



**UNIV 1301 | CRN: 13705-365 | Fall 2023 | University of Texas at El Paso**

<b>Instructor Information:</b> <b>Name:</b> Karina Calderon <b>Email:</b> Blackboard Course Messages <b>Virtual Office Hours:</b> TR 10:30a-12:45p MT	<b>Peer Leader Information:</b> <b>Name:</b> Raquel Escalera-Alvarez <b>Email:</b> Blackboard Course Messages <b>Virtual Office Hours:</b> MT 12:00p-1:30p MT
<b>Librarian Information:</b> <b>Name:</b> Angela Lucero <b>Email:</b> ajmartinez5@utep.edu	<b>Academic Advisor:</b> <b>Name:</b> Carolina Pulido <b>Email:</b> cypulido2@utep.edu

Office hours will be held online. No F2F office meetings will be conducted, even if you are in the El Paso area. Access virtual offices (a chatroom) by clicking the “Online Office Hours” link on the left-side navigation pane in Blackboard. If our virtual office hours are not convenient for you, we are also available asynchronously via Course Messages (Blackboard email).

**Preferred Method of Communication:**

Blackboard email. Please send all class-related emails to your instructor or peer leader through Blackboard’s Course Messages. Allow 1-2 days for a reply. We do not check email after 5pm, on weekends, or during extended school breaks. As a general rule, both your peer leader and I get inundated with emails in our Outlook emails, so please email us via Blackboard’s Course Messages to ensure your message doesn’t get lost in a sea of Outlook emails.

**Online:** This UNIV 1301 course is designed for transfer students with 30+ semester credit hours who are in their first or second semester at UTEP. If this does not sound like you, then please contact your academic advisor as soon as possible to get into the correct UNIV course.

**Required Text:**

We will use the following text in this course: *This I Believe: The Personal Philosophies of Remarkable Men and Women* by Jay Allison

ISBN: 9780805086584

You can purchase this book at the [UTEP Bookstore](#) (\$13.50-\$18) directly from [the publisher](#) (\$11.99-\$18; digital audio for \$4.99), from a locally owned or national bookstore, or from an online retailer such as eBay or Amazon.

*Note: You will need This I Believe by Week 3.*

**Course Description:**

As part of the Entering Student Experience, UNIV 1301 supports students as they build a foundation for academic excellence, personal growth, and professional success. Students 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.

**Learning Outcomes**

**Identity Learning Objectives**

- ✓ Students will explore their identities as learners and the relationship between their values, beliefs, and educational goals

- ✓ Students will reflect on their unique strengths, talents, and skills and consider how they can utilize them to succeed in their academic and professional pursuits

### Agency Learning Objectives

- ✓ Students will reflect on and develop their sense of personal agency to take ownership of their education
- ✓ Students will acquire the knowledge, skills, and strategies needed to navigate the university and succeed in college
- ✓ Students will enhance their communication, teamwork, and leadership skills through participation in meaningful activities

### Aspiration Learning Objectives

- ✓ Students will clarify their academic and professional goals and begin developing a plan to accomplish them.
- ✓ Students will envision a post-college future and reflect on the legacy they wish to leave at UTEP and in their communities

### Belonging Learning Objective

- ✓ Students will reflect on what it means to belong and the importance of belonging to their college experience
- ✓ Students will cultivate a sense of belonging and begin building networks of support in their campus communities

### The UTEP Edge

The UTEP Edge is our philosophy that acknowledges the many assets our students bring to the University. We provide a variety of high-impact experiences both in and out of the classroom through the work of our faculty, staff, alumni, and community partners that build on these assets and talents. Many of the assignments and discussions in this class will further develop the talents you bring to this class.

#### UTEP Edge Advantages

Communication	Leadership
Confidence	Problem Solving
Critical Thinking	Social Responsibility
Entrepreneurship	Teamwork
Global Awareness	

#### UTEP Edge Experiences (High-Impact Practices)

First-Year Experience (UNIV 1301)	Student Employment
Learning Communities (RWS + UNIV)	Student Leadership
Community Engagement	Study Abroad / Study Away
Creative Activities	Internships
Research & Scholarly Activities	Capstone Experience

This semester, we will focus on the following Edge and CORE Learning Outcomes: confidence, teamwork, communication, and critical thinking.



*Confidence*



*Teamwork*



*Communication*



*Critical Thinking*

### Assignments and Grades

Grades in this class are determined as follow:

Category	Points Value
Common Read	100 (10%)
Research Components	200 (20%)
Autoethnography	400 (40%)
Discretionary/Assignments	300 (30%)
<b>Total Points Possible:</b>	<b>1,000 points</b>

Total Points Earned	Final Grade
1,000-900	A
899-800	B
799-700	C
699-600	D
599-0	F

**Common Read:** All students in UNIV 1301 are required to read *This I Believe: The Personal Philosophies of Remarkable Men and Women* by Jay Allison. You can purchase this book in English or Spanish. Plan to bring this text to class for up to four (4) This I Believe (TIB) Reading Circles. Each TIBRC is clearly listed in the course calendar. The reading circles total 100 points (10%) of your final course grade.

