

## UNIV-BU 1131-006: Student Success

MW 10:00-10:50am

Fall 2020

### Instructor Information

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<b>Peer Academic Leader:</b>	Alexie Tolo	<b>Faculty:</b>	Jennifer Jie Zhang <b>Faculty Profile:</b> <a href="https://mentis.uta.edu/explore/profile/jie-zhang">https://mentis.uta.edu/explore/profile/jie-zhang</a>
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<b>UTA E-mail:</b>	Alexie.Tolo@uta.edu	<b>UTA E-mail:</b>	jiezhang@uta.edu
<b>Office Location:</b>	Ransom Hall 202	<b>Office Location:</b>	COB 527
<b>Classroom Location:</b>	This class will be Hybrid2 2: F2F + Asynchronous. This class will meet in Social Work Complex A 109 on Monday/Wednesday 10am-10:30am. For complete details on class meetings, refer to the course timeline.	<b>Classroom Location:</b>	Virtual through MS Teams
<b>Office Hours:</b>	Office hours will be virtual and held through Microsoft Teams. <u>Tuesday: 12pm-1pm</u> <u>Thursday: 3:30pm-5:30pm</u>	<b>Office Hours:</b>	Office hours will be virtual and held through Microsoft Teams. Tu Th: 6-7pm Or by Appointment with Faculty
<b>Study Group Hours:</b>	Study Group hours will be virtual and held through Microsoft Teams. <u>Tuesday: 1pm-2pm</u>		

### Course Information

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#### Description of Course Content:

Student Success is a learning community course that will teach new students academic success skills to aid their transition to college. The goal of the course is to help students identify their individual needs, determine what resources are appropriate, recognize the faculty role in their development, and formulate a plan for an actively engaged and enriched experience from campus to career. The course will be taught by Peer Academic Leaders (PALS) and faculty, staff and/or graduate students to provide guidance, raise awareness and understanding of students' majors and help support collaborative and co-curricular opportunities available within the School/College.

This course will be offered in 3 modalities. **All classes will go on-line after Thanksgiving.**

- 1) Face-to-Face: All class sessions will be held in person and on campus. Classrooms will be used allowing for social distancing and masks are required while in class.

- 2) Hybrid: Class sessions will be both F2F and online. F2F class sessions will be held one day per week and the other day of class will be held asynchronously. Classrooms will be used allowing for social distancing and masks are required while in class. The course schedule will be specified in the syllabus timeline.
- 3) On-line: All class sessions will occur online. Class sessions will be held both synchronously and asynchronously. There are no requirements for students to come to campus in this modality.

<b>Synchronous</b>	Class sessions occur during the scheduled course day and time. Students and instructors will meet in real time virtually. Students will log into a conference through Canvas to attend class. Students need to attend synchronous online sessions at the scheduled day and time – dates for synchronous class sessions will be specified in the syllabus.
<b>Asynchronous</b>	Class sessions occur on-line without real-time interaction. Weekly lessons will occur in module format and within a specified timeline. Students will engage with class material online through Canvas. Students need to engage in asynchronous class sessions and complete their lessons and work within the appointed deadlines. Timelines for asynchronous class sessions will be posted in the syllabus.

**Student Learning Outcomes:**

- Recognize and utilize the various academic and personal student resources available at UTA, including those related to financial literacy and wellness.
- Apply various learning and study strategies to their college classes.
- Recognize the unique characteristics of their major, including relevant co- and extra-curricular opportunities, and understand the significance of that discipline in today’s world.
- Identify the role of faculty as experts in providing guidance in academic planning, experiential learning and career goals related to the student’s major.
- Describe career types in different (insert) professions that they might enter after completing their degree in (insert) at UTA.
- Develop a sense of self-awareness through teamwork and collaborative efforts.

**Required Textbooks and Other Course Materials:**

- No Limits text is freely available on Canvas.

