

# 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

- *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

### Campus 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](#).

#### Instructor Information:

Name: Steven Brown  
 Email: sbrown4@utep.edu  
 Office Location: UGLC 344  
 Office Hours: Wednesdays 1:00 PM - 4:00 PM

#### Librarian Information:

Name: Tessa Torres  
 Email: mttorres3@utep.edu  
 Office Location: Library

#### Peer Leader Information:

Name: Odalys Balanzar  
 E-mail: obalanzara@miners.utep.edu  
 Office Location: UGLC 214  
 Office Hours: Tuesdays & Thursdays 12:00 PM – 1:30 PM

#### Academic Advisor Information:

Name: Juan Delgado  
 E-mail: jjdelgado2@utep.edu  
 Office Location: Academic Advising Center

*Talented Students / Enriching Experiences / Lifelong Success*

### Course Point Values

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

Assignment	Points
Attendance	200 points
Common Read	200 points
Digital Story	200 points
Participation	400 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

**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.

## 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 about the Five Pillars of Success through an online link. You will use this journey as a starting point to reflect on your own academic and professional adventure. You may have to 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 one event on campus (50 points)
- UTEP Library Video Tutorials and Quizzes (30 points)
- UTEP Library Scavenger Hunt (30 points)
- Clifton Strengths Inventory/My Strengths Assignment (60 points)
- Resume (60 points)
- UNIV 1301 End-of-Semester Survey (10 points)

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 even 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 Jaelyn 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 four (4) 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](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. 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](http://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

## UTEP Policies

**ADA:** 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).

**Academic Integrity:** Scholastic dishonesty is **never** tolerated by UTEP or by 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. Still reading? Good job! Would you like some extra credit? Email Steven a picture of your favorite animal before 5:00 PM on Wednesday, Jun. 15 for 10 extra credit points. Please do not tell other students about this opportunity – they need to discover it on their own.

expression, gender identity, sexual orientation, race, ethnicity, ability, nationality, and religious identity are respected.

### Summer I 2022 Important Dates

Jun 6th, Summer I & Full-Term classes begin

Jun 8th, Summer I Census Day; Last Day to Register for Summer I; Summer I Payment Deadline

Jun 24th, Summer I Drop/Withdrawal Deadline  
Note: Student-initiated drops are permitted after this date, but the student is not guaranteed a grade of W. The faculty member of record will issue a grade of either W or F.

Jun 30th, Summer I - Last day of Classes

Jul 1st, Summer I Final Exams

### 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.**

### 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 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 Office 365.** 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

## 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 <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>