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.

UTEP | Semester | UNIV 1301 | CRN: XXXXX-XXX | Time | Location

Instructor: N. Shaffer

Syllabus Contents

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Required Texts

Borders: Crossing into Your Future, 8th edition
Publisher link to purchase book

A Dream Called Home: A Memoir by Reyna Grande
UTEP Bookstore to purchase book
(physical copy)
Contact your instructor for information on purchasing the Kindle e-book
Course Assignments

**Digital Story:** Throughout the semester, you will examine your experiences of Agency, Belongingness, Engagement, Academic success, and Professional preparation (ABEAP). You will then create a multimodal digital story of how these experiences have developed throughout your life, with a special emphasis on how they relate to and shape your Entering Student Experience at UTEP. You will participate in various course, campus, and community activities that will help shape your ESE and make notes throughout the semester recording your experiences for your story. The Digital Story is worth 150 points.

**Career Exploration:** You will participate in a series of professional preparation activities that include identifying and building your strengths, exploring possible careers and internships, participating in a mock interview, and creating a résumé. These assignments collectively add up to 150 points.

**Common Reading:** Throughout the semester, you will read one woman’s personal and academic journey. Using her journey as a starting point, you will reflect on how your academic journey is building your five pillars of academic success (agency, belonging, engagement, academic success, and professional preparation).

**Discussion Boards:** You will engage with your peers by participating in discussion boards. Your discussion post must be a minimum of 200 words and must show active engagement with course materials. Your comments on peers’ posts must be a minimum of 100 words. Poorly constructed, unorganized, and/or incomplete discussion posts may not receive full credit. All discussion posts are due by Wednesdays at midnight for the initial post by you and Saturday midnight for your required discussion replies to other students.

**Daily Work:** Throughout the semester, you will complete critical thinking and exploratory assignments related to topics including online learning, academic success skills, campus engagement, academic advising, academic integrity, and community engagement. You will meet individually (virtual meetings) with your peer leader and with your instructor this semester. These assignments and conferences are collectively worth a total of 150 points or 15% of the semester grade.

**Getting to Know My Community:** You will choose to research an issue in our community related to your major or, if undeclared, your personal interest. You will research it in the UTEP Library with the guidance of a research librarian and create an Annotated Bibliography. You will also research four student organizations and attend at least two UTEP events. After attending the UTEP events, you will write reflective pieces on your experiences. These assignments collectively add up to 200 points.

**Course Point Values**

<table>
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<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Digital Story</td>
<td>150</td>
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<td>Career Exploration</td>
<td>150</td>
</tr>
<tr>
<td>Common Reading</td>
<td>200</td>
</tr>
<tr>
<td>Discussion Boards</td>
<td>150</td>
</tr>
<tr>
<td>Daily Work</td>
<td>150</td>
</tr>
<tr>
<td>Getting to Know My Community</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,000</td>
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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.
We all have busy lives, and planning is an essential element for academic success. Of knowledge may mean failure in a class. Moreover, learning is about building knowledge piece by piece. Any missing piece grades, and those missing grades can add up, changing your average from an A to a B or a C Finally, turning in assignments late is not a good idea in any course and can be disastrous in an online class. Another mistake that inexperienced students make is to think they can study very little in a course and physically turn in assignments. That is why it is important to take time management seriously.

Get a planner to help you organize your schedule, and, if possible, set up a routine to participate in your online class on a regular basis every week; find times throughout the week to engage in your online class by participating in any synchronous class sessions and completing online assignments. Carve out consistent chunks of time from your weekly schedule for this class.

Since online students are expected to work with their course on a regular (sometimes daily) basis, it is essential that you develop a method for keeping track of assignments and getting done well and on time. A weekly school planner is one way, but some students find that a big calendar with plenty of space to write down assignment due dates but dates for breaking large assignments down into manageable chunks.

Many students underestimate the amount of time they need to spend in an online course, which is designed to require the combined equivalent of the time you would spend in a face-to-face class and the time you would spend studying and completing assignments outside of class. Therefore, you plan on spending from six to nine hours a week on this course.

Another mistake that inexperienced students make is to think they can study very little in a course for a week and then make up ground by concentrated effort (or cramming). This is not a good idea in any course and can be disastrous in an online class. Finally, turn in all of your assignments this semester. Even small assignments receive grades, and those missing grades can add up, changing your average from an A to a B or a C to a D. Moreover, learning is about building knowledge piece by piece. Any missing pieces of knowledge may mean failure in a class.

We all have busy lives, and planning is an essential element for academic success.
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 can also send e-mails to your classmates or instructional team. 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 or 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 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 here.

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

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

COVID-19 PRECAUTIONS

You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at screening.utep.edu. If
you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to COVIDaction@utep.edu.

For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website (screening.utep.edu) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided. Students are advised to minimize the number of encounters with others to avoid infection.

Wear face coverings when in common areas of campus or when others are present. You must wear a face covering over your nose and mouth at all times in this class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action according to Section 1.2.3 Health and Safety and Section 1.2.2.5 Disruptions in the UTEP Handbook of Operating Procedures.

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### Helpful Campus Resources

- **Academic Advising Center** [https://www.utep.edu/advising/](https://www.utep.edu/advising/)
- **Counseling and Psychological Services** [https://www.utep.edu/student-affairs/counsel/](https://www.utep.edu/student-affairs/counsel/)
- **Center for Accommodations and Support Services** [https://www.utep.edu/student-affairs/cass/](https://www.utep.edu/student-affairs/cass/)
- **Financial and Social Support Services (FSSS)** [https://www.utep.edu/advising/students_we_serve/fhar.html](https://www.utep.edu/advising/students_we_serve/fhar.html)
- **Food Pantry** [https://www.utep.edu/student-affairs/foodpantry/](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 Center** [https://www.utep.edu/liberalarts/history/resources/student-resource/history-tutoring-center.html](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/](https://www.utep.edu/science/math/marcs/)
- **Military Student Success Center** [https://www.utep.edu/student-affairs/mssc/](https://www.utep.edu/student-affairs/mssc/)
- **Miner Learning Center** [https://www.utep.edu/mlc/](https://www.utep.edu/mlc/)
- **Student Financial Aid** [https://www.utep.edu/student-affairs/financialaid/](https://www.utep.edu/student-affairs/financialaid/)
- **Student Health & Wellness Center** [https://www.utep.edu/chs/shc/](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)
- **University Career Center’s Virtual Career Center** [https://www.utep.edu/student-affairs/careers/students-alumni/virtual-career-center.html](https://www.utep.edu/student-affairs/careers/students-alumni/virtual-career-center.html)
- **University Library** [https://www.utep.edu/library/](https://www.utep.edu/library/)
- **University Writing Center** [https://www.utep.edu/uwc](https://www.utep.edu/uwc)
- **UTEP Edge**: [https://www.utep.edu/edge](https://www.utep.edu/edge)
- **UTEP Police Department** [https://www.utep.edu/police](https://www.utep.edu/police)
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