**Technology Requirements**

This course will use Canvas to hold online class meetings, share course content and assignments, submit homework, and share announcements. All students are expected to have a working camera (webcam) for any synchronous virtual class meetings. Follow the link below to find out more information on how to access your course in Canvas:

<https://www.uta.edu/administration/provost/policies-and-resources/canvas/students>

PAL office hours and study group hours will be held in Microsoft Teams. Follow the link below to find out more information on how to access these hours in MS Teams:

[https://uta.service-now.com/selfservice2?id=utassp01\\_kb\\_article&sys\\_id=4653b0cfdbbfab02c1622d40596190a&pageid=utassp01\\_search\\_results&q=Teams](https://uta.service-now.com/selfservice2?id=utassp01_kb_article&sys_id=4653b0cfdbbfab02c1622d40596190a&pageid=utassp01_search_results&q=Teams)

General Technology Information for Remote Learning: <https://oit.uta.edu/utaremote/>

**Descriptions of major assignments and assessments:**

**Assignments:**

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%
Virtual Event	10%
Assignments	40%
<b>TOTAL</b>	<b>100%</b>

Participation - 35%

Active participation is a very important piece of the learning process in this course and takes on many different forms. Active participation requires preparation. You are expected to be prepared for each class session and actively participate in class discussions and activities.

Participation includes:

Readings & Other Course Prep for Synchronous Meetings – come to class prepared to make connections between the readings and your own lived experiences. For each reading, come prepared to share at least one thing you enjoyed about the reading and one discussion question for the class. Review additional course materials prior to class time as requested.

Asynchronous Modules – Timely completion of the Canvas modules will count as your participation for the asynchronous course meetings. Be sure to make note of due dates and times for each module. All sections of the module must be completed to earn your participation grade for the class meeting. Asynchronous modules are due by Sunday at 11:59pm during the week they are assigned.

In-Class Activities – active involvement and engagement is expected in this course. In class activities are designed to help you engage with the course topics. Fully participating in these exercises is required. Activities are created to support your growth and development as a student. The more work you put into the activities, the more you will get out of the course material.

Class Discussions – discussions are opportunities for you to enhance your critical thinking skills, gain new insights and understanding from your peers, and find ways to

effectively communicate what you have learned from reading and reflecting on course material. I encourage you to bring to class your comments and questions that offer different perspectives, contribute to moving the discussion and analysis forward, build on other comments and insights made by others in the class, and moves beyond the typical “I feel” or “I think” statements that are not grounded in a deeper reflection on why we have had a particular reaction to course material. The course instructors do not have all the answers in these discussions, and you are encouraged to talk to each other and ask each other questions as we process the material together.

Assessment Surveys – completion of in-class surveys is expected as part of participation in this course. Your responses to the questions will not impact your grade, but you will need to fill each survey completely and provide proof of submission in order to receive full participation credit.

Other participation activities – as discussed throughout the semester.

Engaging in certain behaviors can negatively impact your participation grade. This includes:

- Talking or being distracting during class meetings
- Arriving late or leaving early from class meetings
- Sleeping in class or working on other class assignments during class
- Using electronic devices (phones, laptops, etc.) during class meetings
- Overall being disrespectful to instructors, PAL(s), staff, speakers, guests, fellow students, or other visitors to the classroom
- Not completing the in-class assessment surveys

#### Maverick Advantage Writing Assignment - 15%

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.

#### Virtual Event/Resource: Department or College - 10%

Students must select one virtual college or department sponsored campus event or one virtual university sponsored academic event to attend during the course of the semester. Students have flexibility in selecting the events. Please refer to the UTA events calendar for a complete list of upcoming events (<https://events.uta.edu/>). For the assignment, students must write a summary of their experience. Specific assignment details can be found in Canvas.

#### Assignments - 40%

Other assignments may be given by the Peer Academic Leader and/or faculty member. You will need to review your course timeline to know the due dates for these assignments. Specific assignment details can be found in Canvas.

## **Grading Information**

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### **Grading:**

The Student Success course is a one-credit hour course and is graded on a letter grading basis. Students are required to attend all class meetings in order to successfully meet both attendance and participation requirements.

This course is graded on a scale of A, B, C, F, P, W and Z. A grade of D is not awarded in this course. A grade of Z for the course will not be awarded without prior consultation with the instructor. The student is responsible for initiating this conversation with the instructor. Incompletes will be given only for such reasons as medical emergencies, serious emotional distress, etc. The instructor reserves the right to make the final decision a grade of Z.

Grade	Overall Class Percentage
A	90% - 100%
B	80% - 89%
C	70% - 79%
F	0% - 69%

If you would like to drop the course, you will need to get permission to do so and work with your academic advisor on that process. If you fail the UNIV 1101 course, you will need to re-enroll in the course in the next semester. Because the class is required, you will be unable to graduate without passing this course and successfully meeting the credit requirements established by the university. Students are allowed 3 attempts to pass the UNIV 1101 course. If you do not pass the course in 3 attempts, you will need to appeal to your department chair and the Office of New Student courses.

