Instructor Information

Instructor(s):
Susan R. Norman MS, RN, CCRN-K

Office Number:
PKH 626

Office Telephone Number:
817 272-2776

Email Address:
snorman@uta.edu

Faculty Profile:
https://mentis.uta.edu/explore/profile/susan-norman

Office Hours:
Office hours will be virtual and held through Microsoft Teams.
Faculty preferred mode of communication (UTA email)
Faculty schedule of office hours: by appointment

Peer Academic Leader Information
Peer Academic Leader and Profile:
Sydney Trent

Office Number:
N/A

Office Telephone Number:
817-272-6190

Email Address:
Sydney.trent@uta.edu

Office Hours:
Office hours will be virtual and held through Microsoft Teams.
Monday 11AM-1PM
Wednesday 11AM-12PM

Study Group Hours:
Study Group hours will be virtual and held through Microsoft Teams.
Thursday 11AM-12PM
**Course Information**

**Section Information:**
UNIV-NU-1131-011

**Time and Place of Class Meetings:**
Description of Modality – F2F, Asynchronous: This class will be hybrid. This class will meet in LS 119 on Monday at 10AM. For complete details on class meetings, refer to the course timeline.

**Description of Course Content:**
Student Success is a learning community course that will teach new student’s 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.

| **Synchronous** | 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. |
| **Asynchronous** | 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 the nursing profession that they might enter after completing their BSN at UTA.
▪ Develop a sense of self-awareness through teamwork and collaborative efforts.

Required Textbooks and Other Course Materials:
The content for this class can be found in the following textbooks. It is expected that students read the chapters and materials designated in the course timeline by the stated due date in order to be prepared for class and ready to participate in discussions and activities. Both textbooks are freely available and can be accessed on Canvas or by the links below:
▪ No Limits text: https://uta.pressbooks.pub/nolimits/

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 & Instructor 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=4653b0cfdbbfabc02c1622d40596190a&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:

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>% OF FINAL GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>35%</td>
</tr>
<tr>
<td>Maverick Advantage Written Assignment</td>
<td>15%</td>
</tr>
<tr>
<td>Virtual Event</td>
<td>10%</td>
</tr>
<tr>
<td>Assignments</td>
<td></td>
</tr>
<tr>
<td>- Personality Assignment</td>
<td></td>
</tr>
<tr>
<td>- Exploring Nursing Assignment</td>
<td></td>
</tr>
<tr>
<td>- SMART Goal Assignment</td>
<td></td>
</tr>
<tr>
<td>- Presentation</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>

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/). CONHI specific organizations can be found here: CONHI Student Organizations. For the assignment, students must write a summary of their experience. Specific assignment details can be found in Canvas.

Assignments - 40%
You will need to review your course timeline to know the due dates for these assignments. Specific assignment details can be found in Canvas.

- **Personality Assessment Assignment** 10%: Students will identify strengths and challenges that they have and how this relates to the nursing profession and specialty roles.
- **SMART Goal Assignment** 10%: Students will write a SMART goal for each of the following four areas: Academic, Professional/Career, Personal, and Financial.
- **Exploring Nursing Assignment** 10%: Student will explore one area of nursing-researching the role, requirements, opportunities, and associations with a specific role or specialty.
- **Class Presentation** 10%: Students will present, either individually or as a small group, to the class over a specialty nursing role.
Grading Information

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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Overall Class Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
</tr>
<tr>
<td>F</td>
<td>0% - 69%</td>
</tr>
</tbody>
</table>

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.

Late Assignment Submission:
Assignments: There will be 10 percentage points deducted for each day an assignment is late up for 5 days only at which time the assignment will be a 0 UNLESS you have approval PRIOR to the due date from your PAL and faculty for an extension. Missed participation assignments due to unexcused absences will also follow the same guidelines.

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 and faculty member to discuss your absence. Students are expected to contact the Peer Academic Leader in advance or as soon as possible after an absence.

- **Excused Absences:** legal obligation, military obligations, pre-approved university-sponsored events, emergency situations, religious holy days, death of family member, or illness. Documentation of incident is required and must be provided within 48 hours following the class period for an absence to be considered excused.
- **Unexcused Absences:** oversleeping, class date oversight or other reasons not listed under excused absences. If documentation is not provided as stated above, the absence will be considered unexcused.
- **Students may have 2 unexcused absences** in the course without an overall grade penalty. Participation grades missed must be made up, and late penalties will apply. Please see Canvas for details.
- Absences must be made up with 1 week of the date of the absence occurrence.
- Unexcused absences beyond the 2 unexcused allowed **WILL** result in a letter grade drop for each additional absence accrued.

*No extra credit assignments will be allowed to make up absences at the end of the course.*

**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.
Institution Information

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 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

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. 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, or view the Maverick Resources website.

The IDEAS Center (2nd Floor of Central Library) offers FREE tutoring 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, 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 https://uta.mywconline.com. Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information on all our programs and services. The Library’s 2nd floor 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. http://library.uta.edu/academic-plaza
Librarian Contact Information:
UTA Library: http://www.uta.edu/library/help/subject-librarians.php
Nursing Librarians: nursinglibrarians@uta.edu

CONHI Student Handbook: The Undergraduate BSN Student Handbook can be found by going to the following link: https://www.uta.edu/conhi/students/policy/index.php

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 817-272-3381

Library Information

Research or General Library Help
Ask for Help
- Academic Plaza Consultation Services (library.uta.edu/academic-plaza)
- Ask Us (ask.uta.edu/)
- Research Coaches (http://libguides.uta.edu/researchcoach)

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