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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**Syllabus Contents**

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**Required Texts**

*The Five Pillars: Success in College and Beyond* (This is a free digital text; the link is available in Blackboard)

*A Dream Called Home: A Memoir* by Reyna Grande

You can purchase Grande at the UTEP Bookstore OR contact your instructor for information on purchasing the e-book. This book is available in English and Spanish.
Contact Information

Instructor Information:
Name: Steven Brown
Email: sbrown4@utep.edu
Office Location: UGLC 344
Office Hours: Monday and Wednesdays- 1:00 PM- 3:30 PM
Friday- 9:00 AM-10:00 AM

Peer Leader Information:
Name: Odalys Balanzar
E-mail: obalanzara@miners.utep.edu
Office Location: UGLC 2XX
Office Hours: Pending

Librarian Information:
Name: Tessy Torres
Email: mttorres3@utep.edu
Office Location: Library

Academic Advisor Information:
Name: Margie Martinez
E-mail: mmartinez98@utep.edu
Office Location: AAC

Course Events and Activities
There’s always something happening at UTEP!
You can use Minetracker to explore campus events, student organizations, volunteer opportunities, and other activities. There’s something for everyone!
Events are also listed on the UTEP Events Calendar.

Talented Students / Enriching Experiences / Lifelong Success

Understanding Your Grade

Attendance: Regular attendance is mandatory in this class. We will take attendance at the beginning of each class period. If you are late for class, you will receive 75% of the attendance points for that day. If you are more than 20 minutes late, you will receive no credit. Please see the course Attendance Policy on page three (3) for information regarding absences.

Common Read: This semester, you will read a memoir of one woman’s personal and academic journey. You will use her journey as a starting point to reflect on your own academic and professional journey. You will prepare for and complete five in-class discussions and activities based on the book.

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 in a multimodal digital story, or e-book. The digital story is worth 200 points.

Participation: Education is not a spectator sport! To succeed in college, you must take an active role in your own learning. In this class, “participation” includes your preparation for and contributions to class activities and discussions (100 points) AND the completion of several activities and assignments including:

- About Me Assignment (10 points)
- Professional Email (10 points)
- ESE Speaker Series talks (50 points)
- Attend two (2) events on campus (50 points)
- UTEP Library Video Tutorials and Quizzes (30 points)
- UTEP Library Scavenger Hunt (30 points)
- Clifton Strengths Inventory/My Strengths Assignment (40 points)
- Freshman Resume (70 points)
- UNIV 1301 End-of-Semester Survey (10 points)

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

Most assignments in this course are graded pass/fail. To earn a “pass,” your assignment must 1) be completed in full and 2) meet minimum standards for college-level work. If you receive a failing grade, you will be given one (1) chance to revise the assignment for 70% of the credit.

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 Point Values

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Attendance</td>
<td>200</td>
</tr>
<tr>
<td>Common Read</td>
<td>200</td>
</tr>
<tr>
<td>Digital Story</td>
<td>200</td>
</tr>
<tr>
<td>Participation</td>
<td>400</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>1,000 points</strong></td>
</tr>
</tbody>
</table>

The course point values for the assignments you will complete in UNIV 1301 are as follows:

- Attendance 200 points
- Common Read 200 points
- Digital Story 200 points
- Participation 400 points
- **Total:** 1,000 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 will assess your in-class participation four (4) times during the semester. Two (2) of these will be self-assessments, with the first due in Week 3. Instructions for the activities listed above are available in the “Assignments” folder in Blackboard.

**Attendance Policy**
Attendance is mandatory and worth 10% of your course grade. You are allowed four (4) absences without penalty. Any additional absences will have a negative impact on your grade. If you are absent more than five (5) times during the semester, you will be dropped from the course.

- **University-sanctioned absences**: University-sanctioned absences do not count towards your three allowed absences so long as you provide official documentation (a letter from the dean of your college) explaining the reason for your absence. Per university policy, you must provide me with this letter at least 10 days in advance of your absence.
- **Unexcused absences**: All absences that are not university-sanctioned are unexcused. This includes absences due to illness, medical and dental appointments, court dates, and family events or obligations. This doesn’t mean you can never miss class—you may have a good reason to do so! It does mean that if you have a good reason, the absence will count toward the four (4) absence limit.
- **Emergencies**: If you experience an emergency that results in multiple absences (for instance, if you become seriously ill or are hospitalized, lose access to reliable transportation, lose childcare, or experience the death of a loved one), you should contact Steven so we can discuss your options. Be aware that in some cases dropping the class will be the best option.

**Course Drop/Withdrawal Policy**
If you are absent more than six (6) times, fail to regularly submit coursework, or your course grade falls below 70% at or after midterm, you may be dropped from the course. If you decide to drop the course yourself, it is your responsibility to contact your academic advisor and initiate the process. Dropping a course may impact your financial aid, scholarships, military funding, or student visa, so it is important that you consult with your advisor if you are thinking of dropping.

**Late Work Policy**
You may submit most assignments up to three (3) calendar days late with a 10% deduction for each day the assignment is late. We will not accept late work more than three days past the due date. The Digital Story and assignments completed during class meetings are not eligible for late submission.

**COVID-19 Policy**
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, 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. If you still need the vaccine, it is widely available in the El Paso area and is frequently offered on campus. For more information about the current COVID-19 rates, testing, and vaccinations, please visit epstrong.org.

**Communication and Behavior 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 your peers, be sure to address the idea and not the person. You should never use insults or resort to name-calling, as neither is appropriate in an academic setting.

**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. We will work together to create a learning environment in which each person’s name, pronoun, gender expression, gender identity, sexual orientation, race, ethnicity, ability, nationality, and religious identity are respected.

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 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.

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.

Assignment Guidelines

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

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

Spring 2022 Important Dates

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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<td>Classes Begin</td>
<td>Jan 18</td>
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<td>Census Day</td>
<td>Feb 2</td>
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<td>Spring Break</td>
<td>Mar 14-18</td>
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<td>Cesar Chavez Day</td>
<td>Mar 25</td>
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<td>Course Drop Deadline</td>
<td>April 1</td>
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<td>Spring Study Day</td>
<td>April 15</td>
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<tr>
<td>Dead Day (no classes)</td>
<td>May 6</td>
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<td>Final Exams</td>
<td>May 9-13</td>
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<td>Final Grades Available</td>
<td>May 19</td>
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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.
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
Food Pantry https://www.utep.edu/student-affairs/foodpantry/
Foster, Homeless, Adopted Resources (FHAR) 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
University 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 Edge: https://www.utep.edu/edge
UTEP Police Department https://www.utep.edu/police