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.
Contact Information

Instructor Information:
Name: Monica Vanessa Martinez
Email: mvmartinez@utep.edu
Office Hours: Mondays & Thursdays 9:00 a.m. - 10:30 am, or by appointment via Microsoft Teams

Peer Leader Information:
Name: Raquel Escalera-Alvarez
E-mail: rescaleraa@miners.utep.edu
Office Hours: Mondays, Tuesdays & Wednesdays 12:00 p.m. – 1:00 p.m. via Blackboard Collaborate

Technology Support:
UTEP HELP Desk
Phone: (915) 747-4357 (HELP)
Website: 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

Understanding Your Grade
Here is how your grade will be determined:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Story</td>
<td>150</td>
</tr>
<tr>
<td>Career Exploration</td>
<td>200</td>
</tr>
<tr>
<td>Common Reading</td>
<td>150</td>
</tr>
<tr>
<td>Daily Work</td>
<td>250</td>
</tr>
<tr>
<td>Getting to Know My Community</td>
<td>250</td>
</tr>
<tr>
<td>Total</td>
<td>1,000</td>
</tr>
</tbody>
</table>

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

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

**A Miner’s Journey (Digital Story):** This semester you will create a digital story in which you tell the tale of your first semester of college and your hopes for the future. You will reflect on how the Common Read and the Five Pillars of Success discussed in this class feature in your entering freshman experience. You will use Prezi, a free presentation creation website, to create your digital story. 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.

**Career Exploration:** You will participate in a series of professional preparation activities that include identifying and building on your strengths, 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 (aka: White Paper) that includes five credible sources supporting your stance on the issue. You will also research four student organizations and attend at least two UTEP events. These assignments collectively add up to 250 points. More information TBA in class.
UNIV 1301 Attendance & Participation Policy

Class functionality, assignments and activities rely heavily on your early understanding of expectations. This is not a self-paced course and the calendar must be followed. Online participation is REQUIRED. You are expected to attend MS Teams class meetings and complete the weekly modules by the posted due dates. You are also required to respond to all emails and complete conferences with the Peer Leader and instructor. Failure to complete at least 50% of the coursework at the end of any week will result in a drop. Exceptions will be made only for documented medical emergencies.

This is a 100% online, synchronous course. This class will meet twice per week, and you will complete most of the work for the course independently using materials made available during lecture and found in Blackboard. Attendance and participation during class meetings are required and graded. You may miss up to two (2) class meetings without penalty. Four (4) missed class meetings will result in a drop.

Course Drop / Withdrawal Policy

If a student decides to drop the course, it is the student’s responsibility to do so. Most majors require you to meet with your Advisor before dropping a course as it may impact your Financial Aid, scholarships, Military funding, or Student Visa. If you drop before the UTEP drop deadline or are dropped by the instructor you will receive a "W," which is non-exempt and counts toward the 6-course drop limit. If you drop yourself or are dropped by the instructor after the deadline, you will receive an "F."

UTEP defines “neglect” as not paying attention or caring and defines “lack of effort” as not meeting course requirements. In an online course “neglect” is not logging into the course consistently each week; “lack of effort” is not completing 50% 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.

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

Course Management System

Backboard 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 material 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.  

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.

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.
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:

Times New Roman | 12pt 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_server/fhar.html]
Food Pantry [https://www.utep.edu/student-affairs/foodpantry/]
Foster, Homeless, Adopted Resources (FHAR) [https://www.utep.edu/advising/students_we_server/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’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]