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G04 Halle Library

### **COURSE DESCRIPTION:**

UNIV 179L3 is designed for you, the student. It will help you begin to think about **why** you are here, **where** you are going, and **how** to make the best use of your time at EMU and beyond. The course will challenge you both personally and academically. You will be asked to think critically and reflect on your opinions and experiences, and to articulate those opinions verbally through in-class discussions and through written work. You will also be asked to present some of what you have learned and experienced to the class.

The course facilitates your successful transition to college. You will learn to navigate the university system and to identify and develop strategies to enhance your learning. Through academically engaging activities that connect the classroom to the EMU community, you will learn how to live and learn in a multicultural environment. You will learn how to effectively navigate the university system and services, as well as learn tools and techniques that can achieve good grades and help you manage your daily lives. The course provides you with the information and skills that help make the transition to college more successful.

**UNIV 179L3 satisfies one of your Learning Beyond the Classroom (LBC) requirement(s) under General Education, LBC, Group 3: Cultural and Academic Activities and Events.**

**The Instructor reserves the right to make changes to the syllabus with notice.**

### **Learning Outcomes**

1. Enhance the essential academic skills of incoming first year students.
  - a. Students will examine and develop academic survival and success strategies.
  - b. Students will examine and develop self-management skills necessary for academic success.
2. Facilitate the transition of incoming students to the university environment
  - a. Students will examine and understand the nature of a university, academic disciplines, faculty expectations, and academic integrity.
  - b. Students will understand University policies and procedures that impact their ability to acquire a degree.
  - c. Students will explore their strengths and learning styles and relate them to their college tasks and major.
  - d. Students will become aware of and use academic and student support resources on campus.
  - e. Students will explore and apply techniques that promote student wellness.
3. Develop and utilize critical thinking skills necessary for academic success
  - a. Students will explore and engage in higher-order, critical thinking activities.
  - b. Students will practice oral and written communication skills.
  - c. Students will conduct library research that includes a critical analysis of sources.
4. Develop a connection with EMU
  - a. Students will develop a connection with a faculty member, UNIV instructor, and/or success coach.
  - b. Students will explore and become involved on campus.
  - c. Students will develop an appreciation for the diversity of the student body.

## **CLASSROOM CONDUCT:**

Students are expected to abide by the EMU Student Conduct Code and assist in creating an environment that is conducive to learning and protects the rights of all members of the University community. Incivility and disruptive behavior will not be tolerated and may result in a request to leave the class and referral to the Office of Student Conduct and Community Standards for discipline. Examples of inappropriate classroom conduct include repeatedly arriving late to class, using a cell phone, surfing the internet or talking while others are speaking. You may access the Code online at [www.emich.edu/studentconduct/](http://www.emich.edu/studentconduct/)

### **Classroom Climate**

This classroom will be a safe place where students can discuss issues, challenges, and experiences freely and openly. I encourage you to respect each other and allow everyone a chance to speak. While playfulness and having fun is ok, please be mindful of others feelings. Offensive and/or disrespectful behavior will not be tolerated.

### **Cell Phones**

Cell phones **MUST** be turned off in class. This especially includes texting! This is both a respect issue and a time issue that you will find is common in most, if not all of your classes.

The instructor reserves the right to ask you to leave class or deduct your participation points.

### **Laptops & Tablets**

If you have a laptop or tablet and want to bring it to class to take notes, that is fine. **However**, if you are caught answering email, instant messaging, or surfing the web during class, you will be asked to turn it off and put it away for the remainder of class. If this happens on more than one occasion you will **no longer** be allowed to bring your laptop or tablet to class. Also remember that there may be occasions when we leave the classroom to go elsewhere on campus. You will need to take all of your belongings with you and may not want to bring your laptop on those days.

## **ATTENDANCE POLICY:**

Please arrive to class **ON TIME!** Our time together is limited, so it is critical that we begin and end on time. It is unreasonable to expect the Instructor to go over things you missed when you arrive late. You should respect your classmate's time the same as you want your own time respected. You will lose points for coming up to 10 minutes late. If you are more than 10 minutes late you will be counted as absent. It is important that you attend **every** class session so that you do not miss something important.

**Any student who has more than four absences will fail UNIV 179L3 automatically.**

*(If there is a valid reason for missing a class session, you should contact the Instructor **ahead of time** to let them know that you will not be in class. You should also be sure to ask one of your classmates for the notes and copies of any materials that may have been distributed in class.)* \*Proper documentation must be provided to get absences excused by the instructor.

## **ACADEMIC INTEGRITY:**

**Cheating** includes the use or attempted use of unauthorized materials, information, or study aids in any academic assignment.