**Attendance:**

Attendance in this course plays an essential role in supporting your transition into UTA. Therefore, you are expected to attend or engage in every class session, whether the session is face-to-face (F2F) or virtual. While this expectation exists, we understand that life happens. If you do miss class, you will need to communicate with your PAL about making up the missed class. See below for specific attendance policies for the different course modalities.

- 1) In-Class Sessions (F2F or Synchronous): You are expected to attend every class session that is happening in real time – this includes F2F and Synchronous class sessions. *If you are not able to attend a class, refer to the “Missed Class” part of this policy.*
  
- 2) Asynchronous Class Sessions: For the asynchronous class sessions, logging in to the course alone does not constitute attendance – your participation in the course modules and activities demonstrate your engagement in the course and therefore is counted as your attendance. Students who do not participate will not be considered in attendance for that lesson. Incomplete modules will be considered a class absence. *If you are not able to complete a module, refer to the “Missed Class” part of this policy.*
  
- 3) Impact of Missed Classes/Modules on your Grade: Having any combination of more than two F2F/Synchronous class session absences or incomplete asynchronous modules without consulting with your Peer Academic Leader will result in a 10-point reduction of the final letter grade per additional absence.
  - For example, if your final course grade is a 92% and you have missed 4 F2F/Synchronous course sessions, the first two absences will not affect your final grade. However, the third and fourth absences will result in a 10-point deduction per absence, so your final grade would be reduced to 72%.

All class content can be accessed virtually for students. If you miss a class, it will be your responsibility to connect with your PAL to access the missed material.

**Late Arrival/Early Departure:** You are considered late to class if you arrive after class has started. Coming to class late or leaving class early (up to 5 minutes) three times equals one full absence. Arriving late or leaving early beyond the five-minute mark will result in a full absence.

**Missed Class Policy:** If you are not able to attend a F2F or synchronous class session, or if you are unable to complete an asynchronous learning module, you will need to communicate with your PAL to discuss your absence. Students are expected to contact the Peer Academic Leader in advance or as soon as possible after an absence.

**Making Up Absences or Missed Work:** Opportunities to make up a missed class may be offered to students by their PAL with approval of the Instructor of Record:

- All class content will be available virtually. If you are unable to attend a F2F or synchronous class session, you will need to communicate with your PAL and make up the missed content and work virtually. The content must be completed within the agreed upon deadline or it will not count to make up the absence.

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.

## Course Schedule

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### COURSE TIMELINE- Hybrid MW

*"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."*

Date	Class Topic	Assignment Due/Notes	No Limits Page #'s
8/26	Introduction/Canvas	F2F	
8/31	Faculty Day: Intro to faculty and IS major	Synchronous ONLINE	
9/2	Productive Breaks	Online	
9/4	Module Assignment due at 11:59pm	Online	
9/7	<b>Labor Day Holiday</b>		
9/9	Mental Health in College	Online	
9/11	Module Assignment due at 11:59pm	Online	
9/14	Time Management & Note-Taking and Critical Listening	F2F Needs Assessment Due	
9/16	Honors College	Online	
9/18	Module Assignment due at 11:59pm	Online	
9/21	Faculty Day: Suggestions on study methods	Synchronous ONLINE	
9/23	Professionalism Module	Online	
9/25	Module Assignment due at 11:59pm	Online	
9/28	Identity/True Colors	F2F	

