

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.

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Required Texts

[The Five Pillars: Success in College and Beyond](#) (This is a free digital text)

A Dream Called Home: A Memoir by Reyna Grande. You can purchase this book at the [UTEP Bookstore](#) OR contact your instructor for information on purchasing the e-book. This book is available in English and Spanish.

Contact Information

Campus Events and Activities

There's always something happening at UTEP!

You can use [Minetracker](#) to explore campus events, student organizations, volunteer opportunities, and other activities. There's something for everyone!

Events are also listed on [the UTEP Events Calendar](#).

Instructor Information:

Name: Jaclyn Darrouzet-Nardi
 Email: jrdarrouzet@utep.edu
 Office Location: UGLC 118
 Office Hours: Wednesdays 11-1 and Thursdays 9:30-11:30

Peer Leader Information:

Name: Caitlyn Cook
 E-mail: ccook@miners.utep.edu
 Office Location: TBA
 Office Hours: TBA

Librarian Information:

Name: Les Arms
 Email: laarms@utep.edu
 Office Location: LIBR 217

Academic Advisor Information:

Name: Ashley Gonzalez
 E-mail: agonzalez88@utep.edu
 Office Location: AAC Building

Talented Students / Enriching Experiences / Lifelong Success

Course Point Values

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

Assignment	Points
Attendance	200 points
Common Read	200 points
Digital Story	200 points
Participation	400 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

Most assignments in this course are graded pass/fail. To earn a "pass," your assignment must 1) be completed in full and 2) meet minimum standards for college-level work. If you receive a failing grade, you will be given one (1) chance to revise the assignment for 80% of the credit.

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.

Assignments and Grades

Attendance: This is a discussion/workshop class, not a lecture class. Therefore, you must attend each class period to participate in discussions, group projects, and in-class activities. Please see the course Attendance Policy on page three (3) for more information.

Common Read: This semester, you will read a memoir of one woman's personal and academic journey. You will use her journey as a starting point to reflect on your own academic and professional journey. You will prepare for and complete five in-class discussions and activities based on the book.

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 in a multimodal digital story, or e-book. The digital story is worth 200 points.

Participation: Education is not a spectator sport! To succeed in college, you must take an active role in your own learning. In this class, "participation" includes your preparation for and contributions to in-class activities and discussions AND the completion of several activities and assignments, including the following:

- About Me Assignment (10 points)
- Professional Email (10 points)
- ESE Speaker Series Responses (50 points)
- Attend two (2) events on campus (50 points)
- UTEP Library Video Tutorials and Quizzes (30 points)
- UTEP Library Scavenger Hunt (30 points)
- Clifton Strengths Inventory/My Strengths Assignment (40 points)
- Choices360 Worksheet (10 points)
- Freshman Resume (60 points)
- UNIV 1301 End-of-Semester Survey (10 points)

Instructions for the activities listed above will be available in the "Assignments" folder in Blackboard. The remaining 100 points in this category will be based on assessments of your participation during our class meetings.

Attendance Policy

Attendance is mandatory and worth 20% of your course grade. You are allowed up to three (3) absences without penalty. Any additional absences will have a negative impact on your grade. If you are absent more than six (6) times during the semester, you will be dropped from the course.

- **University-sanctioned absences:** University-sanctioned absences do not count towards your three allowed absences so long as you provide official documentation (a letter from the dean of your college) explaining the reason for your absence. Per university policy, you must provide me with this letter at least 10 days in advance of your absence.
- **Unexcused absences:** All absences that are not university-sanctioned are unexcused. This includes absences due to illness, medical and dental appointments, court dates, and family events or obligations. This doesn't mean you can never miss class—you may have a good reason to do so! It does mean that even if you have a good reason, the absence will count toward the three (3) absence limit.
- **Emergencies:** If you experience an emergency that results in multiple absences (for instance, if you become seriously ill or are hospitalized, lose access to reliable transportation, lose childcare, or experience the death of a loved one), you should contact Jaclyn so we can discuss your options. **Be aware that in some cases dropping the class will be the best option.**
- **Late arrivals:** If you arrive late to class, you will receive 75% of the attendance points for that day. If you are more than 30 minutes late, you will receive no attendance credit.

Course Drop/Withdrawal Policy

If you are absent more than six (6) times, fail to regularly submit coursework, or your course grade falls below 70% at or after midterm, you may be dropped from the course. 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.

Late Work Policy

You may submit most assignments up to three (3) calendar days late with a 10% deduction for each day the assignment is late. We will not accept late work more than three days past the due date. **The Digital Story and assignments completed during class meetings are not eligible for late submission.**

COVID-19 Policy

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let your professors know as soon as possible so we can provide 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 is frequently offered on campus. For more information about the current COVID-19 rates, testing, and vaccinations, please visit epstrong.org.

Communication and Behavior 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 your peers, be sure to address the idea and not the person. You should never use insults or resort to name-calling, as neither is appropriate in an academic setting.

UTEP Policies

ADA: The Americans with Disabilities Act 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 by 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. Still reading? Good job! Would you like some extra credit? Email Jaclyn a picture of your favorite animal before 5:00 PM on Wednesday, Jan. 26 for 10 extra credit points. Please do not tell other students about this opportunity – they need to discover it on their own.

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 materials related to the course. 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](#).

Assignment Guidelines

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

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

Spring 2022 Important Dates

Classes Begin	Jan 18
Census Day	Feb 2
Spring Break	Mar 14-18
Cesar Chavez Day	Mar 25
Course Drop Deadline	April 1
Spring Study Day	April 15
Dead Day (no classes)	May 6
Final Exams	May 9-13
Final Grades Available	May 19

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 in class and/or on Blackboard. It is your responsibility to stay updated.

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 <https://www.utep.edu/student-affairs/careers/>

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>