**Falsification** involves intentional and unauthorized falsification or invention of any information or citation in an academic assignment.

**Plagiarism** involves deliberate and knowing use of someone else's work or idea's as one's own.

Academic dishonesty is both an academic matter between a student and his/her Instructor and a violation under the Student Conduct Code subject to university disciplinary action. Sanctions that can be assigned by an instructor range from giving a reduced grade on the particular work in question to failing the student for the entire course. In addition, some academic departments and programs have their own policies for dealing with academic dishonesty and/or violations of Professional Codes of Ethics which allow the department or program to impose sanctions ranging from probation to program dismissal.

If the matter is resolved satisfactorily between the student and Instructor, and the Instructor decides not to refer the student for university disciplinary action, the Instructor may still report the incident to Student Conduct and Community Standards. The office of Student Conduct and Community Standards will maintain a record of the reported incident and may elect to pursue university disciplinary action against a student who is reported to that office for a subsequent act of academic dishonesty. This is a critically important issue that will be covered in more detail throughout the term.

### **ADD/DROP POLICY:**

September 12<sup>th</sup>: Last date to add classes via the web

September 15<sup>th</sup>: Last date to drop classes with 100% tuition refund (no effect to GPA or CCR)

*If you withdraw, it will affect your CCR. Keep in mind your CCR must remain above 67% to be in good academic standing.*

October 2<sup>nd</sup>: Last date for total withdrawal with 50% tuition refund

October 27<sup>th</sup>: Last date for total withdrawal with 25% tuition refund

November 14<sup>th</sup>: Last date for individual class withdrawal with no refund (CCR affected)

December 12<sup>th</sup>: Last date for total withdrawal from term with no refund

### **GRADING:**

In Class Participation	250 points
Reading Logs	120 points
ACES Inventory	20 points
1 <sup>st</sup> Success Coach Meeting	10 points
Major Assignment #1: Discover EMU Resource Handout & Presentation*	50 points
Major Assignment #2: LBC Event Reflective Essay*	100 points
Major Assignment #3: Skills & Strategies Packet*	100 points
Major Assignment #4: Academic & Career Planning Assignment and Career Fair *	150 points
Major Assignment #5: LBC Event Reflective Essay*	100 points
Major Assignment #6: Final Portfolio *	100 points
<b>Total Points Available</b>	<b>1000 points</b>

**\*You must complete all of the 6 major assignments to pass this course.**

**GRADING SCALE:**

Any student who has more than four absences will fail UNIV 179L3 automatically.

You must complete all of the 6 major assignments to pass this course.

A	1000 – 940 points
A-	939 – 900 points
B+	899 – 870 points
B	869 – 840 points
B-	839 – 800 points
C+	799 – 770 points
C	769 – 740 points
C-	739 – 700 points
D+	699 – 670 points
D	669 – 640 points
D-	639 – 600 points
F	599 – 0 points

**Classroom Assignments:****Participation = 250 points**

If you are not in class, obviously you cannot participate. 25% of your grade will be linked to classroom attendance and participation. Full in class participation includes being ready to begin class on time, not using your cell phone in class, asking questions and responding during discussions, working individually or in groups to complete activities and reflecting on the purpose and what you have learned throughout the course.

Sometimes, we will complete in-class journals. This is an opportunity for you to periodically reflect on what you are learning in UNIV and is considered toward your participation grade. It is also a chance for you to practice and improve your writing skills to prepare for writing your major essays. You will receive feedback on your written journals to assist you in building your writing skills.

**Reading Logs = 120 points**

You will complete a Reading Log for each of the 14 chapters in Connections. Reading Logs will be graded primarily on effort and should be hand-written and turned in as physical paper documents. The work you put in to your Reading Log will show in your class discussions, your note-taking skills, and eventually, in other courses.

**ACES Inventory = 20 points**

ACES (Academic and Career Excellence System) is a self-assessment that helps you pinpoint your strengths and challenges. It assesses skills in areas such as, time management, career exploration, reading, note taking, test taking,

goal setting, motivation, money management, health, and interpersonal skills. It will help you understand your own abilities and attitudes in these areas in order to help you set goals for areas of growth.

### **1st Success Coach Meeting = 10 points**

One of the benefits of UNIV is your instructor is also your success coach. Meeting with your success coach is an opportunity to get individualized support as you transition to Eastern. You must schedule an appointment **before October 6<sup>th</sup>**. This is a time for your success coach to get know you personally and help you develop an academic success plan.