9/30	Diversity/Inclusion Module (Subject to change)	Online	
10/2	Module Assignment due at 11:59pm	Online	
10/5	Study Skills & Test-Taking	F2F	
10/7	Test Debriefing and Evaluation Module	Online	
10/9	Module Assignment due at 11:59pm	Online	
10/12	VMOCK Module	F2F	
10/14	Campus Resources & Leadership/Getting Involved	Online	
10/16	Module Assignment due at 11:59pm	Online	
10/19	<b>Faculty Day:</b> On Artificial Intelligence and Business Analytics	Synchronous ONLINE Mid-Semester Survey Due	
10/21	Honors College	Online	
10/23	Module Assignment due at 11:59pm	Online	
10/26	Goal Setting	F2F	
10/28	<b>Money Management Module</b>	Online	
10/30	Module Assignment due at 11:59pm	Online	
11/2	Money Management	F2F	
11/4	Exploring Professions Module	Online	
11/6	Module Assignment due at 11:59pm	Online	
11/9	<b>Faculty Day:</b> Designing a website	Synchronous ONLINE	
11/11	Career Development Center	Online	
11/13	Module Assignment due at 11:59pm	Online	
11/16	Healthy Lifestyles	F2F	
11/18	Graduate School Module	Online	
11/20	Module Assignment due at 11:59pm	Online	
11/23	Degree/Career Planning	F2F	
<b>Thanksgiving Holiday 11/25-11/27</b>			
11/30	Maverick Advantage Module	Online	
12/4	Module Assignment due at 11:59pm	Online End of Semester Survey Due	
12/7	Teamwork Module	Online	
12/8	Module Assignment due at 11:59pm	Online	
12/8	Last Day of Classes		

## Institution Information

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UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the [Institutional Information](http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php) page (<http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php>) which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity



- Student Feedback Survey
- Final Exam Schedule

## Additional Information

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### **Mandatory Face Covering Policy**

All students and instructional staff are required to wear facial coverings while they are on campus, inside buildings and classrooms. Students that fail to comply with the facial covering requirement will be asked to leave the class session. If students need masks, they may obtain them at the Central Library, the E.H. Hereford University Center's front desk or in their department. Students who refuse to wear a facial covering in class will be asked to leave the session by the instructor, and, if the student refuses to leave, they may be reported to UTA's Office of Student Conduct.

### **Emergency Exit Procedures:**

Should we experience an emergency event that requires evacuation of the building, students should exit the room and move toward the nearest exit, which will be introduced on the first day of class. When exiting the building during an emergency, do not take an elevator but use the stairwells instead. 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:**

UT Arlington 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 by appointment](#), [drop-in tutoring](#), [etutoring](#), [supplemental instruction](#), [mentoring](#) (time management, study skills, etc.), [success coaching](#), [TRIO Student Support Services](#), and [student success workshops](#). For additional information, please email [resources@uta.edu](mailto:resources@uta.edu), or view the [Maverick Resources](#) website.

**The IDEAS Center** (<https://www.uta.edu/ideas/>) (2<sup>nd</sup> Floor of Central Library) offers **FREE tutoring** and **mentoring** to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in or check the schedule of available peer tutors at [www.uta.edu/IDEAS](http://www.uta.edu/IDEAS), or call (817) 272-6593.

### **The English Writing Center (411LIBR)**

The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at the [Writing Center](https://uta.mywconline.com) (<https://uta.mywconline.com>). Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see [Writing Center: OWL](#) for detailed information on all our programs and services.

The Library's 2<sup>nd</sup> floor [Academic Plaza](http://library.uta.edu/academic-plaza) (<http://library.uta.edu/academic-plaza>) offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the [library's hours](#) of operation.

### **Librarian to Contact**

Each academic unit has access to [Librarians by Academic Subject](#) that can assist students with research projects, tutorials on plagiarism and citation references as well as support with databases and course reserves.

## Emergency Phone Numbers

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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 817-272-3381



## Library Information

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### Research or General Library Help

#### Ask for Help

- [Academic Plaza Consultation Services](http://library.uta.edu/academic-plaza) (library.uta.edu/academic-plaza)
- [Ask Us](http://ask.uta.edu/) (ask.uta.edu/)
- [Research Coaches](http://libguides.uta.edu/researchcoach) (http://libguides.uta.edu/researchcoach)

#### Resources

- [Library Tutorials](http://library.uta.edu/how-to) (library.uta.edu/how-to)
- [Subject and Course Research Guides](http://libguides.uta.edu) (libguides.uta.edu)
- [Librarians by Subject](http://library.uta.edu/subject-librarians) (library.uta.edu/subject-librarians)
- [A to Z List of Library Databases](http://libguides.uta.edu/az.php) (libguides.uta.edu/az.php)
- [Course Reserves](https://uta.summon.serialssolutions.com/#!/course_reserves) (https://uta.summon.serialssolutions.com/#!/course\_reserves)
- [Study Room Reservations](http://openroom.uta.edu/) (openroom.uta.edu/)