UNIV-BU 1101-002: Career Preparation and Student Success  
Wednesday – 8-8:50am  
Fall 2020

Instructor Information

<table>
<thead>
<tr>
<th><strong>Peer Academic Leader:</strong></th>
<th>Jim Pham</th>
<th><strong>Faculty:</strong></th>
<th>Ronnie Liggett</th>
<th><strong>Faculty Profile:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phone #:</strong></td>
<td>817-272-6107</td>
<td><strong>Phone #:</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>UTA E-mail:</strong></td>
<td><a href="mailto:jim.pham@uta.edu">jim.pham@uta.edu</a></td>
<td><strong>UTA E-mail:</strong></td>
<td><a href="mailto:liggett@uta.edu">liggett@uta.edu</a></td>
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</tr>
<tr>
<td><strong>Office Location:</strong></td>
<td>TEAMS/ Canvas</td>
<td><strong>Office Location:</strong></td>
<td>Room 318 – College of Business</td>
<td></td>
</tr>
<tr>
<td><strong>Classroom Location:</strong></td>
<td>COBA 245W</td>
<td><strong>Mailbox Location:</strong></td>
<td>Box 19479</td>
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</tbody>
</table>

**Office Hours/ Study Group Hours**
- I prefer to communicate through Canvas Messaging and Teams Chat
- Office Hours/ Study Group Hours will be virtual and held through MS TEAMS
  - Office Hours: T/TH @9:00-10:00 am
  - Study Group Hours: TH @10:00-11:00 am

**Office Hours:** TBA – Due to COVID, there are no specific hours scheduled at this time. For Faculty questions please use e-mail.

Course Information

**Section Information:**
UNIV- BU 1101 002

**Time and Place of Class Meetings:**

This class will take place on Wednesdays from 8:00 am to 8:50 am. This is a Hybrid 2 class. This means we will weekly alternate between synchronous F2F (face-to-face) and synchronous online.

**When we meet F2F, we will meet in COBA 245W** on Wednesday at 8:00 am to 8:50 pm.
**When we “meet” online via TEAMS,** we will meet at the scheduled class times.
Description of Course Content:
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.

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 ← this is our class.

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.

<table>
<thead>
<tr>
<th>Modality</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Synchronous</td>
<td>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.</td>
</tr>
<tr>
<td>Asynchronous</td>
<td>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.</td>
</tr>
</tbody>
</table>

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 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/](https://uta.pressbooks.pub/nolimits/)
- **Blueprint for Success in College and Career** text: [https://press.rebus.community/blueprint2/](https://press.rebus.community/blueprint2/)
- **Recommended**: Create a habit of perusing/visiting the Wall Street Journal on a regular basis via the internet. Dean Dombroski of the COB has made the investment so that all students have access to the WSJ. From a business perspective, this is generally considered a “must read” for those looking to stay up-to-date on how the business world – both small and large – deals with the myriad of changes in a market economy. See login/link info below:
  1. Go to [https://libraries.uta.edu](https://libraries.uta.edu) (Links to an external site.)
  2. Select the RESEARCH option.
  3. Under Search, select "Databases A-Z."
  4. Search for Wall St. Journal

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](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=4653b0cfdbb0abc02c1622d40596190a&pageid=utassp01_search_results&q=Teams](https://uta.service-now.com/selfservice2?id=utassp01_kb_article&sys_id=4653b0cfdbb0abc02c1622d40596190a&pageid=utassp01_search_results&q=Teams)

Due to COVID, specific instructor office hours have not yet been scheduled. If you need to communicate with the instructor please use email at this time. ligglett@uta.edu

General Technology Information for Remote Learning: [https://oit.uta.edu/utaremote/](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>
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<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>40%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></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/](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**

**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>
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<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.

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 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 Ronnie Liggett 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.

### Course Schedule

**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.”

<table>
<thead>
<tr>
<th>Date</th>
<th>Class Topic</th>
<th>Assignment Due/Notes</th>
<th>Class Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/26</td>
<td>Introduction/Canvas</td>
<td>F2F</td>
<td></td>
</tr>
<tr>
<td>9/2</td>
<td>Faculty Expectations &amp; New Beginnings</td>
<td>Online Synchronous</td>
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<tr>
<td>9/9</td>
<td>Creating and Building Resumes (VMock - Melanie McGee)</td>
<td>Online Synchronous</td>
<td></td>
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<tr>
<td>9/16</td>
<td>Campus Resources “Needs Assessment” Survey</td>
<td>F2F</td>
<td></td>
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<tr>
<td>9/23</td>
<td>Faculty- Degree Planning</td>
<td>Online Synchronous</td>
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<tr>
<td>Date</td>
<td>Topic</td>
<td>Format</td>
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<tr>
<td>9/30</td>
<td>Note Taking, Critical Listening, Study Skills, Test Taking // Time Management &amp; Goal Setting</td>
<td>F2F</td>
<td></td>
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<tr>
<td>10/7</td>
<td>Social Justice Topic with Social Justice Peer Educator</td>
<td>Online Synchronous</td>
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<tr>
<td>10/14</td>
<td>Maverick Advantage and Experiential Learning</td>
<td>Online Synchronous</td>
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<tr>
<td>10/21</td>
<td>True Colors/Identity</td>
<td>F2F</td>
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<tr>
<td>10/21</td>
<td>Mid-semester Survey</td>
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<tr>
<td>10/28</td>
<td>Faculty- Healthy Lifestyles</td>
<td>Online Synchronous</td>
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<tr>
<td>11/4</td>
<td>Leadership &amp; Getting Involved</td>
<td>F2F</td>
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<tr>
<td>11/11</td>
<td>Money Management</td>
<td>Online Synchronous</td>
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<tr>
<td>11/18</td>
<td>Faculty Led- Career Planning: Planning for a job search</td>
<td>F2F</td>
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<tr>
<td></td>
<td>(Career Preparation)</td>
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<tr>
<td>11/18</td>
<td>End of Semester Survey</td>
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<tr>
<td>11/25</td>
<td>Thanksgiving Break 25th - 27th</td>
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<tr>
<td>12/2</td>
<td>Teamwork</td>
<td>Online Synchronous</td>
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<tr>
<td>12/8</td>
<td>Last Day of Classes</td>
<td>Online Synchronous</td>
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**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](http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php) page 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, out the doors, down the stairs on the left. 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](http://library.uta.edu/academic-plaza) 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, or call (817) 272-6593.

The [English Writing Center](https://library.uta.edu/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). 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 2nd floor 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**
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
  o Academic Plaza Consultation Services
  o Ask Us
  o Research Coaches

Resources
  o Library Tutorials
  o Subject and Course Research Guides
  o Librarians by Subject
  o A to Z List of Library Databases
  o Course Reserves
  o Study Room Reservations