



UNIV 1301 | CRN: 16957-360 | Fall 2021 | POT 702: Oct 18 – Dec 3  
University of Texas at El Paso

**Instructor Information:**

Name: Karina Calderon

Office Hours: M 10:30am-11:30am MT ([link](#))

**Peer Leader Information:**

Name: Michelle Lopez

Office Hours: M 3:30-4:30pm MT; T 1:00-3:00pm MT;  
F 8:30-9:30am MT ([link](#))

Access virtual offices (a chatroom) by clicking the “Online Office Hours” link on the left-side navigation pane in Blackboard. Outside of our posted office hours, these are dead links. Please visit us during posted office hours. If our virtual office hours are not convenient for you, we are also available asynchronously via Blackboard Course Messages.

**Preferred method of Communication:**

Blackboard email. Please send all class-related emails to your instructor and peer leader through Blackboard’s Course Messages. The peer leader and I do our best to respond to emails within a 48-hour period. We do not check email after 5pm MT, on weekends, or during extended school breaks. If you send an email over the weekend or less than 48 hours before an assignment is due, we may not see it in time to help you. Please plan accordingly.

**Librarian Information:**

Name: Angela Lucero [ajmartinez5@utep.edu](mailto:ajmartinez5@utep.edu)

**Note about COVID-19 & UNIV 1301:**

Many of you may have children, elderly family members, or other loved ones needing your attention during this time. You may be working extra hours. You may be worried about a financial or food security. We are all stressed out right now, and I completely understand. I don’t want this class to be an additional stress on your plate. If you find yourself feeling swamped during any week’s module, send me an email and I will work with you to extend some of the deadlines. See page 4 for the official university policy on COVID-19.

**Required Tools:**

- Access to a computer with Internet access. Inability to complete an assignment due to the limitations of the Blackboard application on phones or tablets is not an acceptable reason to miss an assignment or not follow deadlines or directions
- A web browser that supports the Blackboard learning management system, YouTube, TED Talks, 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. See page 5 for more info

**Required Texts:**

We will not use a traditional textbook this semester. All required readings are in the weekly modules.

**Course Description:**

Students will strengthen their five pillars of success – agency, belonging, engagement, academic success, and professional preparation – by exploring campus resources, participating in intellectual and social activities, and reflecting on their subsequent pillar development. Students will engage in enriching

experiences to identify, practice, and strengthen their skills as they develop strategies for academic, career, and lifelong success. Students will build a foundational network of support to increase their sense of belonging and commitment to the University. Students will leave the course prepared for internships, employment, undergraduate research, and community-focused learning experiences.

### Course Goals:

Throughout the semester, students will achieve the following course goals:

- ✓ 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

### Grade Breakdown:

Agency Module	100
Belonging Module	100
Engagement Module	150
Academic Success Module	200
Professional Preparation Module	350
Digital Story (final project)	100
Total:	1000

**Agency Module (100 points):** You will learn about agency development through the UTEP Edge and guest speakers. You will complete a discussion board and journal, each worth 50 points.

**Belonging Module (100 points):** You will learn about increasing your sense of belonging through one writer's academic journey and guest speakers. You will complete a discussion board and a journal, each worth 50 points.

**Engagement Module (150 points):** You will engage with the university by learning UTEP's history, participating in a local campus event (virtual or F2F), research student organizations, and research a high-impact practice. You will complete an engagement activity, a discussion board, and a journal, each worth 50 points.

**Academic Success Module (200 points):** In this lengthy module, you will learn how to navigate the UTEP Library's databases, complete an online scavenger hunt, learn about your degree plan, practice calculating GPAs, and understand academic integrity. You will complete a library module, academic success activities, a discussion board, and a journal, each worth 50 points.

**Professional Preparation Module (350 points):** This module will take two full weeks to complete. You will learn about your top 5 strengths, explore possible career and internship opportunities, explore graduate school options, and write a professional résumé using the S.T.A.R. Method. You will complete

two assessments (collectively 100 points), professional preparation activities (collectively 100 points), a discussion board (50 points), a journal (50 points), and a résumé (50 points).