## **6 REQUIRED MAJOR ASSIGNMENTS**

### **1. DISCOVER EMU RESOURCES: SCAVENGER HUNT & PRESENTATION = 50 POINTS**

You will be working in groups to discover and present resources that are available to all students at EMU. On Day 2 (EMU Resources Scavenger Hunt), you will get your group assignment, complete the scavenger hunt and start the Google Slides presentation. On Day 4 (EMU Resource Presentations), the first group will present the resources discovered to the entire class. Subsequent group presentations will occur throughout Units 1 & 2.

### **2. LBC EVENT REFLECTIVE ESSAY = 100 POINTS**

You will attend a University Approved Learning Beyond the Classroom event and write a reflective essay on your experience. You are expected to connect what you have learned and experienced during the event to other areas of your life. Your paper must be 500-800 words and in MLA format: double-spaced, Times New Roman 12-point font, and 1-inch margins. Your essay will be turned in as a physical paper copy in class AND uploaded into Canvas by the due date. A more detailed rubric is available on Canvas.

### **3. SKILLS & STRATEGIES PACKET = 100 POINTS**

Throughout unit 2, you will learn about different learning styles and academic strategies that will benefit your career as a student and as a professional. This packet is designed to help tailor what you have learned to your specific needs and preferences. Worksheets within the packet will guide you to select your personalized study strategies. All information will then be compiled electronically into your ePortfolio.

### **4. ACADEMIC & CAREER PLANNING ASSIGNMENT AND CAREER FAIR = 150 POINTS**

You will complete two parts to this assignment:

1. Complete the Academic and Career Planning Packet (100 points)
2. Create a trifold poster or PowerPoint presentation and present in the Resource Fair (50 points)

This project will help you increase your awareness of your personality preferences and how career interests may fit with your personality. You will also explore the EMU General Education Program and gain a greater understanding of your own academic plan at EMU. In addition, you will be gathering labor market information on O\*Net online, to help gain an understanding of what employment opportunities may look like when you graduate. You must meet with an advisor to register for winter semester. If you have declared a major, make an appointment with your departmental advisor. If you are undeclared, make an appointment with a UACDC academic advisor. It is strongly encouraged that you meet with a career coach at UACDC as well to discuss your future career plans. Finally, you will take all that you have learned and present in an in class resource fair with a creative trifold poster or PowerPoint presentation. Please remember, in order to register for the Winter 2018 semester, you are required to meet with an academic advisor to remove your pin.

### **5. LBC EVENT REFLECTIVE ESSAY = 100 POINTS**

You will attend an approved LBC event and write a reflective essay on your experience. You are expected to connect what you have learned and experienced during the event to other areas of your life. Your paper must be 700-1000

words and in MLA format: double-spaced, Times New Roman 12-point font, and 1-inch margins. A more detailed rubric is available on Canvas. Your essay will be turned in as a physical paper copy in class AND uploaded into Canvas by the due date.

## **6. FINAL PORTFOLIO = 100 POINTS**

In this portfolio you will reflect on your first semester experience at Eastern. You will create several sections aligned with the course learning outcomes. Each of the sections has writing prompts to guide your written reflection. In addition, some of the sections require an artifact to be included in your portfolio. You will be graded on the thoroughness of your written responses, inclusion of artifacts, organization and mechanics. A more detailed rubric is available on Canvas.

### **LATE WORK POLICY:**

If you are not in class, obviously you cannot participate in class activities and discussions. Thus, you will lose those in-class participation points. However, if homework was assigned when you were absent, it is your responsibility to get the assignment you missed either from your classmates or by emailing the Instructor – ahead of time.

All assignments turned in late will incur a grade reduction for every 24 hours turned in late. This policy only applies to the **6 major assignments** - take 10% off the first day, 10% the second day, and then 1% off for every day after that. **All days of the week** are applicable for this policy for assignments that can be submitted electronically. Late work will not be accepted for minor assignments (i.e. reading logs, ACES).

### **STUDENTS WITH DISABILITIES:**

It is my goal that this class be an accessible and welcoming experience for all students, including those with disabilities that may impact learning in this class. If anyone believes they may have trouble participating or effectively demonstrating learning in this course, please meet with me (with or without a Disability Resource Center (DRC) accommodation letter) to discuss reasonable options or adjustments. During our discussion, I may suggest the possibility/necessity of your contacting the DRC (246 Student Center; 734-487-2470; [drc@emich.edu](mailto:drc@emich.edu)) to talk about academic accommodations. You are welcome to talk to me at any point in the semester about such issues, but it is always best if we can talk at least one week prior to the need for any modifications.

