

# 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.

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### Required Texts

*Borders: Crossing into Your Future*,  
8<sup>th</sup> 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

## Contact Information

### Campus Events

Work @ UTEP Job Fair  
W Sept 2 | 10a-2p | Virtual TBD

Career EXPO  
F Sept 18 | 9a-3p | Virtual TBD

Graduate & Professional Schools Fair  
F Oct 16 | 10a-2p | [Virtual Link](#)

Additional events listed on the UTEP  
Events page: <https://events.utep.edu/>

### Instructor Information:

Name: Michelle Pena Fuentes  
Email: [penam@utep.edu](mailto:penam@utep.edu)  
Office hours: MW 9:30-10:30 and  
by appt.

### Peer Leader Information:

Name: Ivan Galindo  
E-mail: [iggaldole@miners.utep.edu](mailto:iggaldole@miners.utep.edu)  
Office Hours: Mon.-Thurs. 11:00-12:00

### Technology Support:

UTEP HELP Desk  
Phone: (915) 747-4357 (HELP)  
Website: [TS.UTEP.EDU](https://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

*Talented Students / Enriching Experiences / Lifelong Success*

## Course Point Values

Here are the point values for the major assignments you will complete in UNIV 1301:

Assignment	Points
Digital Story	150 points
Career Exploration	150 points
Common Reading	200 points
Discussion Boards	150 points
Daily Work	150 points
Getting to Know My Community	200 points
<b>Total:</b>	<b>1,000 points</b>

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.

## Course Assignments

**Digital Story:** 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 and create a multimodal digital story. The Digital Story is worth a total of 150 points. More information TBA in class.

**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. More information TBA in class.

**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). More information TBA in class.

**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 50 words. Poorly constructed, unorganized, and/or incomplete discussion posts may not receive full credit. All discussion posts are due by Wednesdays at 11:59pm MT.

**Daily Work:** Throughout the semester, you will complete critical thinking and exploratory assignments related to online learning, academic success skills, campus engagement, academic advising, academic integrity, and community engagement. You will meet individually with your peer leader and with your instructor this semester. These assignments and conferences are collectively worth a total of 150 points. More information TBA in class.

**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. More information TBA in class.

## UNIV 1301 Attendance Policy

Attendance in the course is determined by participation in the learning activities of the course. Your participation in the course is important not only for your learning and success but also to create a community of learners. Participation is determined by completion of the following activities:

- Reading/Viewing all course materials to ensure understanding of assignment requirements
- Participating in engaging discussion with your peers on the discussion boards
- Logging into Blackboard every week
- **Logging into Blackboard every week, completing 70% of weekly module coursework, and participating in scheduled Blackboard Collaborate sessions will count for 50 points of your attendance and participation.**

## Course Drop / Withdrawal Policy

According to UTEP Curriculum and Classroom Policies, “When, in the judgment of the instructor, a student has been absent to such a degree as to impair his or her status relative to credit for the course, the instructor may drop the student from the class with a grade of “W” before the course drop deadline and with a grade of “F” after the course drop deadline.” Therefore, if I find that, due to non-performance in the course, you are at risk of failing, I will drop you from the course.

**Neglect or lack of effort:** Neglect or lack of effort are the reasons for being dropped from the course. According to the Records and Registration Office and are defined in this course as the following:

- **Neglect:** no participation, not paying attention in class or caring about the course, may be combined with not attending/having attended class (synchronous class meetings)
- **Lack of effort:** not meeting course requirements, not submitting work, not completing 70% of the coursework at the end of any week; may be combined with not attending/having attended class (synchronous class meetings)

## Late Assignment Policy

All assignments on Blackboard WILL HAVE A 24-HOUR WINDOW FOR LATE SUBMITTAL with no points deducted EXCEPT FOR THE DISCUSSION BOARDS.

If you did not submit an assignment by the late 24-hour window, your assignment closes and you can no longer submit the assignment. You will receive a zero for that assignment.

## Make-Up Work

**You will have 24 hours after an assignment is due to submit with no penalty (except for discussion boards).** However, if you have a *documented* emergency, you may contact me to make-up work after the 24-hour late deadline and I can make arrangements for you to submit make-up work by a specific deadline. Your assignment will be graded with penalty points. If you miss an assignment and the reason is not considered excusable, you will receive a zero. It is therefore important to reach out to me—in advance if at all possible—and explain with proper documentation why you missed a given course requirement. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted.

## UTEP Policies

**ADA:** 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](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 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.

## Synchronous Blackboard Collaborate Sessions

This class requires that you participate in scheduled Blackboard Collaborate sessions. The purpose of these sessions are for you to view live demonstrations of the course material and/or to participate in small discussion groups with your classmates. These sessions will be held on Wednesdays at 1:30pm.

Students are expected to participate in these sessions with a webcam and microphone. Students should not record the sessions and post them to any sites outside of Blackboard. If you are unable to attend a Collaborate session, please let me know as soon as possible so that accommodations can be made when appropriate.

Please be fully clothed and do not do anything illegal that would require the instructor or peer leader to report you to authorities. Ask parents, siblings, children and other loved ones to respect your privacy while you participate in the synchronous class meeting.

## Course Management System

Blackboard 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](#).

### IMPORTANT COVID-19 INFORMATION:

**We will not be meeting face-to-face. However, if you happen to be on campus for any reason, you must follow the guidelines below.**

-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](https://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](mailto: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](https://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.

-(**Classes with on-campus meetings**) Please note that if COVID-19 conditions deteriorate in the City of El Paso, all course and lab activities may be transitioned to remote delivery.

### Fall 2020 Important Dates

Classes Begin	Aug 24
Labor Day (no classes)	Sept 7
Census Day	Sept 9
Mid-Term Grades Available	Oct 23
Course Drop Deadline	Oct 30
Thanksgiving (no classes)	Nov 26-27
Dead Day (no classes)	Dec 4
Final Exams	Dec 7-11
Final Grades Available	Dec 17

### 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 on Blackboard. It is your responsibility to stay updated.

## 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 | 12pt font | one-inch margins | double-spacing

### 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\\_serve/fhar.html](https://www.utep.edu/advising/students_we_serve/fhar.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 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](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>