

UNIVERSITY 1301

Fall 2024

CRN 16022 MW 9:00-10:20 WORR 205

CRN 10301 MW 12:00-1:20 WORR 205

CRN 11082 MW 1:30-2:50 UGLC 340

CRN 10247 TR 9:00-10:20 PSYC 306

CRN 10662 TR 12:00-1:20 CCSB 1.0204

Contact Information

Instructor Jaclyn Darrouzet-Nardi	Email jrdarrouzet@utep.edu	Office Hours and Location Mondays and Wednesdays 10:30-11:30 Thursdays 3:00-4:30 And by Appointment UGLC 324
Peer Leader	Email	Office Hours and Location
Librarian Les Arms	Email laarms@utep.edu	Office Location UTEP Library (2 nd Floor)

Course Description

Welcome to UNIV 1301! This course supports entering students as they build a foundation for academic excellence, personal growth and professional success. Students in this class will explore and embrace the knowledge, strengths and values they bring to the university. They will engage in introspection and self-reflection to validate their identities, experiences and aspirations. Students will learn to navigate UTEP, become familiar with campus resources and work to develop skills that will help them succeed in other university courses.

UNIV 1301 Course Goals

- Students will explore their identities and begin to understand the relationship between their values, beliefs, and educational goals (identity)
- Students will learn how to become successful college students by learning how to identify and navigate university resources and by cultivating a support network of peers, faculty, and staff (agency/belonging)
- Students will clarify their academic and professional goals and begin developing a plan to accomplish them (aspiration)
- Students will develop their understanding of growth mindset and leadership by engaging in class discussions, activities, and workshops (GM/Leadership)

The UTEP Edge

The UTEP Edge is our philosophy that acknowledges our students bring many assets to the University and works to develop these assets through a variety of high-impact practices and Integrative and Applied Learning experiences, known as Edge Experiences. Students will engage in Edge Experiences with UTEP faculty, staff, alumni, and community partners to build on these assets. Many of the assignments and discussions we do in UNIV 1301 will further develop the assets you already bring to the classroom, including your confidence and communication, teamwork, and leadership, critical thinking, and problem-solving skills.

Required Texts

There is one required text for this course. **You do not need to purchase the text unless you prefer to read a hard copy. All of the readings we assign from this book are available FOR FREE online! We will provide links to the assigned readings in the course Blackboard shell.**

Allison, J. & D. Gediman (Eds.). (2007). *This I Believe: The Personal Philosophies of Remarkable Men and Women*. New York: Holt.

If you would like to purchase the book, it is available at the [UTEP Bookstore](#) and other retailers.

Required Technology

Students in this class must have regular, reliable access to the following technologies:

- **A computer and 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 deadline.
- **A laptop or tablet you can bring to class.** If you do not own a laptop, you can borrow one from the Technology Support Center. You can find more information about equipment checkout [here](#).
- **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. **Blackboard does not support .pages files.** Assignments submitted in any other format will receive a grade of 0. You can download a free copy of Microsoft Office [here](#).

Grades and Assignments

There are 1,000 points possible in this course. Your grade will be determined as follows:

Category	Points	Total Points Earned	Final Grade
Attendance	100 (10%)	1,000-900	A
Common Read	100 (10%)	899-800	B
Becoming a Miner Reflective Journal	200 (20%)	799-700	C
Research Skills	100 (10%)	699-600	D
Participation & Assignments	500 (50%)	599-0	F
Total Points Possible:	1,000 points		

Attendance: This is a discussion/workshop class, not a lecture class. You are expected to attend each class period and participate in discussions, group work, and in-class activities. Attendance is worth 100 points, or 10% of your overall course grade. For more information about attendance requirements, please see the attendance policy in the “Course Policies” section of this syllabus.

Common Read: This semester, all students enrolled in UNIV 1301 will read selected essays from *This I Believe: The Personal Philosophies of Remarkable Men and Women*, edited by Jay Allison and Dan Gediman. You will complete four assignments and discussions, worth 25 points each, related to the assigned readings.

Becoming a Miner Reflective Journal: Throughout the semester, you will participate in various class, campus, and community activities that will help shape your entering student experience at UTEP. You will document and analyze these experiences in a Reflective Journal. The Reflective Journal is worth 200 points.

Participation & Assignments: 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 as well as the completion of homework assignments. Homework assignments are available in Blackboard.

Some assignments in this course will be graded pass/fail. To earn credit, your assignments must meet minimum standards for college-level work. These standards include:

- The student followed the instructions and completed the assignment in full
- The assignment is typed and formatted neatly
- The student proofread for content, spelling, and grammar
- The student writes in complete sentences and uses paragraph breaks when appropriate

If your first attempt on a pass/fail assignment receives a 0, you may correct your errors and resubmit the assignment for 70% of its original value. We will leave feedback on your original submission and a due date for your revised assignment in Blackboard. It is important that you check your grades as soon as we post them so you don’t miss your chance to redo an assignment.

If you have any questions about our expectations or the feedback you receive on an assignment, please email Jaclyn.

Blackboard

Blackboard Ultra is the online learning 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 for this course.

The Blackboard mobile app is great for checking announcements and your grades. However, a desktop or laptop computer is recommended for downloading and/or reading course materials, uploading documents, and submitting assignments. Call the IT Help Desk at 915-747-5257 if you need help with access. Should Blackboard go down for maintenance or other interruptions, email your instructor for assistance.