**Digital Story (final project) (100 points):** You will create a creative project that tells the story of your life in stages, beginning with your early childhood and culminating in your current semester at UTEP. It will be a *reflective examination* of how the Five Pillars of Success have featured in your life and brought you to this point. In the final chapter of your e-book, you will examine the ways you have worked to develop all of the fill pillars during your UTEP Miner experience. This digital story is worth 100 points.

#### **Course/Assignment Guidelines:**

**Discussion Boards:** Discussion posts must be a minimum of 250 words and must showcase active engagement with course material(s). Poorly constructed, unorganized, and/or incomplete discussion posts will not receive anything higher than a 30/50 score. All discussion posts are due by Friday 11:59pm MT. You are required to respond to at least two peer's posts by providing commentary that demonstrates both content knowledge and analytical skills. Avoid posting short phrases such as "I agree" or "Good point." If you think someone has made an especially strong point and you want to say so, then explain why by adding a few sentences describing your response or adding to their original point. Comments on peers' posts are due by Sunday 11:59pm MT. Instructions and grading rubrics can be found in each module.

**Journals:** Topics include the five pillars, academic integrity, and professional preparation. APA citation is required. Poorly constructed, unorganized, and/or incomplete journals will not receive anything higher than a 30/50 score. Instructions and grading rubrics can be found in each module.

#### **Class Policies:**

**Weekly responsibilities:** This is not a "do at your own pace" online class. Each week contains a learning module with lectures, readings, quizzes, assignments, journals, and discussion posts each with their own due date. Each module will run from Monday morning to Sunday 11:59pm MT and will include objectives, course content, and submission links. It is your responsibility to log in early in the week to get a feel for that week's expectations and workload. **NOTE ABOUT WEEK 7:** Per UTEP Connect policy, your final exam in Week 7 is due by Friday, 11:59pm MT (not Sunday).

**Late work:** Late work is not accepted in this class. All due dates are clearly labeled in each module. It is your responsibility to log in early in the week to see that module's due dates. Anything submitted after the posted due date will not receive any credit. If you anticipate being absent for a significant amount of time this semester, please contact me as soon as possible to see if arrangements can be made. If not, I will encourage you to withdraw from the course and register for a UNIV 1301 during a more convenient semester. If something comes up during the semester, please send me an email. I will work with you to the best of my ability.

**Attendance:** In an online classroom, formal attendance is different. You are expected to complete the weekly modules by the posted due dates. As long as you complete the work and engage in course content, you will receive credit for being "present" that week. Module completion will include posting journals and discussions; completing assignments, tasks, and quizzes; and engaging with your peers via discussion posts. Failure to complete at least 70% of the coursework at the end of any week will result in being dropped from the course if it occurs before the Course Drop Deadline or an "F" final grade if it occurs after – NO EXCEPTIONS.

**Neglect and Lack of Effort:** UTEP defines “neglect” as not paying attention or caring and defines “lack of effort” as not meeting course requirements. Since we are an online course, our requirements are a little bit different. We will define “neglect” as not logging into the course consistently each week and we will define “lack of effort” as 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. Refer any questions to Registration and Records regarding this policy.

**Inclusivity Statement:** Our students come from all walks of life and so do your instructors. This UNIV course is committed to cultivating a culture of inclusion and connectedness. Let us work together to create a learning environment in which each person’s name, pronouns, gender expression, gender identity, sexual orientation, race, ethnicity, color, ability, nationality, and ethnic ancestry are respected.

**Military:** Your status as a student is protected should you be called up for duty, deployment, training, or other work-related obligations. Contact the Military Student Success Center at (915) 747-5342 or [mssc@utep.edu](mailto:mssc@utep.edu) to understand what your rights are. If you are a student service member and/or veteran, please inform me if you need special accommodations. Drill schedules, calls to active duty, complications with GI Bill disbursement, and other unforeseen military and veteran-related developments can complicate your academic life. If you make me aware of a complication, I will do everything I can to put you in contact with university staff who are trained to assist you. If your military obligations will impact your ability to complete this course, please contact me ASAP. I will work with you to ensure you can complete the work.