**Research Components:** UTEP is an R1 institution, meaning it is at the forefront of innovation and research in the United States. It is one of only 141 R1-designated universities, placing it in the top 5% of all research-based universities. In this course, you will begin to understand research at the university level and will conduct activities that expose you to the research process that will help you develop your critical thinking skills to be a successful student at an R1 institution. You will participate in five (5) Research Activities total this semester. Each research activity is worth 40 points, totaling 200 points (20%) of your final grade.

**Autoethnography:** 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 an autoethnography. The autoethnography is worth 400 points.

**Discretionary/Assignments:** You will complete weekly modules, assignments, journals, and discussion boards that range from academic success skills, academic integrity, and professional preparation, among other topics. Journals must be a minimum of 400 words (about 1 – 1 ½ pages), must include references to that week’s course content, and must be written in APA style. Discussion Boards must be a minimum of 300 words and must show active engagement with course material(s). Your comments on peers’ posts must be a minimum of 150 words. Poorly constructed, unorganized, and/or incomplete Discussion Board posts will not receive credit. 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. All Discussion Boards posts are due by Friday 11:59pm MT and comments on peers’ posts are due by Sunday 11:59pm MT. These modules, assignments, journals, and discussion board assignments are collectively worth 300 points (30%) of your final grade.

### Course Management System

Blackboard 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 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.

### Required Technology

Students in this class must be able to regularly access to the following:

- ✓ **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](#)

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://admin.utep.edu/Default.aspx?alias=admin.utep.edu/ts>. 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)

Adobe Flash: This application is for advanced multimedia presentations/interactions over the internet. You can download this player from the Adobe Download site: <https://get.adobe.com/reader/>

## 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, and assignments. Each module will run from Monday 8:00am MT to Sunday 11:59pm MT and will include objectives, course content, submission links, and due dates. It is your responsibility to log in early in the week to get a feel for that week’s expectations, workload, and due dates.

**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. If it occurs after the Course Drop Deadline, the result will be an “F” grade for the course – NO EXCEPTIONS. If you have any questions about this, send me an email through Blackboard.

**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 these definitions and this policy.

**Inclusivity Statement:** Our students come from all walks of life and so do your instructors and peer leaders. This UNIV 1301 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.

**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 for review.

**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.

**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.

**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.

## University Policies

**Accommodations:** 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](mailto:cass@utep.edu) more information on getting registered with CASS.

**Academic Integrity:** Scholastic dishonesty is **never** tolerated by UTEP or by the ESE. All suspected cases are reported to the Office of Student Conduct and Conflict Resolution 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 HOOP: [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.

**COVID-19:** 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](mailto: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. For more information about the current COVID-19 rates, testing, and vaccinations, please visit [epstrong.org](http://epstrong.org).

**Grievances:** If you have any concerns about the course, your grades, issues with other students, etc., please speak with your instructor. They are in the best position to help you. If you have made a good-faith effort but have not been able to resolve the issue, your next step is to speak to Alejandro Mena, Associate Director of the Entering Student Experience ([alemena@utep.edu](mailto:alemena@utep.edu), 915-747-6532). If you have problems with registration, course documents, etc., please speak with UNIV 1301 Program Leader Sergio Contreras ([scontreras@utep.edu](mailto:scontreras@utep.edu), 915-747-8444).

## Helpful General & Campus Resources

Academic Advising Center <https://www.utep.edu/advising/>

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

Center for Accommodations & Support Services: <http://sa.utep.edu/cass/>

Early Learning Academy (child care): <https://www.utep.edu/student-affairs/early-learning-academy/>

Financial and Social Support Services (FSSS): <https://www.utep.edu/student-affairs/dean-of-students-office/wellbeing/financial/fsss.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 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>

Miner Learning Center: <https://www.utep.edu/mlc/>

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

Registration and Records <https://www.utep.edu/student-affairs/registrar/>

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

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)

Translation Resource Center (for ESOL students): <https://www.utep.edu/liberalarts/languages-and-linguistics/resources/translation-services-online.html>

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

University Library: <http://libraryweb.utep.edu/>

University Writing Center: <http://uwc.utep.edu/>

UTEP Edge: <https://www.utep.edu/edge/>

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

The logo for UTEP EDGE, featuring the text "UTEP" in a bold, sans-serif font, followed by "EDGE" in a larger, bold, italicized sans-serif font. A small trademark symbol (TM) is located at the end of the word "EDGE".