Course Policies

Attendance: You are expected to attend each class period and participate in discussion and class activities. **Your first three (3) absences are excused, no matter the reason. Each additional absence will have a negative effect on your attendance grade, no matter the reason. On your sixth (6th) absence, you will be dropped from the course.**

- *University-sanctioned absences:* University-sanctioned absences will not count towards your three (3) allowed absences if you provide official documentation (a letter from the dean of your college) explaining the reason for your absence. Per university policy, you must provide this letter at least 10 days in advance of your absence.
- The reason for an absence is *your* business. You do not have to email Jaclyn or your Peer Leader if you are going to be absent, and you do not need to provide documentation of the reason for your absence.
- *Emergencies:* If you experience an emergency that results in ongoing 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 as soon as possible to discuss your options.

Tardies: If you arrive to class after we have taken attendance, your attendance points for the day will be reduced by 25%. Do your best to be on time!

Late Work: You may submit late work for partial credit. For each day the assignment is late, we will deduct 10% of the value of the assignment from your grade.

Artificial Intelligence: The use of AI technologies and tools, particularly generative AI such as [ChatGPT](#) or [DALL-E](#), is **only allowed with express permission from the instructor**. Always ask before using AI!

If your instructor allows you to use AI, you must properly cite the program in your assignment. For example, text generated using ChatGPT must be cited as follows:

Chat-GPT (version). Date of query (year/month/day). "Text of your query." Generated using OpenAI. <https://chat.openai.com/>

Any material generated by AI without permission and submitted as your own work will be treated as plagiarism and reported to the Office of Student Conduct and Conflict Resolution (OSCCR).

Course Drop/Withdrawal: If you fail to consistently attend class, fail to regularly submit coursework, OR your course grade is below 60% 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 before you withdraw.

Illness: Please stay home if you have symptoms of a communicable disease. You do not need to provide a doctor's note or other documentation of your illness.

Communication: We want to hear from you! If you have questions about the course, an assignment, or anything else, please email Jaclyn or your peer leader. We will respond to all emails sent during regular business hours (Monday – Friday 8:00 AM to 5:00 PM) within 24 hours. If you email us on Saturday or Sunday, we may not see your message until Monday morning. Please plan accordingly. We will communicate with you via Blackboard announcements and your UTEP email address. **We do not monitor the Blackboard messaging system; please be sure to contact us via the email addresses listed on the first page of this syllabus.** You are required to check your UTEP email daily while you are enrolled in this class.

Classroom Behavior: In this class, we will be discussing our personal values, beliefs, hopes, and dreams. It is imperative that we are respectful of others' ideas, opinions, and beliefs. It's fine to disagree with someone, but please do so politely and respect their right to think differently. Do not attack or insult your classmates, peer leader, or instructor. When you disagree with your peers, 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. Students who engage in problematic behavior will be referred to the Office of Community Standards.

Inclusivity: UTEP students come from all walks of life, and so do your instructors and peer leaders. The Entering Student Experience (the department that offers UNIV 1301) is committed to cultivating a culture of inclusion and connectedness. In this class, we will work together to create a learning environment in which each person's name, pronouns, gender expression, gender identity, sexual orientation, race, ethnicity, ability, nationality, and religious identity are respected.

Syllabus Changes: This syllabus is a guide for the course and is subject to change. Any changes to the syllabus will be announced in class and on Blackboard. It is your responsibility to stay updated.

University Policies

Accommodations: The Americans with Disabilities Act requires that reasonable accommodations be provided for students with disabilities. Students with ongoing medical issues and students who are pregnant may also be eligible for accommodations. If you are (or believe you may be) eligible for accommodations, please contact the Center for accommodations and Support Services (CASS) at 915-747-5148, Union East 106, or cass@utep.edu. Your instructors cannot provide accommodations until we receive documentation and instructions from CASS. **Once your accommodations are approved, you must meet with each of your instructors outside of class to discuss your needs.**

Academic Integrity: Scholastic dishonesty is **never** tolerated by UTEP or by the Entering Student Experience. All suspected cases are reported to the Office of Community Standards 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 laws. 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 examinations 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.

Campus Resources

College can be challenging on many levels – mentally, physically, and financially. The challenges are different for every student, **but all students need help at some point during their college careers**. Take a few minutes to explore the links below and familiarize yourself with some of the resources available to you on campus. If you encounter a problem and you aren't sure where to turn for help, please get in touch! We will make every effort to connect you with the appropriate resource.

[Academic Advising Center](#)

[Counseling and Psychological Services](#)

[Center for Accommodations and Support Services](#)

[Financial and Social Support Services \(FSSS\)](#)

[Food Pantry](#)

[Foster, Homeless, Adopted Resources \(FHAR\)](#)

[History Tutoring Center](#)

[Math Resource Center for Students \(MaRCS\)](#)

[Military Student Success Center](#)

[Miner Learning Center](#)

[Student Financial Aid](#)

[Student Health & Wellness Center](#)

[Student Success Helpdesk](#)

[University Career Center](#)

[University Writing Center](#)

[UTEP Edge](#)

[UTEP Library](#)

[UTEP Police Department](#)

Fall 2024 Important Dates

Aug 26-30	Late Registration (Fees are incurred)
Sep 2	Labor Day Holiday – University Closed
Sep 11	Fall Census Day
Nov 1	Fall Drop/Withdrawal Deadline
Nov 28-29	Thanksgiving Holiday – University Closed
Dec 5	Last day of fall classes
Dec 6	Dead Day
Dec 9-13	Fall Final Exams
Dec 19	Grades are posted to student records; students are notified of grades/academic standing