



**UNIV-LA 1101-001**  
**CAREER PREPARATION AND STUDENT SUCCESS**  
**Mondays/11:00-11:50am**  
**Fall 2019**

<b>Peer Academic Leader:</b>	Karla Zamarripa	<b>Faculty:</b> Laurel Stvan	<b>Faculty Profile:</b>
		<b>Phone #:</b>	(817)272-9489 #29489
<b>UTA E-mail:</b>	karla.zamarripa@uta.edu	<b>UTA E-mail:</b>	stvan@uta.edu
<b>Office Location and Hours:</b>	Mondays: Ransom Hall 206 D 8:00-9:00am; FAB Lab Central Library 9:30am- 10:30m, 12:20-1:20pm	<b>Office Location and Hours:</b>	Mondays and Thursdays: 132 Hammond Hall 1:00-2:00pm, and by appointment
<b>Classroom Location:</b>	COBA 140	<b>Classroom Location:</b>	COBA 140

### COURSE INFORMATION

#### Description

A new student course for new transfer students. This course will cover topics to help students transition to UTA and achieve academic and personal success through recognition of campus resources and community building. Students will discover effective ways to balance personal and career obligations with academic goals. The course will allow for the discovery of marketable skills of their chosen academic discipline and the professions associated with their program of study. Experiential learning opportunities will be discussed including undergraduate research, leadership, international engagement, community engagement and career development.

#### Student Learning Outcomes

- Recognize resources on campus designed to provide academic support, promote wellness and develop financial literacy.
- Describe the unique characteristics of the student's chosen major and understand the significance of that discipline in today's world.
- Identify career types relevant to the student's program of study.
- Develop career goals based upon the student's individual strengths and interests.
- Determine co- and extra-curricular opportunities relevant to the student's career goals.
- Describe the transferrable skills gained from participation in experiential learning opportunities and explain their importance for future job placement.

#### Required Texts

- *No Limits* text is freely available on Canvas: <https://uta.pressbooks.pub/nolimits/>  
*Blueprint for Success in College and Career* text is freely available on Canvas:  
<https://press.rebus.community/blueprint2/>

### COURSE REQUIREMENTS

#### Attendance Policy

You are required to attend all class meetings. **Missing more than one (1) class without consulting with your Peer Academic Leader will result in a 10% reduction of the final letter grade per additional absence.** Entering late or leaving early (Up to 5 minutes) three times equals one full absence. Arriving late or leaving early by anything greater than 10 minutes will result in a full absence.

Reasons for excused absences include medical emergencies or illness. In such situations, students are expected to contact the Peer Academic Leader in advance or as soon as possible after the absence. Proof of the illness or emergency will be required along with evidence that the event correlates with the time of the missed class. Examples of documentation would include items such as a doctor's note, picture of the flat tire, etc. Attending a Success Series workshop can be used up to two times to make up absences. *Selected sessions should align with the content of the classes missed.* Students must stay for entire duration of workshop, and present proof of attendance to Peer Academic Leader.

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. UTA does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UTA instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Canvas. This date is reported to the Department of Education for federal financial aid recipients.

### Major assignments and examinations

#### Maverick Advantage Writing Assignment

After discussion on class related to the five distinguishing activities, students will submit a writing assignment about the activities. Specific assignment details can be found in Canvas.

#### Department or College Event/Resource

Students must select one college or department sponsored campus event or one university sponsored academic event to attend during the course of the semester. Students have flexibility in selecting the events. For the assignment, students must take a photo at the event to show evidence attendance and write a summary of their experience. Specific assignment details can be found in Canvas.

\*\*Other assignments may be given by Peer Academic Leader and faculty member.

### Grading

The Student Success course is a one-credit hour course and is graded on a letter grading basis. Possible grades are A, B, C, and F. Ds are not given out in the course. Students are required to attend all class meetings in order to successfully meet both attendance and participation requirements. **Missing more than one (1) class without consulting with your Peer Academic Leader will result in a 10% reduction of the final letter grade per additional absence.** Students with perfect attendance will be eligible for a 5% increase in the final grade as Extra Credit. Course grades will be determined according to your successful participation and completion of the following activities:

ASSIGNMENT	% OF FINAL GRADE
Participation	35%
Maverick Advantage Written Assignment	15%
Department or College Event/Resource	10%
In- Class Assignments	40%
<b>TOTAL</b>	<b>100%</b>

A grade of Z for the course will result in no credit (meaning a student will have to repeat the course) but will not affect GPA or SAP status (satisfactory academic progress). Incompletes (a grade of I) will be given only for such reasons as medical emergencies, serious emotional distress, etc. The instructor reserves the right to make the final decision when awarding grades of F, Z and I.