**Civility:** Any successful learning experience requires mutual respect on behalf of the student and the instructor. You are expected to treat your classmates, peer leader, and instructor with respect; the same will be afforded to you.

**Netiquette:** 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. Any and all inappropriate posts/emails will be reported to UTEP’s Office of Student Conduct & Conflict Resolution office for review.

#### **University Policies:**

**COVID-19 Statement:** If you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms, you are encouraged to report your results to [covidaction@utep.edu](mailto:covidaction@utep.edu) so that the Dean of Students Office can provide you with support and help with communication with your professors. Please also let me know as soon as possible so that we can work on appropriate accommodations. The [Student Health & Wellness Center](#) is equipped to provide COVID-19 testing, free of charge, to UTEP students.

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. For more information about the current rates, testing, and vaccinations, please visit [epstrong.org](http://epstrong.org). For those not in the El Paso area, please consult your local city’s website for more information.

**Basic Needs Statement:** Your safety and wellbeing is more important than anything going on in class. Please feel free to reach out to me if you need to talk. If you have difficulty securing food or housing or personal safety, please reach out to the Dean of Students for support. Furthermore, please also notify me if you feel comfortable in doing so. I will provide any resources that I can.

**ADA:** The ADA requires that reasonable accommodations be provided for students with disabilities. Please contact UTEP's Center for Accommodations and Support Services at (915) 747-5148 or [cass@utep.edu](mailto:cass@utep.edu).

**Academic Integrity:** Scholastic dishonesty is never tolerated by UTEP or the Entering Student Program. All suspected cases are reported to the Dean of Students for review. For more info, visit their website: <http://sa.utep.edu/osccr/academic-integrity/>.

**Copyright and Fair Use:** The university requires all members of its community 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 on their website: <https://www.utsystem.edu/offices/board-regents/regents-rules-and-regulations>. Access the Student Conduct and Discipline information on their website: <https://www.utsystem.edu/board-of-regents/rules/30103-standards-conduct>.

**Final Exam Policy:** [From the Handbook of Operating Procedures: Final Examinations]. It is University policy that students shall not have to take more than two final examinations in a single day. In the unlikely event that the examination schedule results in a student's having three final examinations on one day, the second of the three examinations shall be rescheduled by the faculty member upon the request of the student. For more information, visit the HOOP website: <https://www.utep.edu/hoop/>.

#### **Technical Assistance:**

**Technology Support:** The University of Texas at El Paso provides free 24/7 Helpdesk support to students enrolled in both online and F2F courses. The Helpdesk can provide answers to questions about using technology, their services, and technical support. Please visit the technical support page for more information: <https://www.utep.edu/technologysupport/>. The Helpdesk can be contacted at (915) 747-5257, by email at [helpdesk@utep.edu](mailto:helpdesk@utep.edu), and in person in the UTEP University Library, room 300.

**Free Software and Operating Systems:** Here is a list of all free software and operating systems available to UTEP students: [https://www.utep.edu/technologysupport/ServiceCatalog/SOFT\\_AllSoftware.html](https://www.utep.edu/technologysupport/ServiceCatalog/SOFT_AllSoftware.html)

**Microsoft Office:** If you do not have Microsoft Office, you can download a free copy of Microsoft Office for you to use as a UTEP student: <https://www.utep.edu/technologysupport/Resources/NewStudents.html#S01>

**Helpful Campus Resources:**

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

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

Financial Aid: <http://financialaid.utep.edu>

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

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

Military Student Success Center: <http://military.utep.edu>

Purdue Online Writing Lab (OWL): <https://owl.english.purdue.edu/>

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

Translation Resource Center (for ESOL students): <https://www.utep.edu/liberalarts/translationux/>

University Career Center's Virtual 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 Connect <https://www.utep.edu/extendeduniversity/utepconnect/>

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