600-699 points  |
| <b>F</b> | 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.

## Assignment Categories

**Who I Am: A Miner's Story (Digital Story):** This semester, you will create an e-book in which you tell the story of your life, including your first semester of college and your hopes for the future. You will reflect on how the Five Pillars of Success discussed in this class feature in each stage of your story. You will use [Canva](#), a free graphic design website for people with no graphic design experience, to create your e-book. This project is worth a total of 150 points and serves as the final project for the course, though you will work on it throughout the semester. More information TBA in class.

**Professional Preparation:** You will participate in a series of professional preparation activities that include identifying and building on your strengths, exploring possible careers, participating in a mock interview, and creating a résumé. These assignments collectively add up to 200 points. More information TBA in class.

**Common Reading:** All students enrolled in UNIV 1301 will read Reyna Grande's *A Dream Called Home*, a memoir of the author's personal and academic journey. Using Grande's journey as a starting point, you will write five journal entries (30 points each, for a total of 150 points) reflecting on your own academic and professional journey. More information TBA in class.

**Daily Work:** Throughout the semester, you will complete a number of critical thinking and exploratory assignments related to online learning, academic success skills, campus engagement, academic advising, academic integrity, community engagement, and more. You will also meet individually with your peer leader and with your instructor this semester. These assignments and conferences are collectively worth a total of 250 points. This category includes class attendance and participation. More information TBA in class.

**Getting to Know My Community:** Using UTEP Library resources and with the guidance of a research librarian, you will explore an issue in our community. You will write a Position Paper that includes five credible sources supporting your stance on the issue. You will also research four student organizations and attend a series of talks sponsored by UTEP's Entering Student Experiences. These assignments collectively add up to 250 points. More information TBA in class.

# UNIV 1301 Attendance & Participation Policy

This is a 100% online, minimally synchronous course. This class will meet only once per week, and you will complete most of the work for the course independently using materials available in Blackboard. Attendance and participation during class meetings are required and account for 10% of your overall course grade. You may miss up to two (2) class meetings without penalty.

## Course Drop / Withdrawal Policy

If you 1) fail to consistently submit coursework, 2) fail to log into the course Blackboard shell for seven consecutive days, or 3) your course grade is below 70% at or after midterm, you may be dropped from the course at the instructor's discretion. If you decide to drop the course yourself, it is your responsibility to contact your academic advisor and initiate the process. Dropping a course may impact your financial aid, scholarships, military funding, or student visa, so it is important that you consult with your advisor if you are thinking of dropping. If you drop the course or are dropped by the instructor before the UTEP drop deadline (April 1), you will receive a grade of "W" (or "withdrawal"), which is non-exempt and counts toward the 6-drop limit. If you drop yourself or are dropped by the instructor after April 1, you will receive an "F" for the course.

## Late Work

You may submit most assignments up to three calendar days (72 hours) late for partial credit. We will deduct 10% of the possible value of the assignment from your grade for each day the assignment is late. We will not accept assignments that are more than 72 hours late for credit unless the student has made prior arrangements with the instructor. The Digital Story and assignments completed during class meetings are not eligible for late submission.

**If you have questions about any of these policies, please contact the instructor.**

## 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](http://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 and 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.** 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 [here](#).

## UTEP Policies

**Students with Disabilities:** 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](mailto:cass@utep.edu).

**Academic Integrity:** Scholastic dishonesty is **never** tolerated by UTEP or the Entering Student Experience. 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:** 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                 | Jan 19    |
| Census Day                    | Feb 3     |
| Spring Break (no classes)     | Mar 15-19 |
| Cesar Chavez Day (no classes) | Mar 26    |
| Course Drop Deadline          | Apr 1     |
| Spring Study Day (no classes) | Apr 2     |
| Dead Day (no classes)         | May 7     |
| Final Exams                   | May 10-14 |
| Final Grades Available        | May 20    |

#### 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 or messages, 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 written assignments submitted in UNIV 1301 should follow this format unless otherwise stipulated by the instructor:

Calibri | 11pt font | one-inch margins | double-spaced

## 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](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](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](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>