### Drop Policy

Students who would like to drop the course will need to get permission from their academic advisor to drop and they will need to work with their academic advisor on that process. Students are allowed 3 attempts to pass the UNIV 1101 course. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/fao/>).

### Participation

Every student is expected to actively engage in every class meeting. Engagement is defined as paying attention, responding to Instructor's questions, raising your own questions, adding your opinion to classroom discussions, participating in classroom activities, and generally positively contributing to the learning environment. Please note that sleeping, reading the newspaper, working on other course work, non-class related laptop use, writing notes, playing with phones or mp3 players, and daydreaming are not acceptable, and you will be invited to leave the classroom if you participate in these negative behaviors.

## COURSE POLICIES

### Non-Discrimination Policy

*The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos).*

### Title IX Policy

The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](mailto:jmhood@uta.edu).*

### Academic Integrity

Students enrolled all UTA courses are expected to adhere to the UTA Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UTA faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be

disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

### Electronic Communication

UTA has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

### Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

### Student Feedback Survey

At the end of each term, students enrolled in face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UTA's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

### Emergency Exit Procedures

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

### Division of Student Success

UTA provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](#), [major-based learning centers](#), developmental education, [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-0777, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

### Success Series

The Success Series is a workshop series designed to improve academic success and enhance important life skills. Topics range from basic skills such as effective note taking, tips for taking online classes, and how to become a better presenter to information about getting a job on campus and studying abroad. It is also a great way to learn about resources available and services offered by the various departments here at UTA. Visit the [website](#) to see the full schedule of upcoming topics and dates.

### Final Review Week

For semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of

similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

### Classroom Technology

Although laptops are an essential part of our educational process in today's techno-savvy era, the Student Success course requires that if you bring a laptop into the classroom, its use is restricted to classroom activities pertinent to that day's subject only. This means that students may not bring a laptop into the classroom and use that laptop for checking their email, browsing Facebook, surfing the web, or use it to complete other course work. **NO EXCEPTION WILL BE MADE.** If a student is found using their laptop for anything other than Student Success coursework, that student will be invited to leave the class for that day and will be marked as an unexcused absence.

Cell phones, MP3 players, and any other personal technology device should be placed on silent mode during class time. Interruptions such as ringing, beeping, vibrating, etc. will not be tolerated. Should a device "go off" during class time, the student will be invited to leave the class and will be marked as an unexcused absence.

### Disability Accommodations

UTA is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UTA are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364.

Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

### Co- and Extra-Curricular Information

**LIBRARY** [library.uta.edu](http://library.uta.edu)

#### RESOURCES FOR STUDENTS

##### Research or General Library Help

Academic Plaza Consultation Services [library.uta.edu/academic-plaza](http://library.uta.edu/academic-plaza)

Ask Us [ask.uta.edu/](http://ask.uta.edu/)

Library Tutorials [library.uta.edu/how-to](http://library.uta.edu/how-to)

Subject and Course Research Guides [libguides.uta.edu](http://libguides.uta.edu)

Librarians by Subject [library.uta.edu/subject-librarians](http://library.uta.edu/subject-librarians)

Research Coaches <http://libguides.uta.edu/researchcoach>

### **Resources**

A to Z List of Library Databases [libguides.uta.edu/az.php](http://libguides.uta.edu/az.php)

Course Reserves [pulse.uta.edu/vwebv/enterCourseReserve.do](http://pulse.uta.edu/vwebv/enterCourseReserve.do)

FabLab [fablab.uta.edu/](http://fablab.uta.edu/)

Scholarly Communications (info about digital humanities, data management, data visualization, copyright, open educational resources, open access publishing, and more) <http://library.uta.edu/scholcomm>

Special Collections [library.uta.edu/special-collections](http://library.uta.edu/special-collections)

Study Room Reservations [openroom.uta.edu/](http://openroom.uta.edu/)

### **OTHER RESOURCES**

Environmental Health & Safety (<http://www.uta.edu/ehsafety>)