### **WRITING SUPPORT**

You will practice writing in many formats during this class (essays, journals, assignments, and presentations.) While we recognize this is not an English course, we know college student success is directly linked to college level writing ability. We find many students need extra practice and support to make the transition from high school to college level writing. Before submitting any essay, you are encouraged to seek feedback and support from the many academic support resources on campus.

Academic Projects Center (734) 487-0020 ext. 2154, located @ 116 Halle Library

University Writing Center (734) 487-0694, located @ 115 Halle Library

### **GENERAL ACADEMIC SUPPORT**

Holman Success Center offers additional academic support in the form of tutoring. Tutoring is available the Eagle Study Tables on the 1<sup>st</sup> floor of Halle Library; find the schedule for tutors and subjects at [emich.edu/hsc/tutoring](http://emich.edu/hsc/tutoring).

### **OFFICE HOURS**

I will be here for office hours by appointment, [tsonntag.youcanbook.me](https://tsonntag.youcanbook.me).

## UNIV 179L3 Fall 2017 Class Schedule

All assignments are due at 11:59pm unless otherwise specified by the instructor.

Day	Topic	Reading Due	Assignments Due
1 (9/6 or 9/7)	Introduction		
2 (9/11 or 9/12)	Discover EMU and Campus Technology	Chapter 1: Building a Foundation for Success	Aces Assessment
3 (9/13 or 9/14)	Critical Thinking & SMART Goal Setting	Chapter 2: Thinking Critically and Goal Setting	Reading Log Ch. 1 & 2
4 (9/18 or 9/19)	Motivation and Decision Making <b>*Group Presentation #1</b>	Chapter 3: Motivation, Decision Making...	Reading Log Ch. 3 <b>Mjr #1: Group Presentation AND handout due by 11:59pm</b>
5 (9/20 or 9/21)	Understanding How You Learn	Chapter 4: Learning Preferences	Reading Log Ch. 4 VARK & MBTI due Reading Log
6 (9/25 or 9/26)	Time Management <b>*Group Presentation #2</b>	Chapter 5: Organization and Time Management	Reading Log Ch. 5 <b>Mjr #2: LBC Essay due by 11:59pm</b>
7 (9/27 or 9/28)	Reading for College Success	Chapter 6: Reading for College Success	Reading Log Ch. 6
8 (10/2 or 10/3)	Reading for College Success Part 2 <b>*Group Presentation #3</b>		
9 (10/4 or 10/5)	Taking Effective Notes <b>*Group Presentation #4</b>	Chapter 7: Taking Effective Notes	Reading Log Ch. 7
10 (10/9 or 10/10)	Introducing the ePortfolio		
11 (10/11 or 10/12)	Memory and Studying Learning Math, Science, Tech	Chapter 8: Memory and Studying	Reading Log Ch. 8
12 (10/16 or 10/17)	Performing Well on Exams	Chapter 9: Performing Well on Exams	Reading Log Ch. 9
13 (10/18 or 10/19)	Information Literacy	Chapter 10: Information Literacy and Communication	Reading Log Ch. 10
14 (10/23 or 10/24)	Time Management and Organization [Part 2]		<b>Mjr #3: Skills and Habits Packet due by 11:59pm</b>

15 (10/25 or 10/26)	Personality: Myers-Briggs Type Indicator	Chapter 11: Academic and Career Planning	Reading Log Ch. 11
16 (10/30 or 10/31)	Interests: RIASEC and O*Net		
17 (11/1 or 11/2)	Academic Plan		
18 (11/6 or 11/7)	Job Market and Resumes		
19 (11/8 or 11/9)	ACPA Structured Workday		
20 (11/13 or 11/14)	Major and Career Fair	<b>Due at Beginning of Class: ACPA packet &amp; poster</b>	<b>Mjr #4: Due at Beginning of Class: ACPA packet &amp; poster</b>
21 (11/15 or 11/16)	Emotional Intelligence	Chapter 12: Connection with others	Reading Log Ch. 12
22 (11/20 or 11/21)	Building Relationships		
<b>No Class 11/22-11/23</b>	<i>No Class *Thanksgiving Break</i>		
23 (11/27 or 11/28)	Embrace Diversity		
24 (11/29 or 11/30)	Financial Aid & Student Debt	Chapter 13: Personal and Financial Health	Reading Log Ch. 13
25 (12/4 or 12/5)	Financial Health & Awareness		<b>Mjr #5: LBC event Essay Due by 11:59pm</b>
26 (12/6 or 12/7)	Personal Health & Awareness	Chapter 14: Celebrating your Success & Connecting to your Future	
27 (12/11 or 12/12)	ePortfolio Workday		<b>Mjr #6: Final ePortfolio due by 11:59pm</b>