**Emergency Phone Numbers:** In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-338

## COURSE TIMELINE

*“As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course.”*

<b>Date</b>	<b>Class Topic</b>	<b>Assignment Due/Notes</b>	<b>Class Readings</b>
8/26	Introduction/Canvas/Syllabus	“Get to know you” discussion board due  UNIV 1101 First Assignment (in-class assignment)	No Limits: Chapter 1
9/2	Labor Day: NO CLASSES		
9/9	Campus Resources, Faculty Visitor: Library Resources and Research		No Limits: Chapters 2 & 10 Blueprint: Chapter 61
9/16	Note Taking, Critical Listening, Study Skills, Test Taking	Faculty Meeting Assignment Assigned	No Limits: Chapter 4 & 5 Blueprint: 26 & 30
9/23	Time Management & Goal Setting		Blueprint: Chapter 14 – 16
9/30	Degree Planning: Linguistics Advisor Staff Visitor	Degree Mapping Assignment Due at 11:59pm	Blueprint: Chapter 9
10/7	True Colors	Faculty Meeting Assignment Due	
10/14	Leadership & Getting Involved & Mav Advantage	Maverick Advantage Writing Assignment Assigned	No Limits: Chapter 3 Blueprint: Chapter 45
10/21	Healthy Lifestyles & Wellness in Community	Campus Event Assigned	No Limits: Chapter 7 Blueprint: Chapter 53
10/28	Money Management	Maverick Advantage Writing Assignment Due	No Limits: Chapter 9
11/4	Faculty Visitor: Financial Literacy in College		
11/11	Career Planning: Exploring the why and how of a chosen career		Blueprint: Chapters 32 – 37
11/18	Career Planning: Planning for a job search		Blueprint: Chapters 41-42
11/25	Career Planning: The Maverick Advantage and Experiential Learning	Campus Event Due	Blueprint: Chapter 38-40, 43
12/2	Career Planning: Teamwork		Teamwork OER

## Success Series Events

Date	Topic	Room & Time
Tuesday, September 3 <sup>rd</sup>	The Neuroscience behind Effective Note Taking	12 pm
Wednesday, September 4 <sup>th</sup>	Time Management	12 pm
Thursday, September 5 <sup>th</sup>	The Neuroscience behind Effective Note-taking	5 pm
Tuesday, September 10 <sup>th</sup>	Plagiarism: How to Recognize and Avoid it	12 pm
Wednesday, September 11 <sup>th</sup>	Time Management	5pm
Thursday, September 12 <sup>th</sup>	Study Skills	12 pm
Tuesday, September 17 <sup>th</sup>	Effective Communication	12 pm
Wednesday, September 18 <sup>th</sup>	Career Conversations: Resumes, Cover Letters, and Working on Campus	12 pm
Thursday, September 19 <sup>th</sup>	Study Skills	5pm
Tuesday, September 24 <sup>th</sup>	Money Management	12pm
Wednesday, September 25 <sup>th</sup>	The Neuroscience behind Effective Note Taking	5pm
Thursday, September 26 <sup>th</sup>	Presentation Tips	12pm
Tuesday, October 1 <sup>st</sup>	CAPS: Anxiety and Academics	12pm
Wednesday, October 2 <sup>nd</sup>	Test Taking Strategies	12pm
Thursday, October 3 <sup>rd</sup>	Test Taking Strategies	5pm
Tuesday, October 8 <sup>th</sup>	Let's Get Techy: Social Media and Helpful College Apps	12pm
Wednesday, October 9 <sup>th</sup>	Effective Communication	5pm
Thursday, October 10 <sup>th</sup>	Study Skills	12pm
Tuesday, October 15 <sup>th</sup>	Time Management	12pm
Wednesday, October 16 <sup>th</sup>	Let's Get Techy: Social Media and Helpful College Apps	12pm
Thursday, October 17 <sup>th</sup>	Presentation Tips	5pm
Tuesday, October 22 <sup>nd</sup>		12pm
Wednesday, October 23 <sup>rd</sup>	Presentation Tips	5pm
Thursday, October 24 <sup>th</sup>	Plagiarism: How to Recognize and Avoid It	12pm
Tuesday, October 29 <sup>th</sup>	Effective Communication	12pm
Wednesday, October 30 <sup>th</sup>	To Drop or Not to Drop	12pm
Thursday, October 31 <sup>st</sup>	To Drop or Not to Drop	5pm

Tuesday, November 5 <sup>th</sup>	Effective Communication	12pm
Wednesday, November 6 <sup>th</sup>	Money Management	12pm
Thursday, November 7 <sup>th</sup>	Time Management	5pm
Tuesday, November 12 <sup>th</sup>	Career Conversations: Resumes, Cover Letters, and Working on Campus	12pm
Wednesday, November 13 <sup>th</sup>	Study Skills	5pm
Thursday, November 14 <sup>th</sup>	Presentation Tips	12pm
Tuesday, November 19 <sup>th</sup>	CAPS: Anxiety and Academics	12pm
Wednesday, November 20 <sup>th</sup>	Test Taking Strategies	5pm
Thursday, November 21 <sup>st</sup>	Test Taking Strategies	12pm

\*\*Schedule is subject to change. For most up to date schedule visit [www.uta.edu/successseries](http://www.uta.edu/successseries)